

**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU3-26/27-0098-PED		CLOSING DATE:	20 July 2026	CLOSING TIME: 11H00
DESCRIPTION	SUPPLY AND DELIVERY OF PREGNANCY TEST KIT 25'S AT PE MEDICAL DEPOT FOR A PERIOD OF TEN (10) MONTHS				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED VIA EMAIL					
Procurement.pedepot@gmail.com Thulani.Lumkwana@gmail.com					
SAMPLE SUBMISSION: SHORT LISTED SUPPLIERS MAY BE CONTACTED SHOULD A NON-RETURNABLE SAMPE BE NEEDED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thulani Lumkwana		CONTACT PERSON	Deon Martin	
E-MAIL ADDRESS	Thulani.Lumkwana@echealth.gov.za		E-MAIL ADDRESS	deon.martin@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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW					

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

SUPPLY AND DELIVERY OF PREGNANCY TEST KIT 25'S AT PE MEDICAL DEPOT FOR A PERIOD OF TEN (10) MONTHS
--

	Date	Name	Signature
Drafted: Procurement official	08/07/26	J Kriel	
Reviewed By: SCM Manager	08/07/26	M Msakatya	
Approved By: BSC Chairperson	08/07/26	D Martin	

TABLE OF CONTENTS

INVITATION TO BID (SBD 1)

Part 1 – Special Conditions of Bid

Part 2 – Conditions of Contract and Operational Requirements

Part 3 – Bid Forms and related documentation

Schedule A – Declaration of Interest (SBD 4)

Schedule B– Qualifications and experience

Schedule C – Organization type

Schedule D – Organizational Structure

Schedule E – Details of Bidder's nearest office

Schedule F – Financial Particulars

Schedule G – Preference Points Claim Forms (SBD 6.1)

Schedule H – Supplier Consent Form

Schedule I - Execution plan

Part 4 – Bid Strategy

Part 5 – Specifications & Pricing Schedules

Annexure 1: PBD documents

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise. In addition, the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

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 Conditions of Contract and Operational Requirements; ○ Part 3 which details the bid strategy ○ Part 4 which details the Specifications relating to the Technology / Services ○ Part 5 which contains all the requisite bid forms and certificates; <i>As read with GCC – General Conditions of Contract</i>
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 4 of this invitation to bid;

PART 1

SPECIAL CONDITIONS OF BID

1. BACKGROUND AND INTRODUCTORY PROVISIONS

Refer to Part 3 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) and requisite bid forms attached as Part 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 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids for this document must be submitted in ONE email with the bid number as the subject line.

3.4 All bids must be received before the closing time and date stipulated above and must be emailed to 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 detailed on the cover page to this invitation to bid at the number stipulated.

5. COMPULSORY BID BRIEFING

There shall be no briefing session for this Specialized Agency Service requirements.

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 5 – Schedule A- which completed form/s must be submitted together with the bid documents.

6.2 Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX and all applicable taxes.

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 5 – Schedule A

7. DECLARATION OF INTEREST

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule B.

8. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information together with their bid of their experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule C.

9. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule D.

10. CONSORTIUM / JOINT VENTURE

10.1 It is recognized that bidders may wish to form consortia to provide the Services.

10.2 A bid in response to this invitation to bid by a consortium shall comply with the following

10.2.1 It shall be signed so as to be legally binding on all consortium members;

10.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;

10.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the DOH and receive instructions for and on behalf of any and all the members of the consortium;

10.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.

10.2.5 Each party to the Consortium must submit a consolidated HDI Goal Claim

11. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as Part 5 – Schedule F.

12. DETAILS OF THE PROSPECTIVE BIDDERS' NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office to the Institutions at which the Services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule F which completed form, must be submitted together with the bid.

13. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule G.

14. **PREFERENCE POINTS CLAIM FORMS**

Part 5 – Schedule H 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.

15. **VALIDITY**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of 90 (NINETY) calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

16. **ACCEPTANCE OF BIDS**

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

17. **NO RIGHTS OR CLAIMS**

17.1 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 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.

17.2 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.

18. **NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

18.1 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" basis with the approval of the DoH.

18.2 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.

19. **ACCURACY OF INFORMATION**

19.1 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.

19.2 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.

20. COMPETITION

- 20.1 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.
- 20.2 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.
- 20.3 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.
- 20.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

21. RESERVATION OF RIGHTS

- 21.1 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: -
 - 21.1.1 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;
 - 21.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
 - 21.1.3 Reject all responses submitted by bidders and to embark on a new bid process.
 - 21.1.4 Award the bid to one or more than one service provider.
 - 21.1.5 It is recommended that the successful bidder employ professional and or general operation staff that are within the sub-area.

22. REQUIREMENTS

- 22.1 Previous performance of the bidder will be an advantage and considered in the evaluation of the bid.
- 22.2 Financial standing of the bidder will be considered for risk analysis and bidders are required to submit documentary proof to demonstrate financial stability in the form of: -
 - 22.3.1 Latest financial statements in the case of Companies and in the case of Close Co-operation CC.
 - 22.3.2 Letter from the financial institution confirming availability of funds or letter of good standing and/or proof from the financial institution indicating a positive rating must be attached.
 - 22.3.3 Form Part 5 schedule H must be completed accordingly.

23. EVALUATION CRITERIA

Bidders required to meet the following criteria indicated in stages.

23.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2: Mandatory Requirements
- Stage 3: Functionality
- Stage 4: Price and Specific Goal Points The stages are detailed below
- Post Tender Negotiations

SHORT LISTED SUPPLIERS MAY BE CONTACTED TO SUBMIT NO-RETURNABLE SAMPLES

#	STAGE 1 - ADMINISTRATIVE REQUIREMENTS	Complied		
		YES	NO	N/A
A	Invitation to Bid (SBD1)			
B	Pricing Schedule (SBD 3.2)			
C	Declaration of Interest (SBD 4)			
D	Preferential Points Claim (SBD 6.1)			
F	Attach Detailed CSD report			
STAGE 2 - MANDATORY REQUIREMENTS (QUALITY)				
A	Where the bidder is the manufacturer: A valid SAHPRA Manufacturing Licence for Medical Devices has been submitted for each item offered Only continue with items that complies			
B	Where the bidder is not the manufacturer of an item: The following have been submitted for each item offered: • Valid SAHPRA Licence of the bidder (Distributor/Wholesaler/Importer, as applicable); AND • Valid SAHPRA Manufacturing Licence of the manufacturer for each item bid; OR • A recognised Quality Management System certificate (e.g. ISO 13485) issued to the manufacturer for each item bid			
C	Where the bidder is not the manufacturer of an item: Manufacturer/Third-Party Agreement (Letter of Authorisation or Unconditional Written Undertaking) from the manufacturer confirming the bidder is authorised to supply the offered products.			

FAILURE TO SUBMIT ANY OF THE ABOVEMENTIONED MANDATORY REQUIREMENT DOCUMENTS WILL DISQUALIFY THE BIDDER

- **Specific Goals**
Bidders are required to complete the preference claim form (SBD 6.1) and submit required documentation for claiming specific goals points as outlined on the document.
- **Unconditional written undertaking from the third party /Consortia / Joint Venture Agreement (where applicable)**
Bidders bidding as a third party/ Consortia / Joint Ventures with a SAHPRA registered manufacturer must submit a "Unconditional written undertaking from the third party" and/or "Joint Venture agreement" signed by all JV partners with the bid. The parties must complete and sign the agreement. Template can be found in the Annexure: PBD 1.
- **Company Registration Documents**
Bidder shall submit valid proof of registration of the company with CIPC with the bid documents at the closing date and time of the bid. If by law registration with CIPC is not required, proof of ownership/shareholding must be provided.
- **Declaration of Interests (SBD 4)**
Bidders must complete in full and duly sign returnable forms for declaration of interest and submit with the bid.

- **Summary Form of Offer (SBD1)**

Bidders must complete in full and duly sign the bid form of offer (SBD 1) using ink. An incomplete form of offer with missing fields shall make the bid non-responsive and shall lead to disqualification.

- **Pricing Schedules**

Bidders must complete in full, initial and duly sign the returnable pricing schedules (SBD 3.2) using “ink”, and submit together with the bid. Failure to complete all fields in the pricing schedules may lead to bid disqualification.

- **Central Supplier Database Registration**

Bidders must submit valid proof of registration with the Eastern Cape Treasury central supplier database.

24. STAGE 3 – Functional Requirements of Bidder (Functional Evaluation = 30 Points)

- All bidders are required to respond to the functional evaluation criteria scorecard and compliance checklist for detailed information.
- Only Bidders that have met the Pre-Qualification Criteria will be evaluated for functionality. Functionality will be evaluated as follows:
 - (a) A bidder that scores less than 24 points out of 30 in respect of functionality will be regarded as non-responsive bid and will be disqualified.
 - (b) Only bidders that obtain a minimum of 80% (percent) equivalent to 24 points for functionality will qualify for further evaluation in terms of price.
 - (c) 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 24 points to proceed to 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

Criteria	Scoring Matrix	Max Score	Evidence
References	Client's references up to 3 with positive references letters & contact details, for supply and delivery of the item. Three references = 5 Two references = 3 One references = 2 Zero references = 1	5	Listing of client name, accumulative contract value of R100 000 up to R1000 000 contact details and reference letters.
Quality Assurance	Quality assurance certificate = 10 No quality assurance certificate/no JVC = 0	10	Provide copy of SAPHRA Certificate
Product information	Product information material - Detailed e.g. extra info attached= 10 - Moderate e.g. only indicated expiry and or product registration on pricing sheet = (5) - Below average e.g. only indicated product registration (3) - No product information material = 0	10	Mandatory requirements: - - Expire date or Range of expiry - Product Registration Number - SAHPRA License No - Confirmation/ Original Manufacturer - Primary importer evidence. - product pictures. - package insert
Execution plan	Detailed execution plan (schedule 0) - Detailed (5) - Moderate (3) - Below average (1) - No execution plan (0)	5	The bidder must provide an execution plan on how the contract is going to be effected successfully including; - Lead times to hospitals/depots (7 – 14 days) -ordering process
Total Points		30	

FAILURE TO MEET THE MINIMUM REQUIRED 80 (24/30) POINTS WILL DISQUALIFY THE BIDDER

STAGE 4:

25. Stage 4: (PRICE AND SPECIFIC GOALS EVALUTION)

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 points.

In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Act (Act 5 of 2022), 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:

NB: Bidders are required together with their bids to submit required documents of original or certified copies as proof of claimed specific goals.

☐ A bid will not be disqualified from the bidding process if the bidder does not claim or submit required documentation to claim specific goals points. Such a bidder will score 0 out of maximum of 20 points for specific goals.

- The bid price (maximum 80 points)
- Specific Goals Points (maximum 20 points)
-

The following formula will be used to calculate the points for price: $P_s = \frac{80(1 - P_t - P_{min})}{P_{min}}$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to bidders for attaining their Specific Goals in accordance with the table below:

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

(Note to organs of state: Where either the 90/10 or 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)
Historically Disadvantaged Individuals - Race	20% (4)
Historically Disadvantaged Individuals - Women	20% (4)
Historically Disadvantaged Individuals – Disability	20% (4)
Youth	20% (4)
Military	10% (2)
Locality Ownership – South Africa = 2 - Outside South Africa = 0	10% (2)
Total	20

Service providers must submit proof of its Specific Goals points claimed / status of contributor.

- a) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include: Women Ownership: proof of ownership (CIPRO certificate/CSD Report with percentage of ownership or controlling interest) with ID copy.
- b) Youth Ownership: proof of ownership (CIPRO certificate/CSD Report with percentage of ownership or controlling interest) with id no.
- c) Disability Ownership: proof of ownership (CIPRO certificate/CSD Report with percentage of ownership or controlling interest) with valid medical documentary proof.
- d) Military Veterans Ownership: proof of ownership (CIPRO certificate/CSD Report with percentage of ownership or controlling interest) and letter from department of military veterans confirming of veteran status.
- e) Locality Ownership: Service providers within South Africa = score 2 points
Outside South Africa = 0 points, South Africa = 2 point and proof of business address (municipal account or valid lease agreement) must be provided.
- f) Updated CSD report

25.1 A bid will not be disqualified from the bidding process if the bidder does not fill in specific goals. Such bidders will score 0 out of maximum of 20 points for Specific goals.

25.2 Bidders are required to complete the preference claim form (SBD 6.1) and submit their supporting documents to claim Specific Goals.

25.3 The points scored by a bidder in respect of Specific Goals will be added to the points scored for price.

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SCIFIC GOALS must not exceed	100

25.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have claimed Specific Goals will be considered for preference points.

25.5 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.

25.6 The total points scored will be rounded off to the nearest 2 decimals.

25.7 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 specific Goals.

25.8 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal specific goals, the contract will be awarded to the bidder scoring the highest functionality.

25.9 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.

26. STAGE 5: POST TENDER NEGOTIATIONS

26.1 The department reserves the right to enter into Post Tender Negotiations

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

- 1.1.1 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

- 1.2 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:

.....
.....

- 1.3 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:

.....
.....

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.

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.

Part 3 – Schedule B

Qualifications and Experience

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

2. A list of existing /previous contracts relating to services which are similar to the Services: Also see Project Reference returnable attachment on next page53

Description of Contract	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.

PROJECT REFERENCE FORM

Part 3 – Schedule C

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 3 – Schedule D
Organizational structure

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

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

NAME IN CAPITALS

In the presence of :

1. _____
2. _____

Part 3 – Schedule E
Details of Supplier's Nearest Office

1. Physical address of supplier's office

1. Physical address of supplier's control

2. 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 3 – Schedule F
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 in the form of a 3 months bank statement.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	<u>FINANCIAL POSITION OF BIDDER</u> 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 favourably 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.

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).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.

Either the 90/10 or 80/20 preference point system will be applicable in this tender. 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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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.

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

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 or 90/10 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 or 90/10 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 or 90/10 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 90/10 and 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 90/10 or 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	10% (2)	
Military Veterans Ownership	10% (2)	
Locality Ownership	20% (4)	
TOTAL	100% (20)	

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 TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

CONSENT FORM BY THE BIDDER

The bidder shall be bound by all SCM regulatory provision and amendment thereto whether expressly or impliedly in this document

The Head
Department of Health E.C
Private Bag X0038
Bisho, 5605

Sir/Madam

Granting of authority to request information from any legal entity relevant to this bid

- 1) I/we acknowledge that the information herein contained shall constitute the basis on which my/our bid is to be considered. I/we grant approval that any source regarding this bid may be fully investigated and that all such information shall be of material importance and directly relevant to the consideration of our bid. I /we further grant my/our consent to such source to provide confidential information.
- 2) I/we warrant that all the information herein contained is to the best of my/our knowledge and belief true and correct in all material respects and I/we am /are not aware of any information which, should it become known to the Eastern Cape Department of Health, would affect the consideration of my/our bid in any way.
- 3) The Eastern Cape Department of Health wishes to inform you that all information regarding your personal matters is treated as strictly as confidential.

Please tick the appropriate box.

	I/We hereby consent to the above
--	----------------------------------

Signature

Date

OR

	I/We hereby withhold consent and fully understand the implications and ramifications of my/our decision and will not hold the Eastern Cape Department of Health responsible for not considering my/our tender
--	---

Signature

Date

Witness Signature

Schedule I EXECUTION PLAN

[illegible]

Part 4
BID STRATEGY

Purpose

The Department seeks to engage in the procurement of Pregnancy Test Kit 25's at PE Medical Depot for a period of ten(10) months to healthcare facilities across the Eastern Cape Province.

Motivation

It is important to note that this product is regulated by the South African Health Products Regulatory Authority (SAHPRA). Therefore, all procurement must strictly adhere to SAHPRA requirements, including sourcing from licensed, compliant suppliers and ensuring that all quality assurance (QA) and regulatory documentation is in place prior to procurement and distribution.

Way Forward

In view of the above, the Department reserves the right to award to more than one service provider and place orders at an agreed-upon rate as and when there is a need. Furthermore, the Department could withdraw from the contract in the event of RT/NDoh/ Provincial contracts awarded prior to the expiry of the bid.

Part 5
SPECIFICATION & PRICING SCHEDULES

ITEM NO.	1
Item Specification	Rapid Urine Pregnancy Test Kit – pack of 25's Must be able to detect Human Chorionic Gonadotropin (hcg) concentrations around 20-25mIU/ml Midstream Results time 3-5min Individually foil-wrapped with desiccant and instruction for use Must be registered with SAHPRA
Therapeutic Class and Series Numbers	Medical Device
UNIT (Use for Estimate & Price)	Each (25's)
Estimate	30 000 Or rate-based up to R999 950.00
Quantity for full tender period	
Registered Legal Name of Bidder	
Central Supplier Database Number	
Delivered price in ZAR	
Price must be two decimals	
Delivered price in ZAR per shipper pack	
Price must be two decimals	
Registered Product Name	
Conforms to specification? (Y/N)	
If NO : Detail deviation from specification.	
Product Registration Number	
License to Manufacture Medicines: Licence Number	
License to Manufacture Medicines: Expiry Date	
Expiry date should not be less than 12 months	
Pack Size Offered: Unit Pack	
Pack Size Offered: Shelf Pack	
Standard units in: Shipper Pack	
Lead-Time (7 -14 calendar days)	
Initial lead time (≤14 calendar days)	
Minimum Order Quantity -1	
Batch size for the bid item, in number of packs	
Monthly batch capacity that will be assigned for the bid item for the duration of the contract, in number of batches.	
Do you require a technical amendment to perform according to the conditions of your bid: (Y/N)	
If YES: Provide details	
EAN 13 Barcode for Unit Pack	
EAN 13 Barcode for Shelf Pack	
ITF14 Barcode for Shipper Pack	
2D Barcode or Similar	
NAPPI Code	
SEP (Current List - Corresponding Unit)	
Manufacturer (PRIMARY)	
Manufacturer (SECONDARY)	
Manufacturer (TERTIARY)	
Are any of the listed manufacturers' etc. 3rd parties to the bidder? (Y/N) If YES complete PBD1	
API Source 1 Full Site Name	

API Source 1 Full Address	
API Source 1 Country	
API Source 1 Contact	
API Source 2 Full Site Name	
API Source 2 Full Address	
API Source 2 Country	
API Source 2 Contact	
API Source 3 Full Site Name	
API Source 3 Full Address	
API Source 3 Country	
API Source 3 Contact	
% of Delivered Price attributable to API	
Local (API/Raw Material)	
Imported (API)	
% of Delivered Price attributable to Formulation	
Local (Formulation)	
Imported (Formulation)	
% of Delivered Price attributable to Packaging	
Local (Packaging)	
Imported (Packaging)	
% of Delivered Price attributable to Logistics	
% of Delivered Price attributable to Gross Margin	
Currency	

Annexure 1

Contents

- PBD5 - Declaration Of Compliance With Good Manufacturing Practice (GMP)
- PBD1 - Authorisation Declaration
- PBD 1.1 - List Of Products Offered Sourced from the Third Party.
- PBD 1.2 - Unconditional Written Undertaking

PBD5 Declaration of compliance with good manufacturing practice (GMP)

To be signed by the Chief Executive Officer (CEO) of the Company in terms of this bid.

I,
(Full name)

with the following identity number

being the Chief Executive Officer (CEO) of

..... (Organisation/Company Legal
Name)

hereby declares that to the best of my knowledge all reasonable steps have been taken to ensure that:

- a) There are no outstanding or impending GMP or legal matters that may have a material impact on the Company's ability to perform in terms of this contract.
- b) Has complied with all the legal requirements as stipulated in terms of Medicines and Related Substances Act 101 of 1965, as amended, for products offered.
- c) In terms of this declaration, I undertake to inform the Department of Health at first knowledge of any circumstances that may result in interrupted supply.

.....
Signature CEO

.....
(Signed at Location)

.....
(on date)

.....
Witness Signature

.....
(Signed at Location)

.....
(on date)

PBD1: AUTHORISATION DECLARATION

NAME OF THE BIDDER

Are you sourcing the products from a third party?

Yes

☐

No

☐

** If you have answered YES to the above question, please provide full details in the table below of the third party (ies) from whom you are sourcing the products.*

1. Declaration by the bidder where the bidder is sourcing the products from a third party. The bidder hereby declares the following:-
 - 1.1 The bidder is sourcing the products listed in the PBD1.1 attached, from a third party in order to comply with the terms and conditions of the bid.
 - 1.2 The bidder has informed the third party of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the products listed in the PBD1.1.
 - 1.3 The bidder has received the attached, unconditional written undertaking from the third party to supply the products listed in the PBD1.1 in accordance with the terms and conditions of the bid document for the duration of the contract. A template has been attached (PBD1.2) that is to be used for the purpose of the third party undertaking.
 - 1.4 The bidder confirms that all financial and supply arrangements for the products have been mutually agreed upon between the bidder and the third party.
2. The bidder declares that the information contained herein is true and correct.
3. The bidder acknowledges that the Department of Health reserves the right to verify the information contained therein and if found to be false or incorrect may invoke any remedies available to it in the bid documents.

Signed at		on the		day of	
Full Names					
Designation					
Signature					

List of the products offered sourced from third party

Bid Item No	Brand Name	Name of the company from where the products will be sourced	Address and contact details of the company from where the products will be sourced

Template for unconditional written undertaking from the third party

Note:

The authorisation letter must be on the official letterhead of the third party

A separate letter must be included for each third party

The authorisation letter must be addressed to the Bidding Company

Name of Bidding Company: _____

Address of Bidding Company: _____

Attention: _____

Dear Sir/Madam

AUTHORISATION LETTER: CONTRACT NO__

We,_____(Name of Third Party)

hereby authorise you,_____(Name of Company) to include the products listed below in your bid submission for the above-mentioned contract.

We confirm that we have firm supply arrangements in place, and have familiarised ourselves with the item descriptions, specifications and bid conditions relating to item/s listed below.

Item no.	Description of product	Brand name

(Should the table provided not be sufficient for all the items offered, please provide additional information as an attachment and it must be properly referenced to this document)

Yours faithfully,

Signature of the Third Party: _____

Date: _____