



Province of the  
**EASTERN CAPE**  
HEALTH

**PART A**  
**INVITATION TO BID**

|                                                                                                                                                                                                                     |                                                                                                      |               |                                                                   |                               |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                    |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| BID NUMBER:                                                                                                                                                                                                         | SCMU3-26/27-0318-DNG                                                                                 | CLOSING DATE: | 23 JULY 2026                                                      | CLOSING TIME:                 | 11H00                                                                                                |
| DESCRIPTION                                                                                                                                                                                                         | SUPPLY AND DELIVERY OF CLEANING TOOLS- HAND HELD FOR THE PERIOD OF 12 MONTHS AT DORA NGINZA HOSPITAL |               |                                                                   |                               |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                          |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>SUPPLY CHAIN MANAGEMENT</b>                                                                                                                                                                                      |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>DORA NGINZA HOSPITAL</b>                                                                                                                                                                                         |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>OLD EMS BUILDING, ROOM W122, 1<sup>ST</sup> FLOOR</b>                                                                                                                                                            |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>SPONDO STREET</b>                                                                                                                                                                                                |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>ZWIDE, PE, 6201</b>                                                                                                                                                                                              |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |                               |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                      | MISS N. PETSE                                                                                        |               | CONTACT PERSON                                                    | MISS N. PETSE                 |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 041 406 4288                                                                                         |               | TELEPHONE NUMBER                                                  | 041 406 4288                  |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                    | 041 406 4441                                                                                         |               | FACSIMILE NUMBER                                                  | 041 406 4441                  |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                      | Nobuntu.petse@echealth.gov.za                                                                        |               | E-MAIL ADDRESS                                                    | Nobuntu.petse@echealth.gov.za |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| NAME OF BIDDER                                                                                                                                                                                                      |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| POSTAL ADDRESS                                                                                                                                                                                                      |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| STREET ADDRESS                                                                                                                                                                                                      |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                    | CODE                                                                                                 |               | NUMBER                                                            |                               |                                                                                                      |
| CELLPHONE NUMBER                                                                                                                                                                                                    |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                    | CODE                                                                                                 |               | NUMBER                                                            |                               |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                      |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| VAT REGISTRATION NUMBER                                                                                                                                                                                             |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                                           |               | OR                                                                | CENTRAL SUPPLIER DATABASE No: | MAAA                                                                                                 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                   |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                      |               |                                                                   |                               |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                               |                                                                                                      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                               |                                                                                                      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                                      |               | <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 FOR BIDDING

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

2

**APPROVED BID DOCUMENT WITH SPECIFICATION**

**CLEANING TOOLS- HAND HELD FOR DORA NGINZA HOSPITAL**

|                                                            |                 |                       |                                                                                                |
|------------------------------------------------------------|-----------------|-----------------------|------------------------------------------------------------------------------------------------|
| Revision                                                   |                 |                       |                                                                                                |
| Drafted by                                                 | Date:16/07/2026 | Name: Miss N. Petse   | Signature:  |
| Approved by: Deputy Chairperson<br>Specification Committee | Date:16/07/2026 | Name: Mr S. Malkumese | Signature:  |

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## BID CONDITIONS

- 1.1 Without limitation to any other rights of the Eastern Cape Department of Health (ECDoH) (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:-
- 1.2 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;
- 1.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 1.4 Reject all responses submitted by bidders and to embark on a new bid process.
- 1.5 The bid will be awarded per item.

## 2. EVALUATION CRITERIA

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

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

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

Where

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

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

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

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

| Specific goals                          | Weighting (of 20 POINTS) | Number of points (80/20 system) |
|-----------------------------------------|--------------------------|---------------------------------|
| Historically Disadvantage Individuals:  |                          |                                 |
| o Race                                  | 20%                      | 4                               |
| o Women                                 | 20%                      | 4                               |
| o Disability                            | 20%                      | 4                               |
| o Youth                                 | 15%                      | 3                               |
| o Military Veterans                     | 15%                      | 3                               |
| Locality – entity based in eastern cape | 10%                      | 2                               |
| <b>TOTAL</b>                            | <b>100%</b>              | <b>20</b>                       |

- a) A tenderer must complete SBD6.1 to claim points for specific goals as per Table provided and submit proof of its Specific Goals.
- b) A tenderer failing to claim the specific goals on SBD6.1 claim Form and submit proof of specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.
- c) **The Specific Goals supporting documents required to verify claimed points may in line with the specific requirements include:**
  - CIPC Certificate showing ownership / control interest of company members
  - ID copies of owners or shareholders.
  - Medical Certificate / Doctor's medical report (Impairment should be substantially limiting long term or of recurring nature)
  - Proof of documentation reflecting the physical address of the business that is eg utility account. or proof of physical address by municipal councilor , lease agreement with 2 months proof of rental payments.
  - Letter from Department of Military Veterans confirming status.

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

Evaluation will be conducted into the following stages:

#### **1<sup>st</sup> Stage: Administrative Compliance**

1. All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required
2. Bidders **must** complete and sign SBD1 (Invitation to Bid), SBD3.1 (Pricing Schedule), SBD4 (Declaration of Interest), and SBD6.1 (Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022).
3. Bidders must be registered with the National Treasury Supplier Database (CSD) and submit proof.

#### **2<sup>nd</sup> Stage: MANDATORY REQUIREMENTS FOR INTERESTED BIDDERS (NON-NEGOTIABLE)**

**Bidder must obtain a minimum threshold of 50 points out 60 points to proceed to the next stage.**

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

| ITEM         | CRITERIA                                                                                                                                                                                                                                                                                                                                                                      | SUB-CRITERIA                                                                                                                       |                                                                                                                                                           |               |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1</b>     | <b>Previous experience provided in South Africa:</b>                                                                                                                                                                                                                                                                                                                          | Score                                                                                                                              | <b>Documentary Evidence</b>                                                                                                                               | <b>Weight</b> |
| <b>1.1</b>   | Experience of the Service Provider (entity) in supply and delivery of goods and services in Public/Private institutions<br><b>Provide (as per table below)</b> <ul style="list-style-type: none"> <li>▪ Details of experience</li> <li>▪ Client</li> <li>▪ Contact Person</li> <li>▪ Contact Number</li> <li>▪ Contract dates</li> <li>▪ Value</li> <li>▪ Duration</li> </ul> | Less than 1yr = 0 points<br>One reference = 5 points<br>Two reference = 10 points<br>Three reference = 20 points                   | Client reference letters clearly indicating duration of the contract, contract value of R500000 and above, contact details and performance of the bidder. | <b>20</b>     |
| <b>1.2</b>   | Resource availability within the Eastern Cape Province relating to delivery vehicles to provide the required service to ECDOH.                                                                                                                                                                                                                                                | Delivery vehicle relevant to the requirements of the Specification<br><br>No vehicle = 0 points<br>1 and above = 20 points         | Vehicle registration papers / agreement letter From registered hiring company                                                                             | <b>20</b>     |
| <b>1.3</b>   | LOCAL ECONOMIC DEVELOPMENT (LED)                                                                                                                                                                                                                                                                                                                                              | Within Local Municipality<br>Zwide Township= 20 points<br>NMB = 15 points.<br>Sara Barthman = 10 points<br>Out of Municipality = 0 | Municipal account not older than 2 months or confirmation from Municipality or valid signed Lease Agreement.                                              | <b>20</b>     |
| <b>TOTAL</b> |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                    |                                                                                                                                                           | <b>60</b>     |

NOTE:

**FAILURE TO COMPLY WITH THE ABOVE INFORMATION WILL INVALIDATE YOUR BID:**

### **3<sup>rd</sup> Stage: Price and Specific Goals**

80/20 preference point system will apply. The bid will be awarded to the highest point scoring bidder in accordance with the award criteria.

## **BID STRATEGY**

**The bid will be awarded as rate-based contract and used as and when needed and not exceeding one million rands.**

## SPECIFICATION FOR SUPPLY AND DELIVERY OF CLEANING TOOLS - HAND USE

| Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Compliance |    | Deviation |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|-----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes        | No |           |
| <b>SCOPE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |    |           |
| <b>1. The equipment will be supplied and delivered for the Hygiene Services at Dora Ngiza Regional Hospital</b><br><br>1.1 Geerpress mop wringer (no bucket) plastic<br><br>1.2 Mop handles $\pm 1400$ - wooden tips covered (blue, red, white, yellow)<br><br>1.3 Mop heads 400g (blue, red, white, yellow)<br><br>1.4 Microfiber dry mop pad – mop sweeper (blue, white)<br><br>1.5 Lobby dust pan with cover and broom<br><br>1.6 Caution wet floor sign board cone – yellow with red slippery sign<br><br>1.7 Floor pads - 3000x3000mm (red, black, white)<br><br>1.8 Trigger spray bottles, plastic (red, blue, white, yellow)<br><br>1.9 Microfibre dusting cloth (red, blue, white, yellow)<br><br>1.10 Ceiling cleaning brush with long handle (for cleaning cobweb in the ceiling)<br><br>1.11 Floor squeegee – 660mm<br><br>1.12 Plastic toilet brushes set<br><br>1.13 Utility scrub brush with handle – 500mm (red)<br><br>1.14 Double mopping bucket – 50 litres each, with a mop wringer |            |    |           |
| The Service Provider must attach a photo (in colour) of item quoting on and may be required to show the actual sample(s) when awarded the bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |    |           |
| The service will be given 4 – 6 weeks for delivery goods after receipt of any order number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |    |           |



**SBD 3.1****PRICING SCHEDULE –FIRM PRICES****BID PRICE IN RSA CURRENCY \*\*(ALL APPLICABLE TAXES INCLUDED)**

|                          |                                          |
|--------------------------|------------------------------------------|
| Name of Bidder.....      | Bid number: <b>SCMU3-26/27-0318-DNG.</b> |
| Closing Time 11:00 ..... | Closing date: 23/07/2026                 |

**PRICE SCHEDULE FOR CLEANING TOOLS - HAND USE**

| Item                                                       | Size           | Colour                      | Unit Price | Unit Price (vat inclusive) |
|------------------------------------------------------------|----------------|-----------------------------|------------|----------------------------|
| Geerpres Mop wringer                                       | -              | plastic                     |            |                            |
| Mop handles                                                | ± 1400         | Blue / white / red          |            |                            |
| Mop heads                                                  | 400g           | Blue / white / red          |            |                            |
| Microfiber dry mop pad (mop sweeper)                       | 450mm          | Blue / white                |            |                            |
| Lobby dust pan with cover and broom                        | 870x280x280mm  | Black                       |            |                            |
| Caution wet floor sign board - cone                        | -              | Yellow                      |            |                            |
| Floor pads                                                 | 500mm          | Red / white / black         |            |                            |
|                                                            | 475mm          | Red / white / black         |            |                            |
|                                                            | 450mm          | Red / white / black         |            |                            |
| Trigger spray bottles - plastic                            | 750ml          | Red / blue / yellow / white |            |                            |
| Microfiber dusting cloth                                   | 35X35mm        | Red / blue / yellow / white |            |                            |
| Ceiling cleaning brush with long handle                    |                | -                           |            |                            |
| Toilet brush set – plastic                                 | -              | Greyish                     |            |                            |
| Utility scrub brush with handle                            | 500mm          | Red                         |            |                            |
| Double mopping bucket – 50 litres each, with a mop wringer | 50 litres each | Red and blue                |            |                            |
| TOTAL COST                                                 |                |                             |            |                            |
|                                                            |                |                             |            |                            |

**TOTAL PRICE OFFERED, INCLUSIVE OF VALUE ADDED TAX, FOR TENDER NO. SCMU3-26/27-0318-DNG**

**R** \_\_\_\_\_

**AMOUNT IN WORDS** \_\_\_\_\_

**Signed by authorized representative of the Tenderer:**

\_\_\_\_\_

- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- .....
- .....
- Period required for delivery after Purchase Order 14 DAYS After receipt of order
- Delivery: \*Firm/not firm

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

**\*Delete if not applicable**

## 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 institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

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:

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

.....  
.....

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

- 2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

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 |

## 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 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest 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) **“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:

| 80/20                                                     | or | 90/10                                                     |
|-----------------------------------------------------------|----|-----------------------------------------------------------|
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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### 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:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 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<br>(90/10 system)<br>(To be completed by the organ of state) | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(90/10 system)<br>(To be completed by the tenderer) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| HDI - RACE                                                  |                                                                                         | 4                                                                                       |                                                                                 |                                                                                 |
| HDI - WOMEN                                                 |                                                                                         | 4                                                                                       |                                                                                 |                                                                                 |
| HDI - DISABILITY                                            |                                                                                         | 4                                                                                       |                                                                                 |                                                                                 |
| YOUTH                                                       |                                                                                         | 3                                                                                       |                                                                                 |                                                                                 |
| MILITARY VETERAN                                            |                                                                                         | 3                                                                                       |                                                                                 |                                                                                 |
| LOCALITY – ENTITY BASED IN EASTERN CAPE                     |                                                                                         | 2                                                                                       |                                                                                 |                                                                                 |
|                                                             |                                                                                         | 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:                    | ..... |
|                             | ..... |
|                             | ..... |
|                             | ..... |
|                             | ..... |