

Enquiries: SCM officials
nmaluleke@sanc.co.za
tnyathi@sanc.co.za

Bidder's Information: The Director

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Dear Sir/Madam

INVITATION TO BID: RFQ 11/2021: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF 5000 BRANDED SYRINGE PENS THAT WILL BE USED FOR THE WELCOME PACK FOR NEW NURSES

The South African Nursing Council is a regulatory body established in terms of the Nursing Act No. 33 of 2005 (the Nursing Act) to regulate the nursing profession and to provide for matters connected therewith.

The South African Nursing Council invite bidders to participate and submit for the procurement of 5000 branded syringe pens that will be used for the welcome pack for new nurses.

You are requested to complete the bid documents and submit them in accordance with the stipulations mentioned hereunder:

1. The conditions contained in the attached annexures apply.
2. The quotation may be submitted via email or hand-delivered on or before closing date and time with all supporting documents.
3. **All couriered bid proposals must be addressed to the SANC Supply Chain Management Unit and they must be submitted on or before 11H30 on 26 March 2021 and will be valid for a period of 60 days after closing date. Alternatively, they can be emailed to nmaluleke@sanc.co.za and the email must reach the SANC offices before 11H30 on 26 March 2021. No late submissions will be accepted.**
4. The attached forms/annexures, if completed in full and returned, will form part of your price quotation.
5. Please take note that, this price quotation will be evaluated in terms of 80/20 Preference Point System.

6. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **11H30 on 26 March 2021.**

Yours faithfully

Chief Financial Officer

Mr Thamsanga Ndadana

Signature: 

Date: 2021-03-12

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL.

Bid number:	RFQ 11/2021	Closing date:	26 March 2021	Closing time:	11H30
Description:	APPOINTMENT OF SERVICE PROVIDER FOR THE PROCUREMENT OF 5000 BRANDED SYRINGE PENS THAT WILL BE USED FOR THE WELCOME PACK FOR NEW NURSES.				
THE SUCCESSFUL BIDDER MAY BE REQUIRED TO SIGN THE SERVICE LEVEL AGREEMENT / CONTRACT					

Bid response documents may be deposited in the bid box situated at (street address)	The South African Nursing Council 602 Pretorius Street Arcadia Pretoria, 0083 (Reception)
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SUPPLIER INFORMATION

Name of bidder:					
Postal address:					
Street address:					
Telephone number:	Code:		Number:		
Cell phone number:					
E-mail address:					
VAT registration number:					
Tax clearance status PIN:			CSD Number:		
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status level sworn affidavit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, who was the certificate issued by?					

[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]

The Accredited Representative in South Africa for the goods /services /works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes enclose proof]	Are you a foreign based supplier for the goods /services /works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes answer part 3 below]
Signature of Bidder:		Date:	
Capacity under which this bid is signed (attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
Total number of items offered		Total bid price (all inclusive)	

THE SOUTH AFRICAN NURSING COUNCIL:			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Contact person:	Nacky Maluleke	Contact person	Tintswalo Nyathi
Telephone number:	012 420 1026	Telephone number	012 426 9570
Facsimile number:		Facsimile number	
E-mail address	nmaluleke@sanc.co.za	E-mail address	tnyathi@sanc.co.za

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 online	
1.3. This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, and, if applicable, any other legislation or Special Requirement of the Contract.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 Bidders must ensure compliance with their tax obligations.	
2.2 Application for tax compliance status (tcs) pin may be made via e-filing through the sars website www.sars.gov.za .	
2.3 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate / pin / csd number.	
2.4 Where no TCS pin is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.	
2.5 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."	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS:	
3.1. Is the bidder a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2. Does the bidder have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3. Does the bidder have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4. Does the bidder have any source of income in the RSA?	<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 obtain a tax compliance status/tax compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.	

SUBMISSION OF BIDS:

- 1.1 Bidders will be required to submit their bids/proposals via email or hand delivered as stipulated below:
- 1.1.1 Tenderers are required to submit a Completed Bid pack (this documents), including:
 - a) Duly completed and signed RFQ documents
- 1.2 Any bidder who fails to comply with any requirement of the bid may, at the discretion of the Bid Evaluation Committee, be regarded as non-compliant and as a result be rejected.

2. ACCEPTABLE BIDS/OFFERS:

- 2.1 The SANC reserves the right to cancel or withdraw the bid without prior notification.
- 2.2 SANC is not obliged to award the quotation to the lowest bidder.
- 2.3 The SANC may request interviews/presentations/pitching sessions with shortlisted bidders before the final selection is made.
- 2.4 The SANC will not be liable for any cost incurred by a service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.
- 2.5 The SANC will not consider any late bids. All bids submitted after the stipulated closing date and time will not be considered and will be sent back to the bidder unopened.
- 2.6 Any effort by the bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.7 The successful bidder will be informed in writing through the issue of the purchase order.
- 2.8 The bid has a validity period of 60 days from date of closure of the bid/tender.
- 2.9 No bid may be awarded to a person who has failed to submit proof of his/her tax compliance status (personal identification number (PIN) issued by SARS) or any proof certifying that the taxes of that person is in order or that suitable arrangements have been made with SARS.
- 2.10 Where it is discovered that a non-B-BBEE compliant company used a designated or black owned company as a "front" to acquire a bid, such company will be disqualified and the bid shall be withdrawn.
- 2.11 Only bids complying with all the requirements as stipulated in the Terms of Reference/Scope of Work/Specification will be regarded as acceptable.
- 2.12 The following qualifying criteria must be strictly adhered to and bidders should attach the following documents. **Non-compliance to these criteria may invalidate your bid:**
 - a) Proof of Central Supplier Database (CSD) registration report.

3. PAYMENTS:

- 3.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: sancinvoices@sanc.co.za.
- 3.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 3.3 Invoices should be emailed or hand -delivered to SANC timeously.
- 3.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

4. SUPPLY / DELIVERY VALIDATION:


- 4.1 The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.
- 5. VALUE ADDED TAX:**
- 5.1 All contract prices are inclusive of 15% value added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.
- 6. PRICE AND PRICE QUALIFICATION:**
- 6.1 Prices for the first year are firm.
- 6.2 The bid prices shall be given in the units shown and will be awarded.
- 6.3 **Prices must be inclusive of delivery costs and all taxes.**
- 6.4 All prices shall be quoted in the South African currency (ZAR).
- 6.5 Foreign exchange risk in case of imported goods and service is for the account of the bidder.
- 6.6 Prices affected by the exchange rate must remain firm for the duration of the validity period.
- 6.7 No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 6.8 Detailed information is optional and is provided as Annexures to the details of the bid.
- 7. COMMUNICATION:**
- 7.1 Communication will only be restricted to Supply Chain Management Officials.
- 7.2 The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so may invalidate your bid.
- 8. INTELLECTUAL PROPERTY:**
- 8.1 All the information contained in this document is intended solely for the purpose of assisting bidders to prepare their bids. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 8.2 The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the bidder/tenderer, both successful and unsuccessful, remain the property of the SANC.
- 9. SUPPLIER DUE DILIGENCE:**
- 9.1 SANC may conduct due diligence to all shortlisted bidders/tenderers to identify their specific capabilities and financial stability.
- 9.2 The SANC may visit the premises of the bidders or that of their suppliers.
- 9.3 Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the tender/bid, the financial status of the bidder/tenderer, the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the tenderers/bidders business and how the tenderer/bidder is viewed by the public, etc.
- 9.4 Bidders may be required to provide names of traceable references who may also be visited to confirm their testimonials.

10. DISPUTES

- 10.1 The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant Bid Adjudication Committee for a ruling and such ruling shall be final.

SPECIFICATION

SPECIFICATION FOR SANC BRANDED 5ML SYRINGE PENS, BLACK INK (5 000) FOR THE WELCOME PACK FOR NEW NURSES

ITEM	DESCRIPTION	SIZE	QUANTITY
Syringe pen black ink	<p>Turquoise blue syringe pen</p> <p>Black Ink</p> <p>Branding : One Colour South African Nursing Council</p>  <p>SAMPLE</p>	5 ml	5 000

1. EVALUATION PROCESS:

Bids will be evaluated in two steps (Administrative Compliance and Price and B-BBEE) for responsive bids.

The following qualifying criteria will be used:

a) Step 1: Administrative Compliance:

- i. Proof of Central Supplier Database (CSD) registration report.

b) Step 2: Price and B-BBEE:

Bids will be evaluated in terms of the **80/20 Preference Point System** (80 points for price and 20 points for B-BBEE).

The following formula will be applied to calculate the points for price.

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

Where

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{\min}	=	Rand value of lowest acceptable bid

The following formula will be used to calculate the points for B-BBEE:

Bids from non-compliant B-BBEE contributors will not be disqualified. Any B-BBEE qualifying contributor who does not submit a substantiating certificate will be allocated zero points but the bid will not be disqualified.

Points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant Contributor	0	0

2. PAYMENT STRUCTURE

- SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the monthly invoice date or upon agreed payment intervals as accepted in the contract.
- No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the bidders will be validated for payment.
- Invoices should be emailed to sancinvoices@sanc.co.za or hand delivered.
- The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

PRICING SCHEDULE

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE (EXCL. VAT)
Syringe Pens	5000		
	VAT		
	TOTAL PRICE (INCL. VAT)		

Required by (End-User):

Communication and Marketing Section

Required at (Address):

602 Cecilia Makiwane Building, Arcadia

Brand and model (if applicable):

N/A.....

Country of origin (if applicable):

N/A.....

Guarantee period (if applicable):

N/A.....

Does the offer comply with the specification?

☐ Yes

☐ No

☐ N/A

***Mark the relevant block with an X**

If not to specification, indicate deviation(s)

N/A.....

How long it will take for the bidder to deliver goods/services after receipt of a purchase order?

.....

(Only firm delivery period will be considered):

DECLARATION BY THE BIDDER:

Iconfirm that the information furnished is correct and true. I accept that the South African Nursing Council may act against me should this declaration prove to be false.

Name of Bidder:.....Position:.....

Signature:.....Date:.....

REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE SPECIAL REQUIREMENTS OF QUOTATION, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 The 80/20 preference point system will be applicable to this tender.

1.4 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.5 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.7 The Purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation

by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** include all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for the price of a bid under consideration
- P_t = Price of a bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED:

B-BBEE Status Level of Contributor: = (Maximum of 20 points)

(Points claimed must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of B-BBEE status level of the contributor.

5.1.2 SUB-CONTRACTING

- i) Will any portion of the contract be sub-contracted? ☐ Yes ☐ No
(Tick applicable box)

- ii) If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE. ☐ Yes ☐ No

(Tick applicable box)

- Specify, by ticking the appropriate box, if your company will subcontract with any other enterprise in terms of Preferential Procurement Regulations, 2017, as per the table below :

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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5.1.3 DECLARATION WITH REGARD TO COMPANY/FIRM

5.1.3.1 Name of company/firm:

5.1.3.2 VAT registration number:

5.1.3.3 Company registration number:

5.1.3.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

5.1.3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

5.1.3.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

5.1.3.7 A total number of years the company/firm has been in business:

5.1.3.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE Status Level of Contributor indicated in paragraph 5.1.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 favorable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the

shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

Signatures of the bidder (): _____ Date: _____

Witnesses: (01) _____ (02) _____