



Province of the
EASTERN CAPE
HEALTH

REQUEST FOR QUOTATION

PART A
INVITATION TO QUOTE

SBD 1

YOU ARE HEREBY INVITED TO QUOTE FOR SUPPLY AND DELIVERY OF DAIRY PRODUCTS AT FRERE HOSPITAL.					
BID NUMBER:	SCMU3-22/23-0028-FRE		CLOSING DATE: 13 APRIL 2023		CLOSING TIME: 10:00 a.m.
DESCRIPTION	SUPPLY AND DELIVERY OF OILS & CONDIMENTS TOFRERE HOSPITAL FOR A PERIOF OF FOUR (04) MONTHS – MULTIPLE – RATE BASED AWARD				
SUBMISSION	BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (<i>STREET ADDRESS</i>)				
FRERE HOSPITAL: Y – ADMINISTRATION BLOCK, CONNAUGHT/AMALINDA MAIN ROADS EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Alex Ngqwebo		CONTACT PERSON	Alex Ngqwebo	
TELEPHONE NUMBER	043 709 2583		TELEPHONE NUMBER	043 709 2583	
FACSIMILE NUMBER	043 743 5317		FACSIMILE NUMBER	043 743 5317	
E-MAIL ADDRESS	Alex.Ngqwebo@echealth.gov.za		E-MAIL ADDRESS	Alex.Ngqwebo@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					



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

PART B TERMS AND CONDITIONS

1. QUOTE SUBMISSION:

- 1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. SUPPLIERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTEDING INSTITUTION.
- 1.4. WHERE A SUPPLIER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE QUOTE DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTEDING INSTITUTION.
- 1.5. THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 SUPPLIERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 SUPPLIERS 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 SUPPLIERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE QUOTE.
- 2.5 IN QUOTATIONS 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 SUPPLIER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO QUOTEDING FOREIGN SUPPLIERS

- 3.1. IS THE SUPPLIER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE SUPPLIER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE SUPPLIER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE SUPPLIER 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.

INDEX

RETURNABLE SCHEDULES

(All schedules must be completed and returned by the SUPPLIER)

SBD 1 (Part A and B)

Evaluation criteria

- Administrative compliance
- Non Negotiable Requirements
- Price & Specific Goals Points

Specification

Price Schedule

Declaration of Interest

Preference points claim form

RETURNABLE SCHEDULE 2: EVALUATION CRITERIA

1. EVALUATION CRITERIA

1.1 The Quote will be evaluated as follows:

- Stage 1: Administrative Compliance
- Stage 2: Compliance of Non Negotiables
- Stage 3: Price & Specific Goals' Points

#	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)		
D	Signed Declaration of Interest (SBD 4)		
E	Signed Preferential Points Claim (SBD 6.1)		
F	Bank confirmation letter (Not older than 3 moths)		

Stage 2: Non-Negotiables

Item No.	REQUIREMENTS	Compliance Yes / No	Comment
1.1	Completed Project Form from current/previous client/s.		
1.2	Attach proof of funding either self or arranged funding with current date and specific to this food item.		
1.3	Attach Orders in relation to this food item i.e. Oil and Condiments.		
1.4	Latest Certified Copy of Compliance Certificate of the premises as authorized by relevant authority e.g. BCMM		
1.5	Details/Description of a transportation vehicle whether own, or wholesaler to be delivering on behalf of the supplier, such vehicle MUST comply with the specific food item in terms of covering, temperature etc. Attach ownership documents OR letter of agreement for delivery. Also attach pictures of the required vehicle as per food item bidding for.		

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PREVIOUS/ CURRENT JOB REFERENCE

JOB REFERENCE RETURNABLE

Job title:	
Bid/ RFQ/ ORDER 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) of the following project successfully executed

by (name of bidder)

Job Name:

.....

Job Location:

.....

Commencement Date: Completion date:

Duration of the contract:

Contract/ Order Value:

A. Please score the performance of the Bidder on the abovementioned job, 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

C. Any other comments:

D. Cell No. E. Office No.

F. Fax No. G. E-mail:

This signed at on this day of

*Note to Bidder: Referee (Client) will be contacted to verify the above if the Referee is not contactable NO POINT WILL BE AWARDED. **A letter of confirmation of prompt delivery from the current/previous client/s must be attached.**

STAMPED AND SIGNED BY REFEREE (CLIENT)

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Stage 3: Price & Specific Goals

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

NB: Complete as required under SBD 6.1 and attach appropriate supporting documents

SPECIAL CONTRACT CONDITIONS

- 4.1 General Conditions of Contract (GCC) are a point of reference for this RFQ.
- 4.2 Frere reserves the right to award or not to award this RFQ, either in part or whole.
- 4.3 Should there be a long-term contract established, this RFQ/Contract shall be cancelled immediately.
- 4.4 Budget availability shall influence the operation of the contract emanating from this RFQ.
- 4.5 Suppliers are expected to comply with the Specification/Requirements throughout the period of engagement.
- 4.6 **Suppliers that have contracts already with Frere or those who had contract/s in the past three (3) months will NOT be considered for this RFQ.**
- 4.7 **Suppliers will be NOT be awarded more than one (1) Contract regardless of price quoted.**

4. QUOTE STRATEGY

The department is seeking to engage in a RFQ process to acquire Oils and Condiments for a period of four (4) months to multiple suppliers as part of risk management.
The award or continuation of the contract is subject to performance, good performance is essential.

SCOPE OF WORK

- The suppliers will be requested to supply and deliver Oil and Condiments for a period of four (04) months

DECLARATION OF THE BIDDERS ABILITY TO SUPPLY AND DELIVERY OF OILS & CONDIMENTS

- We hereby declare that we, _____ (name of the bidder), have the capacity and capability to supply and deliver Oils and Condiments

SUPPLIER'S SIGNATURE OF COMPLIANCE.....

NAME:

DESIGNATION:

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RETURABLE SCHEDULE 3: SPECIFICATION

1. Guidelines

Guidelines on the specifications for perishable foods ensures that only stock or food items that comply with required standards for acceptable quality are received and used in the food service units.

Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.

All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.

The procedure concerning the taking and testing of samples of delivered products, as set out in the regulations made in terms of section 15 of the Agricultural Product Standard Act, 1990. Should be complied with.

The Department reserves the right to conduct inspections of the production process, the product and the premises of the supplier without prior notification at any working time during the contract period or prior to entering into a contract.

In the event of a deviation being observed, the whole consignment should be rejected.

Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

COFFEE (Coffee bags)

REQUIREMENTS:-

- The coffee shall be packed in porous wet strength paper bags of sufficient strengths to hold the coffee granules as well as the absorbed water without disintegration or splitting.

PACKAGING AND LABELLING:-

- The product shall be packed in 250 g.
- To be packed in durable a plastic bag to prevent flavours escaping.
- Nutritional information, expiry date, product name must appear on the package.
- The product shall have at least shelf life of 300 days when stored under clean and dry conditions at room temperature.

ROIBOS TEA

REQUIREMENTS:-

- Tea shall have a flavours, colour, aroma and appearance.

PACKAGING AND LABELLING:-

- The tealeaves shall be packed in porous wet strength paper bags to hold the tea leaves as well as the absorbed water.
- The tea & rooibos shall be packed in 100 g -tea / 200g- rooibos
- Nutritional information, expiry date, product name must appear on the package.
- The product shall have at least shelf life of 300 days when stored under clean and dry conditions at room temperature.

CANNED FISH

REQUIREMENTS:-

High quality, whole or sliced pilchards in a thickened tomato sauce with an acceptable tomato red colour.

- The product shall have the appearance and colour characteristic of its type.
- The fish shall not be mushy and individual pieces of fish shall retain their shape.
- The pieces of fish shall be easily separable.
- Tins of fish shall not show any rust and dents.
- The container must reflect clear description of ingredients and indication of special dietary information e.g. Diabetic South Africa compliant.
- Canned fish should be equivalent to Lucky star

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PACKAGING AND LABELLING:-

- Nutritional information, expiry date, product name must appear on the package
- The product shall be packed in suitable 400g tins.
- The tin shall protect the contents against deterioration and contamination during normal storage, handling and transport.
- All tins shall in no way be damaged or leaking.

TOMATO PUREE**REQUIREMENT:-**

- The product shall be in the form of a paste with soft consistency characteristic of a paste /puree.
- It shall not be runny, weeping or spongy.
- The colour, odour and flavour shall be acceptable and characteristics of tomatoes.
- Tins of tomato puree shall not show any rust and dents.

PACKAGING AND LABELLING:

- Each tin will be marked with production date code and a best before date.
- The product shall be packed in suitable 410g cans.
- The tin shall protect the contents against deterioration and contamination during normal storage, handling and transport.
- All tins /cans shall in no way be damaged or leaking

CONDIMENTS**FRUIT CHUTNEY****REQUIREMENTS:**

- The product shall be in the form of a paste with soft consistency characteristic of a sauce.
- It shall have a pleasant odour and flavour characteristic of dried fruit.
- It shall not be runny, weeping or spongy or have any foreign flavour or colour.
- The product shall be free from all micro- organisms which under normal conditions grow and reproduce and/ or produce toxins causing spoilage

PACKAGING AND LABELLING:

- The container shall be glass, polypropylene, or some other similar plastic material with a suitable screw on lid.
- The chutney shall be available in 3 kg containers.
- After opening, the lid shall be easily re-sealable.
- All plastic or glass containers shall in no way be damaged or leaking.
- Minimum of 12 months from date of manufacture, if unopened and stored at room temperature.
- Nutritional information, expiry date, product name must appear on the package.

WORCESTERSHIRE SAUCE**REQUIREMENTS:**

- The colour shall be dark brown to black and be acceptable and characteristic of Worcestershire sauce.
- No foreign flavour or colour shall be present.
- The product shall be free from all micro-organisms which under normal conditions grow and reproduce causing spoilage.
- Bottle should be equivalent to Maggie

PACKAGING AND LABELLING:-

- Worcestershire sauce shall be available in 750ml bottles.
- The bottle shall be glass or polypropylene for some other similar plastic material with a suitable Snap-On type lid
- After opening the lid shall be easily resealable
- Twelve of these bottles shall be packed onto a cardboard tray and be shrink-

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wrapped with polyethylene.

- All plastic or glass bottles shall in no way be damaged or leaking.
- The containers shall protect the contents against deterioration and contamination during normal storage, handling and transport.
- The product shall have a 4-year longer shelf in the unopened state, when stored under cool.
- Nutritional information, expiry date, product name must appear on the package.

VINEGAR (WHITE)

REQUIREMENTS:

- The product shall be naturally fermented spirit
- No foreign or inappropriate flavour or colour of any kind shall be present
- Vinegar shall have a transparent white appearance

PACKAGING AND LABELLING:

- The bottle shall be polypropylene or some other similar plastic material with a suitable resalable lid.
- All plastic bottles shall in no way be damaged or leaking
- It shall be packed in 750ml bottles
- The containers shall protect the contents against deterioration and contamination during normal storage, handling and transport
- Bottles shall be packed onto a cardboard tray and be shrink wrapped with polyethylene

SPREADS

PEANUT BUTTER

REQUIREMENTS:

- The peanut butter must have a good flavour and aroma, must be free from foreign, bitter, rancid or objectionable taste and odour with minimum of 91% peanuts
- Peanut butter must be reasonable, free from black specs and seed coat.
- Peanut butter must be smooth textured
- There must be no separation of oil from the peanut butter

PACKAGING AND LABELLING:-

- It must be packed in a glass jar or plastic of 410g.
- Must be packed in a suitable sealed containers that is capable of protecting the contents against contamination and deterioration under normal conditions of storage and transportation
- It must be packed in the quantities of 12 in a cardboard or tray
- All jars shall in no way be damaged or leaking
- The maximum shelf life of peanut butter must be 4 to 5 months at room temperature

JAM

Jam flavour:

- Apricot
- Mixed fruit jam

REQUIREMENTS:

- There must be 35% fruit content and 60% sugar content.
- Jam should not contain any harmful additives such as artificial sweeteners.
- It must be smooth.
- Tins of jam shall not show any rust and dents

PACKAGING AND LABELLING:-

- Jam must be packed in suitable tin of 900g.
- The tin shall protect the contents against deterioration and contamination during normal storage, handling and transport.
- All tins shall in no way be damaged or leaking.
- The maximum shelf life of jam must be 4 -5 months at room temperature.

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- Nutritional information, expiry date, product name must appear on the package.

JELLY CRYSTALS

Jelly crystals with the ff flavours:

- Raspberry
- Lime or Lemon
- Green gage
- Cherry
- Orange
- Apricot

REQUIREMENTS:

- The raw materials shall be suitable for human consumption and shall be free from objectionable odours and flavours
- Shall be reasonably free flowing and free from lumps
- Shall be free from dirt, grit and other foreign matter

PACKAGING AND LABELLING:

- The jelly crystals shall be packed in cellophane, polyethylene coated, packets of 1kg as package
- A cardboard box shall be used as secondary packaging that is capable of protecting the contents during normal storage and transport
- Each sachet shall have legibly printed on it in English the flavour of the jelly crystals, size of the lettering minimum of 4mm in height and black in colour.
- Nutritional information, expiry date, product name must appear on the package

COOKING OIL

REQUIREMENTS:

- Edible cooking oil shall not contain any mineral oil.
- The product shall have an acceptable, taste, a pleasant odour and an attractive sparkling transparent yellow appearance must be sunflower oil.
- No rancid, foreign or objectionable flavour or colour of any kind shall be present
- It must have been refined for long frying life.
- Must ensure delicious crispy and golden results.
- Must contain antioxidants for maximum oil stability.
- Must contain anti foaming agent
- Oil should be equivalent to sunflower oil.

PACKAGING AND LABELLING:

- The product shall be available in 20 litres drum.
- The drum shall be polypropylene or some other similar plastic material.
- The drum shall be equipped with a screw cap, so that a certain quantity of product can be poured out, and then the can be resealed.
- This product shall have maximum shelf life of 9 months.
- Nutritional information, expiry date, product name must appear on the package.

CUSTARD

REQUIREMENTS:

- The flavour and colour shall be as stated on the package
- It must be ready made
- Shall be free from dirt, grit and other foreign matter

PACKAGING AND LABELLING:

- They shall be packed in 1 liter
- The nutritional information shall be provided on the packets, the product name and the expiry date

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- The product shall have at least six months shelf life
- Custard shall be packed into suitable cartons for easy handling in storage, transport and distribution
- Must indicate Nutritional Reference value i.e 4 years and older

TRANSPORTATION AND DELIVERIES:

Groceries must be delivered in a cool closed clean vehicle preferable a bakkie or truck
All items to be clean, free of dust and mouldy particles on delivery

Item	Approximate per month	Approximately x 04 months
Coffee bags	144 x 250g	576 x 250g
Roibos Teabags	160 x 200g	640 x 200g
Fish Pilchard	2004 x 400g	8 016 x 400g
Tomato puree	144 x 410g	576 x 410g
Fruit chutney	30 x 3kg	120 x 3kg
Worcestershire sauce	20 x 750ml	80 x 750ml
Vinegar- white	10 x 750ml	40 x 750ml
Peanut butter	200 x 410g	800 x 410g
Jam	150 x 900g	600 x 900g
Jelly different flavours	350 x 1kg	1400 x 1kg
Cooking oil	8 x 20L	32 x 20L
Fruit squash	400x 2L	1 600 x 2L
Custard	198 x 1L	792 x 1L

	SIGNATURE	DATE
Reviewed by:	N. Tshokotshi	30 March 2023
Approved by Chairperson	N. Mdolo	30 March 2023

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RETURABLE SCHEDULE 4: PRICING SCHEDULE

QUOTATION VALIDITY PERIOD: (60 days)

Company name:

Please complete the table below:

Please complete the table below:

DESCRIPTION	UNIT MEASURE	UNIT PRICE	QTY PER MONTH	PRICE PER MONTH	QTY X 04 MONTHS	Price X 04 MONTHS
Coffee bags	250g		144		576	
Roibos Tea Bags	200g		160		640	
Pilchard	400g		2004		8 016	
Tomato puree	410g		144		576	
Fruit Chutney	3kg		30		120	
Worcestershire sauce	750ml		20		80	
Vinegar White	750ml		10		40	
Peanut butter	410G		200		800	
Jam	900g		150		600	
Jelly	1kg		350		1 400	
Cooking oil	20L		8		32	
Fruit squash	2L		400		1 600	
Custard	1L		198		792	
SUBTOTAL				R		
VAT				R		
TOTAL COST INCL VAT				R		
Please select/tick appropriately				Own/ Self-Funding	ECDC Other	

NB: Price increase only allowed after the first months of the contract. It will be based on agreed calculations in line with appropriate benchmarking.

Signature			
Company Representative			
Company Director / Manager	Initial and surname	Signature	Date

Company official
stamp

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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 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

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**

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.

2.3.1 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 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

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.

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

1. GENERAL CONDITIONS

1.1 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).

1.2 **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.

1.3 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.

1.4 **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)

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;

“tender”

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- (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

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

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 inline 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 authorized 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

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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.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

	SIGNATURE	DATE
Reviewed by:	N. Tshokotshi	30 March 2023
Approved by Chairperson	N. Mdolo	30 March 2023

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