

Bidder's Information: The Manager/Director

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Dear Sir/Madam

INVITATION TO BID: SCM 08/2022/SANC: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF RECORDS MANAGEMENT AND RELATED SUPPORT SERVICES FOR A FIVE-YEAR (05) PERIOD FOR THE SOUTH AFRICAN NURSING COUNCIL

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 invites bidders to participate and submit bids/proposals for the appointment of an accredited service provider for the provision of Records Management and related support services for a five-year (05) period for the South African Nursing Council

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

1. The conditions contained in the attached annexures apply.
2. The bid must be submitted in two (2) separate envelopes with a name and address of the bidder, bid number, description of the bid and closing date.
3. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document and three (03) copies and USB.
4. **Envelope 02:** This envelope is for pricing only, i.e. pricing schedule and/or the formal quote by the bidder - one (01) original document.
5. **All couriered bid proposals must be addressed to the SANC Supply Chain Management Unit and they must be submitted before 12H00 on 14 MARCH 2022 and will be valid for a period of 120 days after the closing date. No late submissions will be accepted.**



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

6. The attached forms/annexures. if completed in detail and returned. will form part of your price quotation.
7. Please take note that. this bid will be evaluated in terms of 80/20 Preference Point System
8. With reference to the Preference Point Claim form (SBD 6.1). the following documents must be submitted with your price quotation:
 - a) Proof of claims (B-BBEE Certificate issued by the accredited Verification Agency or Sworn Affidavit signed by the vendor and affirmed by the Commissioner of Oath)
 - b) Proof that the supplier is registered and complying with National Treasury - Central Supplier Database (CSD) requirements (CSD report).
9. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **16H30 on 09 March 2022.**

Yours faithfully

Chief Financial Officer

Mr T Ndadana

Signature:

Date: 2022-02-09

INVITATION TO BID

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

Bid number:	SCM 08/2022/SANC	Closing date:	14 MARCH 2022	Closing time:	12H00
Description:	APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF RECORDS MANAGEMENT AND RELATED SUPPORT SERVICES FOR A FIVE-YEAR (05) PERIOD FOR THE SOUTH AFRICAN NURSING COUNCIL				
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:			
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 verification certificate [tick applicable box]	<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)	
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THE SOUTH AFRICAN NURSING COUNCIL:

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Contact person:	Tintswalo Nyathi	Contact person	Mzontsundu Nqceba
Telephone number:	012 426 9575	Telephone number	012 426 9535
E-mail address	tnyathi@sanc.co.za	E-mail address	mngceba@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	

SPECIAL REQUIREMENTS OF BID PROPOSAL

1. CONTRACT PERIOD

- 1.1** The contract period stipulated in the terms of reference/ specification is considered a valid contract period.
- 1.2** SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

2. ACCEPTABLE BIDS/OFFERS

- 2.1** The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.
- 2.2** The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this quotation, including on-site presentations and the preparation of the proposal.
- 2.3** The SANC will not consider any late quotations. All quotations submitted after the stipulated closing date and time will not be disqualified.
- 2.4** Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.5** The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.
- 2.6** The bid have a validity period of 120 days from date of closure of the request for quotation.
- 2.7** Where it is discovered that an advantaged company used a disadvantaged person, as a "front" to acquire a bid, such company will be disqualified and the bid shall be withdrawn.
- 2.8** Only quotations complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9** Bid will be evaluated based on mandatory requirements, functionality (if applicable), Price and B-BBEE and other conditions stipulated in the terms of reference/ specification.
- 2.10** The supplier/ service provider must submit all requirements indicated in the quotation documents at the closing date and time of the request for quotation. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS

- 3.1** The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the Cecilia Makiwane Building.
 - 3.1.1** Tenderers are required to submit a completed BID pack (these documents), including:
 - a) Duly completed and signed bid documents.
 - b) Certified copy of B-BBEE Certificate or Sworn Affidavit.

- c) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.
- 3.2 Any supplier/ service provider who fails to comply with any requirement of the BID, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

4. PAYMENTS

- 4.1 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.
- 4.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 4.3 Invoices should be emailed or hand delivered to SANC timeously.
- 4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

5. SUPPLY / DELIVERY VALIDATION

- 5.1 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.

6. TAX COMPLIANCE REQUIREMENTS

- 6.1. It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.
- 6.2. The Tax Compliance Status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit BIDS.
- 6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this BID response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this BID such confirmation is deemed to have been granted.
- 6.4. The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.
- 6.5. Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.
- 6.6. The supplier/ service provider who are not tax compliant will be notified of their non-compliant status, and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.
- 6.7. The SANC will not award a BID to any supplier/ service provider whose tax matters are not in order.

7. VALUE ADDED TAX

- 7.1. 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.

8. NEGOTIATIONS

- 8.1. The SANC to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

9. PRICE QUALIFICATION

- 9.1. Prices for this contract are firm.
- 9.2. All prices shall be quoted in South African rands (ZAR).
- 9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.
- 9.4. **Prices must be inclusive of delivery cost and all taxes.**
- 9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.
- 9.6. Non-firm prices (including prices subject to the rate of exchange variation) will not be considered.
- 9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 9.8. Detailed information is optional and is provided as Annexures to the details of the BID.

10. COMMUNICATION

- 10.1. Communication will only be restricted to Supply Chain Management Officials.
- 10.2. The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will **invalidate** your BID.

11. INTELLECTUAL PROPERTY

- 11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid(s). Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.

12. SUPPLIER DUE DILIGENCE

- 12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.
- 12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.
- 12.3. 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 BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.
- 12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

13. DISPUTES

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

14. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

- 14.1. A supplier/ service provider will only be awarded points for preference provided:
 - 14.1.1. The supplier/ service provider has completed and signed the Preference Points Claim Form;
 - 14.1.2. The supplier/ service provider submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
 - 14.1.3. Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE.

15. JOINT VENTURE/ TRUST/ CONSORTIUM

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognised as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

TERMS OF REFERENCE

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF RECORDS MANAGEMENT AND RELATED SUPPORT SERVICES FOR A FIVE-YEAR (05) PERIOD FOR THE SOUTH AFRICAN NURSING COUNCIL

1. PURPOSE

- 1.1 The purpose of this document is to invite suitably qualified, capacitated, and experienced service providers, which are National Archive and Records Services (NARS) accredited for the provision of records management and related support services for a five-year (05) period.

2. BACKGROUND

- 2.1 The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the Nursing Act, 1944 (Act No. 45 of 1944), and currently operating under the Nursing Act, 2005 (Act No. 33 of 2005).
- 2.2 Section 13 of the NARS Act, No. 43 of 1996 (Act), requires public entities to ensure that it complies with all specific requirements of the Act.
- 2.3 The SANC is endeavouring to appoint a service provider to deliver the services as reflected in section four (04) of this document in accordance with the requirements of the relevant Act.

3. THE SANC INTERNAL ENVIRONMENT

- 3.1 The ICT infrastructure currently deployed is reflected below:
- 3.1.1 Standardised on Microsoft Server 2019,
 - 3.1.2 Databases – standardised on SQL 2019,
 - 3.1.3 End-User equipment – Windows 10,
 - 3.1.4 Data backup solution – VEEAM backup solution,
 - 3.1.5 Canon Therefore document management software; and
 - 3.1.6 WAN connectivity – 150 Mbps link.

4. SCOPE OF WORK

4.1 Specification Requirement One:

- 4.1.1 The SANC is looking to, at its complete discretion, enter into an Agreement with a Bidder which can fully comply with the following requirements:
- 4.1.1.1 The Bidder must have at least five (05) years of related experience of having performed work of an exact same nature and comparable volume to at least five (05) other clients utilising proven and established processes, procedures, tools, and software/systems.
 - 4.1.1.2 Be able to store at least six thousand (6 000) to ten thousand (10 000) document storage boxes which will contain approximately two thousand two hundred (2 200) A4 pages each. The approximate size of the boxes is estimated to be:
 - 4.1.1.3 H 250 mm,
 - 4.1.1.4 L 430 mm, and
 - 4.1.1.5 W 325 mm.
 - 4.1.1.6 Be able to store at least twenty (20) to sixty (60) back up media devices i.e., LT07 or equivalent tapes.

4.2 The bidder must be able to:

- 4.2.1 Provide the required boxes and lids used for storage of documents as per paragraph 4.1.2. Above.
- 4.2.2 This will be applicable to all additional storage requirements as the initial take-on of storage boxes is estimated to be approximately six thousand (6 000) to ten thousand (10 000) pre-packed boxes.
- 4.2.3 Each storage box is to be represented/managed in an on-line application to which the SANC nominated representatives will have access to and the on-line application must be able to:
 - 4.2.3.1 Have a unique record of existence for each box i.e., box number reflected on scanner bar code sticker attached to the storage box,
 - 4.2.3.2 List the unique document inventory per storage box (reflecting the content of the documents in the storage box) and attach/insert a hard copy of such inventory list to/within the storage box),
 - 4.2.3.3 Electronically capture the storage box content/inventory into the on-line document management solution for visibility by the SANC based upon a 5 meta data record per recordable inventory item provided by the SANC making use of a 3G/4G WAN or related remote connection prior to the additional inventory leaving the SANC premises, and
 - 4.2.3.4 Provide a copy of the printed storage box inventory list which is to be signed off and dated by the nominated SANC representative.

4.3 Record the related date(s):

- 4.3.1 On which a storage box was taken into inventory at the bidder premises,
- 4.3.2 Any subsequent dates that it was retrieved by the SANC,
- 4.3.3 The date on which the storage box was subsequently returned to storage by the SANC,
- 4.3.4 The date that the returned storage box inventory was confirmed as being unchanged,
- 4.3.5 The date on which SANC was informed of any missing documents as per the original inventory for storage boxes returned by the SANC, and
- 4.3.6 The date on which the storage box inventory was either corrected by the SANC or the date and associated instructions by the SANC to alter the inventory list associated with the storage box.

4.4 Be able to deliver to the SANC and collect from the SANC any storage boxes:

- 4.4.1 Within one business day after being requested to do via the on-line portal/application.

4.5 Implement and execute a document and archival/destruction process:

- 4.5.1 In accordance with a document policy retention policy that is to be determined by the SANC based upon the type of document or data storage device,
- 4.5.2 Provide certified proof of compliance with such a retention policy when executed,
- 4.5.3 Update the inventory record on the on-line application data base with the relevant information, and
- 4.5.4 Obtain formal confirmation from the SANC nominated representative prior to the destruction of any documentation.

4.6 Confidentiality and security of SANC documentation and other items stored:

- 4.6.1 A dedicated storage area is to be designated for the physical storage of all documents and other storage requirements of the SANC,
- 4.6.2 The dedicated storage area is to be secure and only authorised bidder staff who has signed a confidentiality declaration (content thereof to be approved by the SANC) will have access to and/or be allowed to transport such documents and other storage media and have access to the on-line application,
- 4.6.3 The bidder is to confirm that all its document processes and procedures complies with the requirements of the Protection of Personal Information Act (POPI) and that compliance against such requirements is independently verified annually and that the results thereof will be made available to the SANC in a written format,
- 4.6.4 The premises and specifically the storage facilities are compliant with all industry requirements related to privileged access, physical security, fire, water, rodent/insect infestation and other environmental damage prevention,
- 4.6.5 The on-line application solution is to be backed up daily (preferably in real time) to an alternative Disaster Recovery (DR) site/environment and that access to information in the on-line solution/application can be restored within one business day after any DR related disaster event,
- 4.6.6 The bidder is to provide the SANC with any information related to incidents experienced which resulted in the loss or damaging of boxes/files stored at its facility during the preceding five (05) year period, and
- 4.6.7 An annual risk audit related to processes and procedures are to be performed by an independent third party and such unabridged outcome is to be shared with the SANC in written format.

4.7 Reporting:

- 4.7.1 It is a requirement that the bidder be able to provide detailed reporting, both on-line and hard copy format, to the SANC and the following minimum reports/information are to be included:
 - 4.7.1.1 Boxes/documents due for destruction,
 - 4.7.1.2 Boxes/files retrieved by the SANC but not returned,
 - 4.7.1.3 Boxes/files retrieved and returned,
 - 4.7.1.4 Boxes/files requested for retrieval and not yet delivered to the SANC,
 - 4.7.1.5 Boxes/files in storage,
 - 4.7.1.6 Boxes/files in inventory,
 - 4.7.1.7 File inventory (by box if required),
 - 4.7.1.8 Take on date by bidder by file and box,
 - 4.7.1.9 Retention period and dates per box and file or combination thereof as determined by the SANC,
 - 4.7.1.10 Historical destruction information (boxes and files),
 - 4.7.1.11 Audit trails for any updates/changes made to any information related to the SANC information being stored/managed by the bidder, and
 - 4.7.1.12 Provide a disposal certificate confirming destruction of any files and/or boxes.

4.8 The bidder must provide a detailed approach for the performance of all work associated with the bid and must, but not necessarily be limited to, include the following:

- 4.8.1 Document collection and transport process,
- 4.8.2 Storage and document control at bidder premises,
- 4.8.3 Document/back up media storage take-on process
- 4.8.4 Document/back up media retrieval and collection process
- 4.8.5 Reporting process and capabilities,
- 4.8.6 Document/back up media retrieved return and transport process,
- 4.8.7 Billing and quality assurance process,
- 4.8.8 Bidder BCP policy,
- 4.8.9 Environmental controls applied, and
- 4.8.10 Bidder site access and security policy.

4.9 Insurance:

- 4.9.1 The bidder is to provide the SANC with a detailed overview of the third-party liability and damages insurance that it provides on behalf of its clients.

5. REQUIREMENTS – REQUIREMENT TWO

- 5.1 The Bidder must have the physical facilities, capacity, capability, and experience that is required.
- 5.2 The SANC is looking to, at its complete discretion, enter into an agreement with a Bidder which can comply with the following requirements:
 - 5.2.1 Scan and digitise a minimum of six (6) million, one sided, A4 size documents in a format that will ensure that the file size of the digitised document is optimised. The use of a .pdf format is proposed but the vendor may make alternative proposals as to the file format on condition that it is a mainstream file format that will be available for at least the next 10 years and that the associated image file size benefit is conclusively more effective and that the retrieval thereof from a centralised database will not require the procurement of any proprietary software nor that it will create any processing “overheads” on excess of that when using a .pdf format.
 - 5.2.1.1 The bidder will be required to conclude the initial six (6) million-page scanning/digitalisation, indexing, boxing and the provision of the uploaded information in the required format within an approximate six-month (06) period or as agreed in writing with the SANC.
 - 5.2.1.2 The number of documents to be scanned and digitised could, at the sole discretion of the SANC, be increased depending on the bidder pricing and the availability of required funding.
 - 5.2.1.3 The bidder can deploy scanning and indexing software and hardware at the SANC or choose to perform such activities at its premises – the bidder is to clearly indicate the approach to be used and any associated requirements that it would have for space and other facilities should it propose that the work be performed at the SANC premises.
 - 5.2.1.4 The bidder will be required to submit regular progress reports to the SANC as agreed between the parties.

- 5.3 Each scanned and digitised document will need to be uploaded to the Canon Therefore solution as deployed at the SANC and for each document it is a requirement that 5 meta data/indexing field information be captured. It is recommended that the bidder assume that on average that meta data/indexing field information will be required for every three (3) pages scanned and digitised. The SANC staff will provide the bidder with the required meta data for the pages to be scanned/digitised.
- 5.4 The bidder will be required to provide the digitised document information in a readable format and on media that will allow for the uploading thereof to the server infrastructure and SQL 2016, 2019 or later version thereof hosted at the SANC.
- 5.5 The bidder will be required to file each scanned/digitised document in a "storage" box and that an associated index be created for the content of each storage box – the indexing information will be like the metadata captured. The index per storage box should be in a format that allows it to be uploaded to an automated on-line retrieval solution and must also be reflected on the inside/outside of the storage box for easy identification of the content of the storage box.
- 5.6 The SANC will only be liable for scanned/digitalised images which contains information which is relevant to the organisation and will not be liable for costs associated with scanned/digitalised documentation which reflects "marks" or "images" which is not related to actual content required by the SANC.
- 5.7 The SANC will perform an on-site validation/verification of all files scanned and boxes stored prior to the payment of any invoice being generated.
- 5.8 The bidder must provide the SANC with acid-free storage boxes which must be compliant with the National Archives & Records Services (NARS) standards - these current storage boxes are to be re-used by the bidder (these boxes hold an estimated 2 200 pages per box). The SANC is currently using procured storage boxes for this purpose (W 325/ H 250/L 430) with a lid, the bidder may however propose a different size box for all new storage boxes and the associated assumption is to be used by the bidder.
- 5.9 The costs associated with the provisioning of NARS compliant storage boxes for new documents to be stored must be included in the proposed fixed pricing as submitted by the bidder.
- 5.10 All transport of documentation, to and from the SANC, will be the responsibility of the bidder.
- 5.11 The bidder must include the pricing for the delivery and collection of a consignment of boxes (not to exceed more than ten (10) boxes) per consignment) which will be for the account of the SANC.
- 5.12 All transport used by the bidder must ensure that any documentation in transit is adequately safeguarded against any loss.
- 5.13 All documentation held at the bidder's premises must be adequately safeguarded against any loss.
- 5.14 A register, in an on-line electronic format, is to be kept of all documentation that is removed from the SANC premises and is to be updated by the SANC staff once the documents are returned in a boxed and indexed format.
- 5.15 The bidder must provide a detailed approach for the performance of all work associated with the bid and it must, but not necessarily be limited to, include the following:
 - 5.15.1 Document collection and transport process,
 - 5.15.2 Storage and document control at bidder premises,
 - 5.15.3 Scanning and digitisation software and tools to be used,
 - 5.15.4 Document preparation process,
 - 5.15.5 Scanning and indexing process,
 - 5.15.6 Meta data capturing process,

- 5.15.7 Packing and labelling process,
- 5.15.8 Media format and file format of digitised documentation,
- 5.15.9 Reporting process,
- 5.15.10 Document return and transport process,
- 5.15.11 DRP process, and
- 5.15.12 Billing and quality assurance process.

6. REQUIREMENT - PRICING AND PAYMENT TERMS:

6.1 General:

6.1.1 The Bidder must agree on the following payment terms:

6.1.1.1 Payment for goods and services delivered to the SANC will be made by the SANC within thirty days (30) after the receipt of a valid invoice if supported by all relevant proof of services and goods provided.

7. ACCEPTABLE BIDS:

7.1 Only responses from Bidders who can provide all the products/goods and services as well as having the required maintenance and support capabilities and capacity, and whose submissions comply with all the stated requirements will be considered.

7.2 Only responses from NARS accredited bidders will be considered.

8. EVALUATION/AWARDING OF BID:

8.1 Evaluation method to be used:

8.1.1 After the closing date, an appointed SANC Bid Evaluation Committee (BEC) will evaluate the Bids in three (3) phases (Administrative and Mandatory Compliance, Functionality and Price and B-BBEE; and

8.1.2 All Bids will be evaluated against the qualifying criteria as set out in this document.

8.2 Evaluation phases:

8.2.1 Phase 1: Administrative and Mandatory Compliance:

Bids will be first evaluated to determine the Bidder being compliant with the provisioning of accurate and quality information as reflected in the following table of information (The Bidder is to complete / provide all information required in this document).

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
Invitation to Bid	YES	Complete and sign the supplied pro forma document
Tax Status Tax Clearance Certificate	YES	i. Proof of Registration on the Central Supplier Database ii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest	YES	Complete and sign the supplied pro forma document

Preference Point Claim Form	NO	Non-submission will lead to a zero (0) score on B-BBEE
B-BBEE certificate or sworn affidavit	NO	Valid B-BBEE certificate or sworn affidavit Non-submission will lead to a zero (0) score on B-BBEE
Declaration of Bidder's Past Supply Chain Management Practices	YES	Complete and sign the supplied pro forma document
Certificate of Independent Bid Determination	YES	Complete and sign the supplied pro forma document
Registration on Central Supplier Database (CSD)	YES	Submit proof of registration.
Pricing Schedule	YES	Submit full details of the fixed pricing proposal
Financial Statement	YES	Three (3) years audited or reviewed annual financial statements
Vendor Experience	YES	A minimum of three (3) contactable reference letters for similar work performed for requirement one and requirement two, (thus six references) for similar work performed during the past five (5) years with relevant supporting information that clarifies: <ul style="list-style-type: none"> • Name and contact details of reference organisation • Type of work and services provided

8.2.2 Phase 2: Functionality:

8.2.2.1 Bids will be evaluated to determine the Bidder compliance with the SANC requirements for the required goods, solutions, equipment, and services. The following criteria will be considered during the evaluation:

8.2.2.1.1 Only Bids which score a minimum of **70 points out of 100 points** compliance against the following SANC requirements will be considered for further evaluation. Completeness of information is paramount to the effective evaluation of the Bidder response and the provision of complete and accurate information is the sole responsibility of the Bidder, and

8.2.2.1.2 Only Bids for which all required information was provided will be considered during this evaluation phase.

8.2.2.2 The following formula will be used to convert to the points scored against the weight:

$$Ps = \left(\frac{So}{Ms} \right) \times 100$$

Where:

Ps = Percentage scored for functionality by bid under consideration
 So = Total score of bid under consideration
 Ms = Maximum possible score

8.2.2.3 The following criteria and weights shall apply when evaluating bids:

Criteria Requirement	Weight	Maximum Score
1. Project manager / Account Manager Capability 1.1. The designated Project Manager/Account Manager must preferably have a minimum of five (05) years' experience performing similar work.	<ul style="list-style-type: none"> • 0 years = 0 • 0 years to 2 years = 5 • More than 2 years but less than 3 years = 15 • More than 3 years but less than 5 years = 25 • 5 years or more = 30 	30
2. Project Methodology 2.1. The bidder must provide the SANC with a detailed project schedule, methodology and approach which clearly indicates the project life cycle and timelines for the bulk digitisation as per the SANC stated requirement in this bid. 2.2. Ability to provide all the required services and goods as detailed in requirement one (1) and requirement two (2) of this document and the system will be able to perform the functions as required by the SANC. Detailed processes descriptions and clarification of the bidder compliance against the requirements were attached to the bid response.	<ul style="list-style-type: none"> • Comply completely = 30 points • Partial compliance = 0 points <ul style="list-style-type: none"> • Comply completely = 40 points • Partial compliance = 0 points 	30 40
Total Score		100

8.2.3 Phase 3: Price and B-BBEE:

8.2.3.1 Bids will be evaluated in terms of the 80/20 Preference Point System (80 points for price and 20 points for BBBEE).

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

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest **acceptable** bid

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

8.2.3.3.1 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.

8.2.3.3.2 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

PRICING SCHEDULE (FIRM PRICES):

1. REQUIREMENT ONE

Requirement Description (Refer to detailed requirements as described in requirement one section)	Fixed price – year one (excluding VAT)
Take on cost for 6200 boxes, indexing of files therein and updating of all related information on the bidder on-line solution (including retention information and collection transport costs)	R
Cost for NARS boxes per box with lid (approximate size): <ul style="list-style-type: none"> • H 250 mm • L 430 mm • W 325 mm 	R
Collection fee per box (delivery to the SANC and collection from the SANC): <ul style="list-style-type: none"> • < = 10 boxes or back-up media device per trip (3 business day turn around) 	R
> = 10 boxes or back-up media device per trip (3 business day turn around)	R
<ul style="list-style-type: none"> • < = 10 boxes or back-up media device per trip (same business day turn around) 	R
<ul style="list-style-type: none"> • > = 10 boxes or back-up media device per trip (same business day turn around) 	R
<ul style="list-style-type: none"> • < = 10 boxes or back-up media device per trip (next business day turn around) 	R
<ul style="list-style-type: none"> • > = 10 boxes or back-up media device per trip (next business day turn around) 	R
Destruction handling fee per box	R
Destruction handling fee per back-up media device	R
Handling fee per box for take-on on to on-line solution and all associated indexing, data capturing and other related processes (estimated 2 200 A4 pages consisting of 1 100 files per box)	R
Monthly fee for access to bidder on-line solution/application (per SANC user)	R
Permanent withdrawal cost per box	R
Permanent withdrawal cost per back-up media device	R
Storage cost per month per box	R
Storage cost per month per data back-up media device	R
Other costs (specify): <ul style="list-style-type: none"> • • • • 	R R R R
Total price for year 1 including VAT (year 1 prices must be fixed)	R
Total price for year 2 including VAT	R

Requirement Description (Refer to detailed requirements as described in requirement one section)	Fixed price – year one (excluding VAT)
Total price for year 3 including VAT	R
Total price for year 4 including VAT	R
Total price for year 5 including VAT	R

NB: The Bidder will be required to:

- Provide a fixed price (including VAT) for the first year of the contract period and commit to price increases for the remainder of the contract period which will not exceed the average annual CPIX for the previous twelve (12) month period thereafter for services and goods, and
- Agree that the SANC will not accept or be liable for any additional billing and/or charges of whatsoever nature other than the fixed price as quoted for by the bidder unless agreed in writing.

PRICING SCHEDULE (FIRM PRICES)

2. REQUIREMENT TWO

Requirement Description (Refer to detailed requirements as described in requirement two section)	Fixed price per unit / device including associated peripherals (excluding VAT)
Cost for NARS boxes for six (6) million A4 pages	R
Cost for NARS box lids for six (6) million A4 pages	R
Scanning, indexing, digitizing, packing, creating box inventory, creating download media, reporting and uploading of data to Canon Therefor for six (6) million A4 pages	R
Other: (Specify)	
•	R
•	R
•	R
•	R
Total price for year 1 including VAT (year 1 prices must be fixed)	R
Total price for year 2 including VAT	R
Total price for year 3 including VAT	R
Total price for year 4 including VAT	R
Total price for year 5 including VAT	R

GRAND TOTAL FOR REQUIREMENT ONE AND TWO FOR A PERIOD OF FIVE YEARS INCLUDING VAT	R
---	----------

NB: The Bidder will be required to:

- Provide a fixed price (including VAT) for the performance of the scope of work as described in Requirement Two. The fixed price is to include costs (including VAT) for all associated goods, services, and other ad-hoc costs.
- Agree that the SANC will not accept or be liable for any additional billing and/or charges of whatsoever nature other than the fixed price as quoted for by the bidder unless agreed in writing.

Required by (End-User):

Information Communication Technnnology

Required at (Address):

**Cecilia Makiwane Building
602 Pretorius Street
Arcadia, Pretoria, 0083**

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):

BIDDERS MUST TAKE NOTE OF THE FOLLOWING:

1. The price for the first year must be firm.
2. Offers to be valid for **120 days** from the closing date of the bid.
3. The bid prices shall be given in the units shown and will be awarded as a whole.
4. Prices must be inclusive of delivery costs and all taxes.
5. All prices shall be quoted in the South African currency (ZAR).
6. Foreign exchange risk in case of imported goods and service is for the account of the bidder.
7. Prices affected by the exchange rate must remain firm for the duration of the validity period.
8. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
9. Detailed information is optional and is provided as Annexures to the details of the bid

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:.....

PREFERENCE 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		

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-BBEE 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

- (e) exceeding 10 years. after the *audi alteram partem* (hear the other side) rule has been applied; and
- (f) Forward the matter for criminal prosecution.

Signatures of the bidder (): _____ Date: _____

Witnesses: (01) _____ (02) _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the South African Nursing Council (SANC), or persons having a kinship with persons employed by the SANC, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the SANC, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the SANC; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.7 Are you or any person connected with the bidder
presently employed by the SANC? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the SANC, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors trustees / shareholders / members or their spouses conduct business with the SANC in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the SANC and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the SANC who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	SANC Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE SANC MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF THE SCM POLICY AND PROCEDURE MANUAL AND OTHER RELATED LEGISLATION SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES:

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder or any of its directors have-
 - a. Abused the institution's supply chain management system;
 - b. Committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the page.	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on National Treasury's website. (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

I the undersigned, in submitting the accompanying bid: **APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF RECORDS MANAGEMENT AND RELATED SUPPORT SERVICES FOR A FIVE-YEAR (05) PERIOD FOR THE SOUTH AFRICAN NURSING COUNCIL** in response to the invitation for the bid made by: **THE SOUTH AFRICAN NURSING COUNCIL (SANC)** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) The geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting

business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder