

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACEDMIC HOSPITAL , MTHATHA REGIONAL HOSPITAL ,MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS 1



Province of the
EASTERN CAPE
HEALTH

**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU3-2627-0070-SHE	CLOSING DATE:	07 OCTOBER 2026	CLOSING TIME:	11H00
NO BID BRIEFING:					
DESCRIPTION	ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACEDMIC HOSPITAL , MTHATHA REGIONAL HOSPITAL ,MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MUST BE ONLINE – WWW.ETENDERS.GOV.ZA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms F Plangeni		CONTACT PERSON	Ms F Plangeni	
TELEPHONE NUMBER	047 502 4519		TELEPHONE NUMBER	047 502 4519	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Francis.plangeni@echealth.gov.za		E-MAIL ADDRESS	Francis.plangeni@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
SPECIFIC GOALS STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		SPECIFIC GOALS 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:

**ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL
ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACEDMIC HOSPITAL ,
MTHATHA REGIONAL HOSPITAL ,MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF
THIRTY SIX (36) MONTHS** 3

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ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACEDMIC HOSPITAL , MTHATHA REGIONAL HOSPITAL ,MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS 4

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 PROVISION

1.1. BACKGROUND

Refer to Part 3 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

- 1.2. 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 5) with its bid. Bidders must take careful note of the special conditions.

- 1.3. **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.**

- 1.4. 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.

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

- 2.1. 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.
- 2.2. All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.
- 2.3. All bids must be received before the closing time and date stipulated above and must be posted to or deposited in the bid box at the address detailed on the cover page of this invitation to bid.

3. ENQUIRIES

- 3.1. Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

4. BID INFORMATION MEETING – NO BRIEFING MEETING

- 4.1. To enable a Bidder to attain a more detailed degree of knowledge of ECDOH's requirements, ECDOH has attached an email for bidders to send enquiries.

5. QUESTIONS AND ANSWERS PROCESS

- 5.1. ECDOH will receive questions sent by Bidders by email to be directed to this email address: **Francis.plangeni@echealth.gov.za** ECDOH will in return respond to the questions by email to all registered prospective Bidders. Responses will include a copy of the questions and corresponding responses. The identity of a Bidder who has directed questions to ECDOH will not necessarily be

disclosed by ECDOH in such responses. Questions and answers will close after **5 days** of the briefing session.

6. PREFERENCE POINTS CLAIM FORMS

- 6.1. Part 5 – Schedule L 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.

7. PRICING

- 7.1. The bidder must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 5 – Schedule C which completed form/s must be submitted together with the bid documents.
- 7.2. Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX.
- 7.3. 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 C.

8. PARTNERSHIPS AND LEGAL ENTITIES

- 8.1. 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 5 – Schedule H

9. CONSORTIA

- 9.1. It is recognized that bidders may wish to form consortia to provide the Services.
- 9.2. A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
- 9.2.1. It shall be signed so as to be legally binding on all consortium members
- 9.2.2. 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;
- 9.2.3. The lead member shall be the only authorized party to make legal statements, communicate with the ECDOH and receive instructions for and on behalf of any and all the members of the consortium;
- 9.2.4. A copy of the agreement entered into by the consortium members shall be submitted with the bid.

10. ORGANISATIONAL PRINCIPLES

- 10.1. The bidder should submit a clear indication of the envisaged authorized organisational 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 I.

11. DECLARATION OF INTEREST

- 11.1. The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 5 – Schedule E.

12. TAX COMPLIANCE

- 12.1. The bidder should submit a valid CSD

13. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

- 13.1. 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 5 – Schedule J which completed form, must be submitted together with the bid.

14. VALIDITY

- 14.1. Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **120 (one hundred and twenty)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

15. ACCEPTANCE OF BIDS

- 15.1. The ECDOH 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 ECDOH, of certain requirements which the ECDOH, considers to be of minor importance and not complied with by the bidder.

16. NO RIGHTS OR CLAIMS

- 16.1. 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 ECDOH. The ECDOH 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.
- 16.2. Neither the ECDOH, 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.

17. NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 17.1. The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the ECDOH.

- 17.2. 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.

18. ACCURACY OF INFORMATION

- 18.1 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.
- 18.2 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.

19. COMPETITION

- 19.1 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.
- 19.2 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.
- 19.3 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.
- 19.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

20. RESERVATION OF RIGHTS

- 20.1 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: -
- 20.1.1 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;
- 20.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 20.1.3 Reject all responses submitted by bidders and to embark on a new bid process.
- 20.1.4 Award the bid to one or more than one service provider.

21. REQUIREMENTS

- 21.1 The department will require verifying registration status of the entity in that regard the bidders must consent to the department to request the information as per attached form Annexures Part- Schedule 5.
- 21.2 Previous performance of the bidder will be considered in the evaluation of the bid.
- 21.3 **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:-**
- 21.3.1 Latest financial statements in the case of Companies and in the case of Close Co-operation CC.
- 21.3.2 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.
- 21.3.4 Form Part 5 schedule J must be completed accordingly.
- 21.3.5 ECDOH may in its sole discretion decide to condone non-compliance by a Bidder with any of the administrative requirements set out in this PROPOSAL. In such an event ECDOH may allow the Bidder an opportunity to remedy the defect within 7 (seven) days, or such shorter period as ECDOH may determine, after the Bidder has been notified by ECDOH of such defect.

22. EVALUATION CRITERIA

22.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance / pre-qualification
- Stage 2: Requirements must be met by the Property
- Stage 2.1: Quantity of Property Required
- Stage 2.2: Pictures of the Property
- Stage 3: Functionality
- Stage 4: Price and SPECIF GOALS

22.2 Stage 1 Administrative Compliance/ Pre-Qualification

1. The purpose of this pre-qualification evaluation is to determine which bid responses are compliant and non-compliant with the bid specifications issued by the ECDOH as part of the bid process.
2. ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDOH to accept a Proposal for evaluation. In this regard a pre-evaluation verification will be carried out by ECDOH in order to determine whether a Proposal complies with the provisions of this bid.

3. Where the Bidder's Proposal fails to comply fully with any of the pre-qualification criteria, or ECDOH is for any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDOH will have the right to either:

4. Reject the Proposal in question and not to evaluate it at all;

Give the Bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its Proposal to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDOH may determine, of it being requested by ECDOH and is administrative in nature, as opposed to forming a material part of the Bidder's Proposal;

5. in any event permit the Proposal to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Proposal.
6. The following Pre-qualification criteria shall apply:

Submission of the following documents:

1. Bid Document (This Document - All Pages Completed & Initialed by Bidder)

2. Invitation to bid (Completed and signed) (SBD 1)

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

3. Pricing Schedules (SBD3.3)

Bidders must complete in full, initial and duly sign the returnable pricing schedules (SBD 3.3) using "ink", and submit together with the bid. Failure to complete all fields in the pricing schedules may lead to bid disqualification.

4. Declaration of Interest (SBD 4)

Bidders must complete in full and duly sign returnable forms for declaration of interest and submit with the bid.

5. Preference Points Claim Forms (SBD 6.1)

6. Bidders are required to submit, together with their bids, original and valid SPECIFIC GOALS status level verification certificates or certified copies to substantiate their SPECIFIC GOALS rating claims. Bidders who are EMEs and QSEs may submit a Sworn Affidavit as prescribed in terms of the Revised Code of Conduct for SPECIFIC GOALS.

7. JV or Consortium Agreement where applicable

Bidders bidding as a Consortia / Joint Ventures with a Sub-contractor must submit a "Letter of Intent" and or "Joint Venture agreement" signed by all JV partners with the bid. The JV partners must complete and sign the Joint Venture Disclosure Form

8. Proof of address in the form of Municipality Utility Statement

9. Briefing Session

There will be no briefing session.

10. Central Supplier Database Registration

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

SERVICE PROVIDER TO MARK ON THE TABLE BELOW TO CONFIRM COMPLIANCE OR DEVIATION

Stage 1: Pre-Qualification Evaluation		Compliance		
		yes	no	deviation
1.	Bid Document (This Document - All Pages Completed & Initialed by Bidder)			
2.	Invitation to bid (Completed and signed) (SBD 1)			
3.	Pricing Schedules (SBD3.3)			
4.	Declaration of Interest (SBD 4)			
5.	Preference Points Claim Forms (SBD 6.1)			
6.	Organizational Structure(Schedule I)			
7.	JV or Consortium Agreement where applicable			
8.	The Bidder must attach a copy of a title deed/ Current Municipality Utility Statement (Debt of less than 30 days) as per valuation roll as proof of ownership or an agreement with a title deed holder in the case of sub leasing arrangement			

STAGE 2: PROPERTY MUST MEET THE REQUIREMENTS BELOW:

Requirements	Comply	Not Comply	Nature of Deviation
Safety standards certificate not limited to OHS, NBRA of the accommodation offered. - Certified copy of Certificate of Compliance (in the case of electricity and other relevant Certificates where applicable e.g. installed Gas Compliance Certificate submitted with the bid.			
Upon award the bidder must provide or arrange to get a facility manager to manage things e.g. electricity, plumber etc. if its outsourced company provide contact number.			
Available Safe and Secure Parking for each tenant			
Must have 24 - hour security system – As stipulated under Security referred to on point 2.1 of Stage 3 under functional evaluation			

STAGE 2.2.

Pictures of the Accommodation Offered (In and Outside of the House). During the In-loco inspection, the bidder is expected to show exactly what is on the pictures.

STAGE 3: FUNCTIONALITY

The bids will be functionally evaluated using the following evaluation criteria: A bid will be considered further if it achieves the minimum qualifying score of 65 points for functionality. Bids that fail to achieve the minimum qualifying score for functionality will be disqualified. Maximum score = 100 points and a minimum score = 65 points to proceed further for evaluation

NR.	Description	Maximum score	Minimum Score	Bidders own scoring (mandatory)
1.	KM distance from (Health Facility) Nelson Mandela Academic Hospital/ Mthatha Regional Hospital/Mthatha Medical Depot. (Please specify distance from Health Facility. In loco inspection to verify and authenticate). Please state the address for each offer.	40	20	
1.1	<5km	40		
1.2	5 to 10km	20		
2.	Security	50	20	
2.1	- From 1.6 perimeter fence with remote controlled gate, burglar proofed windows and doors, 24/7 Security System or physical guards for complex is required 24/7 at the main gate (30) - 1.6 perimeter fence with remote controlled gate (20)	30		
2.2	Secure parking of each tenant allocated on the premises/ Garage lockable	20	20	
2.3	No Parking/ Parking outside the premises	0		
3.	Detailed contingency Plan (Water, electricity outage and waste removal)	10	05	
3.1	Detailed plan to cover Water, electricity outage and waste removal. (Excellent) (10) Detailed plan. (Good) (8) Detailed plan. Average (5) No Plan (0)	10		
TOTAL SCORE		100	65	

The bids will be functionally evaluated using the following evaluation criteria: A bid will be considered further if it achieves the minimum qualifying score of 65 points for functionality. Bids that fail to achieve the minimum qualifying score for functionality will be disqualified. Maximum score = 100 points and a minimum score = 65 points to proceed further for evaluation.

STAGE 3.1 INLOCO INSPECTIONS

In loco inspection will be conducted as part of the evaluation process for 3rd stage of evaluation.

Location/ Address	Fencing	Cleanliness	Square meters	Photos attached	Security
<i>e.g. 3 Kambi View Flats, Fortgate, 5100</i>	<i>1.8m</i>	<i>Yes</i>	<i>462m²</i>	<i>Yes</i>	<i>24h Armed response</i>

IN LOCO VERIFICATION REQUIREMENTS OF BIDDER

<u>NO</u>	<u>DESCRIPTION</u>	<u>COMPLIANCE</u>		
<u>1.</u>	Security/safety measures for the personnel to be accommodated			
	Safe and secure parking.			
	24 hour security system with a backup of armed response submit proof of contract/Memorandum of Understanding with the contracted company that is PSIRA compliant and with active registration/accreditation (Signed Contract to be submitted on award and signing of SLA).			
	Stand-alone houses to have electronic security system with panic button.			
	Facility to be access controlled.			
	Safe and secure parking.			
	The property offered to have current fire extinguishers.			
<u>2.</u>	Electricity and water installation			
<u>3.</u>	Proof must be submitted to prove that the premises are fenced around (Verifying with Photos of the property/ies submitted with bid document).			
<u>3.1</u>	Surrounding walls with gates or fencing must not be less than 1.6m.			
<u>3.2</u>	Security gates with remote control/ stand- alone lockable and or physical guard with boom gates on a complex.			
<u>3.3</u>	Windows and doors with burglar bars/ contract with supplier to install within one month.			
<u>4.</u>	Verify the proof submitted for the following items (photos);			
<u>4.1</u>	Built in kitchen cupboards/cabinets or units.			
<u>4.2</u>	Built in wardrobes.			
<u>4.3</u>	Stove			
<u>4.4</u>	In cases of communal properties to have a sharing kitchen & lounge			
<u>5</u>	The bidder must submit a list of premises offered for accommodation with clearly indicated categories and addresses.			
<u>6</u>	Surrounding walls with gates or fencing must not be less than approved normal standard			
<u>7</u>	Have security gates with remote control/physical guard with boom gates.			

The Department reserves the right to disqualify the bidder at this stage should the In-Loco inspection find contrary information to evaluation scoring.

NB: ITEMS IN THE SPECIAL CONDITIONS ARE AN ELIMINATING FACTOR. THE ONE IN THE CONTRACT AGREEMENT SUPPLIER WILL BE GIVEN ONE MONTH TO DO AND PROVIDE PROOF BEFORE AWARD LETTER IS ISSUED.

Stage 3 : Price and Specific Goals Evaluation

28.1. Responsive bids which comply to the 3rd stage evaluation (Local production and content) will be evaluated on the 90/10-preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Regulations, 2022. The 90 points will be allocated for price and 10 points for attaining the specific Goals.

In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Act (Act 5 of 2000), responsive bids will be adjudicated by the department on the 90/10- preference points system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 90 points)
- Specific Goals (maximum 10 points)

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

$$Ps = 90(1 - \frac{Pt - Pmin}{Pmin})$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 10 points may be allocated to bidders for attaining their SPECIFIC GOALS status level of contributor

28.2 Bidders are required to submit, together with their bids, original and valid SPECIFIC GOALS status level verification certificates or certified copies to substantiate their SPECIFIC GOALS rating claims.

28.3 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate or a sworn affidavit substantiating the SPECIFIC GOALS status level of contribution or is a non-Compliant contributor. Such bidders will score 0 out of maximum of 10 points for SPECIFIC GOALS.

28.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit proof of SPECIFIC GOALS claimed.

28.5 The points scored by a bidder in respect of the level of SPECIFIC GOALS contribution will be added to the points scored for price.

- 28.6 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted SPECIFIC GOALS
- 28.7 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.
- 28.8 The total points scored will be rounded off to the nearest 2 decimals.
- 28.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for SPECIFIC GOALS.
- 28.10 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal preference points for SPECIFIC GOALS, the contract will be awarded to the bidder scoring the highest on functionality.
- 28.11 Should two or more bids equal in all respects; the award shall be decided by drawing of lots.
- 28.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points A maximum of 20 points may be allocated to bidders for Specific Goals.

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.) Please complete the document.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 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 (Race)	20% (2)	
Women Ownership	20% (2)	
Youth Ownership	20% (2)	
Disability Ownership	20% (2)	
Military Veterans Ownership	10% (1)	
Locality Ownership - Mthatha	10% (1)	
TOTAL	100% (10)	

- a) *Service providers must submit proof of its Specific Goals points claimed / status of contributor.*
- b) *The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:*
 - *Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) and ID copy.*
 - *Women Ownership: Ownership: Proof of ownership (CIPRO certificate) and ID copy.*
 - *Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) and ID copy.*
 - *Disability Ownership: Proof of ownership (CIPRO certificate), ID copy and valid medical documentary proof.*
 - *Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.*
 - *Locality Ownership: Proof of business address (municipal account or valid lease agreement or Local Councilor letter)*

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PART 2

Conditions of Contract and Operational Requirements

1. CONTRACT

The contract for the supply of the required Service in terms of this invitation to bid shall come into being on the date of issue of the letter of acceptance of the bidders bid by the DoH or any other authorized authority or person (as the case may be) for a period of 10 months. The bidder is further obliged for the future support while the contract is in force.

2. FEES AND CHARGES

- 2.1 Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming Services or otherwise relieve Service Provider of any of its

obligations under the contract.

- 2.2 To the extent that the DoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to Service Provider in terms of the contract, DoH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

3. GENERAL RESPONSIBILITIES OF THE SERVICE PROVIDER

- 3.1 ***The DoH's operational requirements.*** The Service Provider shall, in the provision of the required service, have due regard to the operational requirements of the DoH and other parties occupying or operating from the relevant institution, clinic and Office and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.

- 3.2 ***Problem identification and reporting.*** The Service Provider shall be proactive in reporting any matters which it may become aware of which may impact on the business continuity or operations of the DoH at the relevant institution, clinic and office. Without detracting from the generality of this statement, Service Provider shall: -

- Without delay inform the DoH of all incidents or accidents which may occur at the relevant Complex which involve Service Provider's personnel;
- Co-operate fully with the DoH in analyzing and investigating such incidents or accidents.

- 3.3 ***Other Service Providers*** The Service Provider acknowledges that it may be required to provide the Services in conjunction with third party service providers and shall, where requested by the DoH, co-operate fully with such persons.

- 3.4 ***Regulations and statutes*** The Service Provider shall, in the provision of the Services observe and comply with all relevant provisions of all applicable legislation and regulation

3.5 Compliance with procedures.

It is recorded that during the currency of the contract the DoH may implement procedures and policies at the relevant Institution. The Service Provider shall comply fully with any such reasonable procedures and policies, including the permit to work procedures and health and safety procedures.

3.6 The Service Provider shall ensure that it and its personnel shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the relevant Institution.

3.7 Should the DoH at any time believe that any member of Service Provider's personnel is failing to comply with any such procedures or policies, the DoH shall be entitled to deny such personnel member access to the relevant premises and require Service Provider to replace such person without delay?

3.8 **Service Provider's procedures** The Service Provider shall, upon receipt of written request from the DoH or its appointed Manager: -

4. FIRE RISKS

The contractor shall ensure that its personnel shall, if at any time they believe that any matter constitutes a fire risk, report this immediately to the DOH/Institution and take such remedial action as may be necessary.

5. ENERGY MANAGEMENT

The Service Provider shall comply fully with the energy management strategy implemented at the relevant Institution from time to time and shall provide the Services in an energy efficient manner.

6. OCCUPATIONAL HEALTH AND SAFETY

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

The Service Provider: -

- ❖ acknowledges that he is fully aware of the terms and conditions of the Act;
- ❖ acknowledges that he is an employer in its own right with duties and responsibilities as prescribed in the Act;

- ❖ agrees to comply with all rules and regulations implemented by or on behalf of the DoH at the relevant Institution in covering letter relating to health and safety and will inform the DoH immediately should Service Provider for any reason be unable to comply with the provisions of the Act and such rules and regulations.

8. SERVICE LEVEL AGREEMENT

It is recorded that the DoH and the service provider will enter into a Service Level Agreement stipulating exact deliverables and terms of payment. Performance measurement provisions shall be reduced to writing in a service level agreement if required and signed by both parties.

9. PERFORMANCE MEASUREMENT PROVISIONS

9.1 *Introduction.*

Service Provider shall provide the Services during the term of the contract in compliance with the quality and related standards stipulated in the Specifications and the service level agreement (if any) contemplated in clause 11 above.

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

9.2 *Compliance.* For purposes of the contract the compliance by Service Provider with the stipulated responsibilities and service standards will be determined: -

- with reference to reports provided by Service Provider;
- with reference to reports or complaints received from third parties;
- by means of user satisfaction surveys conducted by DoH
- by means of service reviews, inspections or any audit carried out by or on behalf of the DoH.

9.3 *Records.* Service Provider shall at all times keep full and accurate records of all Services provided in terms of the contract and shall retain such records for the currency of the contract. Upon termination of the contract such records must be provided to the DoH upon request.

9.4 *Measurement of performance*

- Periodic checks: DoH and/or its appointed Technical Support Manager shall carry out periodic checks (the intervals to be determined by DoH) the purpose of which shall be to determine whether Service Provider is providing the Services in accordance with the terms and conditions of the contract if accepted by DoH.
- Service complaints: All service complaints, deviations, non-conforming services and suggestions that are reported to Service Provider by DoH, its appointed facilities manager, or any other party shall be given proper and speedy consideration by Service Provider. The

Service Provider shall investigate complaints, deviations and non-conforming services in accordance with procedures approved by the DoH.

- User satisfaction survey: A user satisfaction survey shall be conducted by DoH at such intervals as DoH may determine to assess service user satisfaction. The user satisfaction survey shall be conducted in such form and in accordance with such procedures as the parties may agree to in writing from time to time.

9.5 Results of checks, audits and surveys DoH shall be entitled to utilise the findings of the surveys, checks, audits and reports contemplated above to determine compliance by Service Provider with the service standards and responsibilities stipulated in the contract. It is recorded that the results of the above checks shall, save to the extent that Service Provider can prove otherwise be binding on Service Provider and DoH shall be entitled to exercise its remedies stipulated in the contract based on such findings.

10. BREACH AND TERMINATION

Bidders are referred to Paragraph 23 of General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract.

11. LOSS AND DAMAGE

Service Provider hereby indemnifies the State, and will hold the State harmless, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of Service Provider or the failure of Service Provider to provide the Services in accordance with the provisions of the contract.

12. SUB-SERVICE PROVIDERS

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

PART 3
Bid Strategy

The Nelson Mandela Academic Hospital, Mthatha Regional Hospital and Mthatha Pharmaceutical Depot seek to establish a panel of service providers to lease accommodation for clinicians. The reason for having a panel is to improve the service previously received and curb the expenditure on this item while ensuring secure, cheaper and more suitable accommodation at Mthatha (OR Tambo District Area).

These Health Facilities have been providing accommodation for its clinicians for a number of years, as a strategy to attract and retain the services of clinicians that would otherwise be more inclined to go to the more urban areas like East London, Port Elizabeth or even bigger places outside the Eastern Cape Province. This accommodation used to be highly inflated and limited to flats, due to the high demand for a limited supply of housing units in Mthatha OR Tambo District Area.

This is to request to embark on a new process of bidding for additional accommodation in order to avoid a catastrophic situation where the clinicians have no place to stay. This will result in most leaving OR Tambo region. Mthatha is considered rural by most clinicians, hence the challenge and reluctance to get young and talented people to come and seek employment. This accommodation is a huge challenge for the department and requires the community of OR Tambo to join in and come with a solution that will assist in ensuring continuity in rendering the service. It is a crucial requirement in the retention of critical clinical staff for the Health Institutions in question.

A bid will be considered further if it achieves the minimum qualifying score of 34 points for functionality. Bids that fail to achieve the minimum qualifying score for functionality will be disqualified. Maximum score = 98 points and a minimum score = 34 points to proceed further for evaluation. Minimum score is determined by the offer. e.g. Single rooms only 34, Bachelors only 39.

NOTE WELL:

This Bid will accommodate Nelson Mandela Academic Hospital, Mthatha Regional Hospital, Mthatha Pharmaceutical Depot. Each center will be responsible for its allocation of Clinicians, official purchase order and supplier payments.

NB: This is a panel of service providers to be used when the need arise and the appointed bidder will be paid per occupancy after receipt of an official government purchase order. Water and Electricity will be the responsibility of the tenant, service provider to ensure facilitation of such before commencement of the contract.

PART 4

SPECIFICATION

1. SCOPE OF SERVICE

The service provider/s shall provide the services in accordance with the Service Standards and the provisions of the specification.

Staff and Administration

- The service provider shall provide a contact person who will be responsible for all queries and complaints during working hours and after hours.
- The contact details shall be made available to all tenants and contact person for emergency and urgency matters.
- The contact details shall be utilized for immediate response and assistance for emergencies, queries and complaints.
- The service provider shall respond to all queries and complaints within 3 hours.

Municipal Services

- **The service provider must ensure that all municipal services are connected, all accounts are up to date before handing such accommodation over to Health Facility/ies and documentary proof should be provided.**
- **The service provider shall ensure that in all premises there are prepaid or proof of intention to have prepaid meter to be in process when submitting the bid.**
- **Municipal services which are water and electricity will be paid by tenant, Rates and other services will be paid by the owner for the premises.**
- The service provider shall ensure that the reconnection form for municipal services is available before the contract start date.

Management of Premises

- The service provider shall within two weeks before the start of the contract provide a check list that will be used from the first day of occupying and leaving the premises, in order to take note of the broken items and those in good condition e.g lights or bulb holders, handles, doors, taps etc.
- The service provider shall ensure that a copy of any Governing body/landlord requirements pertaining to the flats /houses are submitted prior signing of the contract.

Maintenance of Premises

- Damages to the property due to a defective property structure shall be the responsibility of the service provider.
- The service provider shall be liable for any maintenance to the premises, and such maintenance shall be carried out by the service provider except when it is due to negligence by the tenant.
- Garden/Pool services (including but not limited to grass cutting, edge trimming, maintaining of flower beds and cleaning of the pool) shall be done monthly by the service provider.
- Maintenance or repairs to all the damages to property as the case may be, shall be conducted within 48 hours except for water and electricity which will be within 24 hours.

Security services

The service provider shall ensure that all the premises are secured in accordance with the following:

- I. enclosed surrounding walls with gates
 - II. Remote gates/boom gates with security guard/system 24 hours.
 - III. Windows and doors with steady and firm burglar bars preferably iron.
- The service provider shall ensure that the remote gates are serviceable at all times and the central access point is fully secured.
 - The service provider shall provide 1 remote control per tenant and/or two access keys for the gates and main doors.

Secured parking services

The service provider shall provide safe parking (including but not limited to carport parking and lockable garage) within the perimeter walls.

General Requirements

- The accommodation stock list shall comply with the preferences mentioned to enable Health Facility to select the most suitable accommodation to accommodate the Medical Officers, Medical Interns and Community Service Doctors and Allied Workers.
- The bidder should have provision of alternative accommodation in cases of disaster or unforeseen circumstances (proof of address where official/s will be accommodated).
- The service provider shall provide additional accommodation when needs increase upon written request by the Health Facility under the same terms and conditions of the Bid.
- The service provider shall be fully conversant with emergency plans and shall give full support in the event of emergencies for Health Facility.
- The service provider shall meet with the Health Facility, on a half yearly basis to discuss the performance and service standards of the service level agreement.
- A notice of sixty (60) days shall be given in the event where the owner wishes to sell the property on lease before the expiry of the contract.
- The service provider shall however, arrange an equivalent accommodation at no further costs if the owner wishes to sell the property.
- The service provider will be responsible for rates.
- The Department reserves the right to award the bid to more than one bidder.
- The department will pay the service provider as per **occupancy**.
- Rental prices must not be inflated (i.e. should be in line with the market value for the area), the Department will negotiate with the supplier if prices are found to be above market value. The department reserve the right not to award a price that is not affordable.
- Price increases/escalations will be applicable after 12 months of the period contracted, only if % percentage price escalation is reflected in the bid document as per pricing schedule attached. Price escalation to be as per CPI and not above as they will not be accepted.
- The Landlord is responsible for Municipal levies and rates.
- The Department reserves the right to negotiate prices with recommended bidders.
- It is estimated that the panel of service providers will commence on 01 September 2022 (effective date) for a period of thirty-six months' period (3 years), subject to compliance with the provisions, service levels and conditions of this bid. The Panel will be utilized on an "as and when" required basis.
- The service provider shall within thirty (30) days provide additional accommodation upon written request when accommodation needs increases.
- The quantities and estimates are for all facilities as per table below;
- Service providers will not be paid for empty accommodation only those rooms/flat/houses that are occupied by the clinicians with a signed letter by the appointed signatory of the centres participating in this tender.
- Property caretaker to update the list of tenants every month, take out people who left and replace with new tenants otherwise a payment will not be processed.
- Caretaker to charge damaged items by the tenant to the tenant and not the department.
- All service providers to have meeting with tenants to introduce their terms and conditions and have agreement signed.
- Tenants to pay for services utilized or consumed (e.g. Water and electricity).

New accommodation bid for Clinicians for the Nelson Mandela Academic Hospital/Mthatha Regional Hospital/Mthatha Pharmaceutical Depot for a period 36 months (three years).

TYPE OF UNIT	DESCRIPTION	Estimated rental need (These quantities could increase or decreased)	Rooms Offered per bidder as per table below
Single Room	Bed room, (common Kitchen, common lounge), Ablution & Car Port OR Garage	+ - 120	
Bachelor flat	Lounge/Bed room, Kitchen (open plan), Ablution & Car Port OR Garage	+ - 117	
Single bedroom flat	Bed room, Lounge/ Kitchen, Ablution & Car Port OR Garage	+ - 50	
Two bedroom flat	Bed room 1 & 2, Lounge/ Kitchen, Ablution & Car Port OR Garage	+ - 182	
Two bedroom town house (applicable only if available).	Bed room 1 & 2, Lounge/ Kitchen, Ablution & Car Port OR Garage	+ -10	
Three bedroom flat	Bed room 1,2 & 3, Lounge, Dining room ,Kitchen, Ablution & Car Port OR Garage	+ - 44	
Three bedroom townhouse	Bed room 1,2 & 3, Lounge, Dining room, Kitchen, Ablution & Car Port OR Garage	+ - 20	
Three bedroom house (stand-alone)	Bed room 1,2 & 3, Lounge, Dining room, Kitchen, Ablution & Car Port OR Garage	+ - 15	
TOTALS		+ - 558	

NB: These are only estimated quantities for the bid for each category not the actual ones. Service providers will get actual quantities on receipt of order from the Institution in question as and when the facility requires accommodation.

SBD 3.2

Part 5 - Schedule C

PRICING SCHEDULE – NON FIRM

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00 ON.....	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

THE BIDDER MUST PROVIDE THE FACTORS THAT WILL AFFECT THE PRICE INCREASE.

NB: USE INK, PREFERABLY BLACK, TO FILL IN THIS FORM

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
------------	-------------	--

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved by:-		

NB: If rooms offered have different square meter please state and attach pricing schedule detail per square

NELSON MANDELA ACADEMIC HOSPITAL/ MTHATHA REGIONAL HOSPITAL /MTHATHA PHARMACEUTICAL DEPOT (HEALTH FACILITIES)

TYPE O F UNIT	Rate per Room (all-inclusive Vat) Year 1	Rate per Room (all-inclusive Vat) Year 2	Rate per Room (all-inclusive Vat) Year 3	Rate per square metre	Total square meters	Number of rooms offered
% Escalation rate	0%	%	%			
Single Room	R	R	R	R		
Bachelor flat	R	R	R	R		
One bedroom flat	R	R	R	R		
Two bedroom flat	R	R	R	R		
Two bedroom town house	R	R	R	R		
Two bedroom house	R	R	R	R		
Three bedroom flat	R	R	R	R		
Three bedroom townhouse	R	R	R	R		
Three bedroom house	R	R	R	R		

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved by:-		

Are the rates quoted firm for the full period of contract? *YES/NO

If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index

SIGNATURE

DATE

CAPACITY

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved by:-		

Provide list of client references

Client	Project description	Year from	Year to	Bid Value	Duration	Contact person	Email address	Tel No.

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved by:-		

PROJECT REFERENCE

PROJECT REFERENCE RETURNABLE 1 OF 3

Project title:	
Bid No:	
Project title:	
Bid No:	
Project title:	
Bid No:	

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I, (name and surname)

..... (company name)

Declare that I was the recipient (client) of the following accomodation services successfully executed

by (name of bidder)

Project Name:

.....

Project Location:

.....

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved By:-		

Commencement Date: Completion date:

Duration of the contract.....

Contract Value:
.....

B. Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

C. Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

	Very poor	Poor	Fair	Good	Excellent
Experience					
Quality and Performance					
Personnel					
Condition of Control Room					

D. Would you consider/recommend working with this bidder

Yes	No

E. Any other comments:
.....
.....
.....

F. Cell No. E. Office No.....

F. Fax No. G. E-mail:

This signed at on thisday of
.....

*Note to Bidder: Referee (Client) will be contacted to verify the above if the Referee is not contactable NO POINT WILL BE AWARDED.

	Signature	Date
Drafted By:		
Recommended by Programme Manager		
Reviewed By		
Approved By: Specification Committee		
Advert Approved By:-		

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....

.....

.....

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

- 2.4 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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

Part 5 – Schedule F
Qualifications and Experience

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

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

Description of Contract	Period	Contact Person & Tel No.
-------------------------	--------	--------------------------

(Please provide contactable references)

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.

**ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL
ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA
REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX
(36) MONTHS**

CONSENT FORM BY THE BIDDER

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

The Head
Department of Health
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
	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 bid.

Signature

Date

Witness

Signature

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

Part 5 – Schedule G
Organisation type

PARTNERSHIP/CLOSED CORPORATION/COMPANY
(delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____
ADDRESS : _____
ID NUMBER: _____
2. NAME : _____
ADDRESS : _____
ID NUMBER: _____
3. NAME : _____
ADDRESS : _____
ID NUMBER: _____
4. NAME : _____
ADDRESS : _____
ID NUMBER: _____
5. NAME : _____
ADDRESS : _____
ID NUMBER: _____

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

.....
NAME IN CAPITALS

In the presence of:

1.
2.

Part 5 – Schedule H

Organisational structure

1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend 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. _____

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

Part 5 – Schedule I
Details of Supplier's office

1. Physical address of supplier's office

- 1 Telephone No of office: _____

- 3 Time period for which such office has been used by supplier: _____

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

.....
NAME IN CAPITALS

In the presence of:

1.

2.

**ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL
ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA
REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX
(36) MONTHS**

Part 5 – Schedule J
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 and /or Audited Financial Statements must be submitted with the bid.** 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 DOH 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.

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

I. GENERAL CONDITIONS

- I.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

I.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

The applicable preference point system for this tender is the 90/10 preference point system.

The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- I.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

I.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

- 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 90/10 PREFERENCE POINT SYSTEMS

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

90/10 OR 80/20

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

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

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

90/10

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 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 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 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 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 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 (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership - Race	20% (2)	
Historically Disadvantaged Individuals Ownership - Women Ownership	20% (2)	
Youth Ownership	20% (2)	
Historically Disadvantaged Individuals Ownership - Disability Ownership	20% (2)	
Military Veterans Ownership	10% (1)	
Locality Ownership - Mthatha	10% (1)	
TOTAL	100% (10)	

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

(b) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:

- Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.
- Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
- Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
- Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
- Military Veterans Ownership: Proof of ownership (CIPRO certificate) Letter from Department of Military Veterans confirming the veteran status.
- Locality Ownership: Proof of business address (municipal account or valid lease agreement)
- Updated CSD report

ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS FOR CLINICIANS RESIDENTIAL ACCOMMODATION AT OR TAMBO DISTRICT (NELSON MANDELA ACADEMIC HOSPITAL, MTHATHA REGIONAL HOSPITAL, MTHATHA PHARMACEUTICAL DEPOT) FOR THE PERIOD OF THIRTY SIX (36) MONTHS

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 I of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:.....

ADDRESS:.....

.....

.....

ESTABLISHMENT
ACCOMMODATION
REGIONAL HEADQUARTERS
(36) MONTHS