



**South African Nursing Council**  
*Regulating nursing, advocating for the public*

Enquiries: SCM Official  
[tnyathi@sanc.co.za](mailto:tnyathi@sanc.co.za)

Bidder's Information: The Manager/Director

.....

.....

.....

*Dear Sir/Madam*

**INVITATION TO BID: SCM 10/2022/SANC: APPOINTMENT OF A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF EPAULETTES (DISTINGUISHING DEVICES) FOR A PERIOD OF FIVE (5) YEARS AT SOUTH AFRICAN NURSING COUNCIL (SANC)**

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 a service provider for the manufacture, supply and delivery of Epaulettes (distinguishing devices) for a period of five (5) years at South African Nursing Council (SANC)

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, 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.
5. **All couriered bid proposals must be addressed to the SANC Supply Chain Management Unit and they must be submitted before 12H00 on 18 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, Aicoodia, 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](http://www.sanc.co.za)

6. The attached forms/annexures, if completed in detail and returned, will form part of your price quotation.
7. 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).
8. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System
9. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **12H00** on **16 March 2022**.


Yours faithfully

Chief Financial Officer

Mr Thamsanqa Ndadana

Signature: .....

Date: .....

  
2022-02-09

INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REASSESSMENTS OF THE SOUTH AFRICAN NURSING COUNCIL</b>			
Bid number:	SCM 10/2022/SANC	Closing date:	18 MARCH 2022
		Closing time:	12H00
Description:	APPOINTMENT OF A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF EPAULETTES (DISTINGUISHING DEVICES) FOR A PERIOD OF FIVE (5) YEARS AT SOUTH AFRICAN NURSING COUNCIL (SANC)		
<b>THE SUCCESSFUL BIDDER WILL BE DETERMINED ON THE MERITS</b>			

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)
---	--

**3.1. BIDDER INFORMATION**

Name of bidder:			
Postal 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

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (SEE PART 3) 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:	Tintswalo Nyathi/ Prince Makhubedu	Contact person	Benny Manganyi
Telephone number:	012 426 9575/9570	Telephone number	012 420 1081
E-mail address	<a href="mailto:tnyathi@sanc.co.za">tnyathi@sanc.co.za</a> / <a href="mailto:pmakhubedu@sanc.co.za">pmakhubedu@sanc.co.za</a>	E-mail address	<a href="mailto:bmanganyi@sanc.co.za">bmanganyi@sanc.co.za</a>

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
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.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 <a href="http://www.sars.gov.za">www.sars.gov.za</a> .	
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."	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS:</b>	
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 REQUEST FOR QUOTATIONS

### 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 quotations 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 Quotations 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 request for quotation pack (this 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 RFQ, 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: [sancinyo@ces@sanc.co.za](mailto:sancinyo@ces@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 RFQ.
- 6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this BIDresponse 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 RFQ.

## **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 RFQ.

## **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 RFQ. 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 RFD, 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 A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF EPAULETTES FOR A PERIOD OF FIVE (5) YEARS AT SOUTH AFRICAN NURSING COUNCIL (SANC)**

---

#### **1. PURPOSE**

1.1 The South African Nursing Council intends to appoint a service provider for the manufacture, supply and delivery of Epaulettes to the South African Nursing Council for a period of three (03) years.

#### **2. BACKGROUND**

2.2 The South African Nursing Council is a statutory body established in terms of the Nursing Act, 2005 (Act No. 33 of 2005,) to set and maintain standards of nursing education and practice in the Republic of South Africa. Section 58(h) of the Nursing Act, provides that the Minister may, after consultation with the Council, make regulations relating to identification symbols (distinguishing devices). Such distinguishing devices are prescribed for categories of nurse practitioners who are registered in terms of Section 31(1) and 34 of the Act and they must be worn as outlined in the Regulations for Distinguishing Devices for various categories of nurse practitioners listed in the Act, as determined by the Council. Any person who contravenes a provisions of the regulations shall be guilty of an offence.

#### **3. SCOPE OF SERVICE**

3.1 The manufacture, supply and delivery of epaulettes (distinguishing) devices comprise the following items:

3.1.1 Epaulettes for the following colours:

- Maroon
- White

For detailed specification (See annexure A)

#### 4. SPECIAL CONDITIONS OF THIS BID

- 4.1 Bidders will be required to provide samples during or after the bid evaluation stage at their own cost. **(See annexure A for sampling requirements)**
- 4.2 The Bidder must comply to the requirements of the South African National Standards (SANS) and or other relevant standards as per the detailed specifications in **Annexure A**. Failure to adhere to these requirements will result to a disqualification of the bid. The South African Nursing Council reserves the right:
  - 4.2.1 To negotiate with one or more preferred Bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder(s) who has not been awarded the status of the preferred Bidder(s).
  - 4.2.2 To accept part of a tender rather than the whole tender.
  - 4.2.3 To carry out site Inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
  - 4.2.4 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
  - 4.2.5 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
  - 4.2.6 Award to multiple bidders based either on size or geographic considerations.  
Not to renew the contract in the event of unsatisfactory performance as per the signed service level agreement.
  - 4.2.7 The SANC is in the process of reviewing the distinguishing devices regulations which may affect the specification of the distinguishing devices as specified in the scope of work of this document.
  - 4.2.8 The SANC may at any time require the potential or contracted supplier(s) to amend the specification or pricing which was initially agreed upon should the revised regulations require such action.
  - 4.2.9 The SANC reserves the right to cancel the bid at any time should it be discovered that the requirements are no longer fit for purpose.

## 5. EVALUATION PROCESS

5.1 Bids will be evaluated in three steps (Mandatory and Administrative Compliance, Functionality and Price and B-BBEE). The following qualifying criteria will be used:

### a) Step 1: Mandatory and Administrative Compliance:

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.
Original / certified copy of a B-BBEE certificate	NO	Valid B-BBEE certificate
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)	NO	The service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number.  Submit proof of registration.
Pricing Schedule	YES	Submit full details of the pricing proposal in a separate envelope.
SABS compliance Certificate	YES	Proof of quality assurance report (comply with SABS Standards) indicating all the stages of manufacture and approval.
Reference Letters	YES	A minimum of three (3) contactable reference letters on a company letter head providing a similar service of distinguishing devices for epaulettes. These contactable references must not be older than 5 years.

**b) Step 2: Functionality:**

Only Bidders that have met the mandatory and administrative criteria in step 1 will be evaluated in step 2 for functionality.

Functionality will be evaluated as follows:

- i. **Technical Evaluation – Bidders will be evaluated out of 70 percent. Bidders must score a minimum of 50 percent for invitation to presentation**
- ii. **Presentation – Bidders will be evaluated out of 30 percent.**
- iii. **The overall combined score must be equal or above 70 percent out of 100 percent in order to proceed to step 3 for Price and B-BBEE evaluation.**

The following rating values for evaluation will be used:

Criteria	Description	Sub-Criteria	Weights
<b>Delivery Period</b>	Delivery of distinguishing devices must be made within 6 weeks after the order has been made.	<ul style="list-style-type: none"> <li>• 2 weeks = 5</li> <li>• 3 weeks = 4</li> <li>• 4 weeks = 3</li> <li>• 5 weeks = 2</li> <li>• 6 weeks = 1</li> <li>• More than 6 weeks = 0</li> </ul>	20
<b>Methodology</b>	The bidder has outlined the methodology and project plan which addresses the requirements in the TOR.	<ul style="list-style-type: none"> <li>• No methodology, no outline of project plan = 0</li> <li>• The methodology and project plan is standard and does not address the entire scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 1</li> <li>• The methodology and project plan is standard and addresses 50% of the scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 2</li> <li>• The methodology and project plan is standard and addresses 70% of the scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 3</li> <li>• The methodology and project plan is standard and addresses 90% of the scope of work in detail and the service provider has aligned the</li> </ul>	50

		<p>approach with the requirements of the TOR = 4</p> <ul style="list-style-type: none"> <li>The methodology and project plan is standard and addresses the entire of the scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 5</li> </ul>	
<b>Subtotal Points</b>			<b>70</b>
<b>Presentation</b>	Physical samples of the products and process flows	<ul style="list-style-type: none"> <li>Physical samples of the products= 15</li> <li>Production process flows= 15</li> <li>Non submission of presentation = 0</li> </ul>	<b>30</b>
<b>Grand Total Points</b>			<b>100</b>

Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 - Excellent	Exceeds the functionality requirements
4 - Very Good	Above average compliance to the requirements
3 - Good	Satisfactory and meets the requirements
2 - Average	Average Partial compliance to the requirements
1 - Poor	Does not meet set criteria
0 - Unacceptable	Non submission

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

c) **Step 3: 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 (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 6. PAYMENT STRUCTURE

- 6.1 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.
- 6.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 6.3 Invoices should be emailed at [sancinvoices@sanc.co.za](mailto:sancinvoices@sanc.co.za) timeously.
- 6.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.



**PRICING SCHEDULE PER YEAR**

**PLEASE NOTE THAT THE QUANTITIES STATED BELOW ARE JUST AN ESTIMATE, THE SANC CAN ORDER MORE QUANTITIES OR FEWER QUANTITIES THAN QUANTITIES LISTED ON THE TABLE BELOW**

ITEM DESCRIPTION	QUANTITIES YEAR 1	UNIT PRICE (EXCLUDING VAT R)	TOTAL PRICE (EXCLUDING VAT) R	TOTAL PRICE (INCLUDING VAT) R
Epaulettes (Maroon)	20 000 pairs			
Epaulettes (White)	2 000 pairs			
Total Price				

ITEM DESCRIPTION	QUANTITIES YEAR 2	UNIT PRICE (EXCLUDING VAT) R	TOTAL PRICE (EXCLUDING VAT) R	TOTAL PRICE (INCLUDING VAT) R
Epaulettes (Maroon)	20 000 pairs			
Epaulettes (White)	2 000 pairs			
Total Price				

ITEM DESCRIPTION	QUANTITIES YEAR 3	UNIT PRICE (EXCLUDING VAT) R	TOTAL PRICE (EXCLUDING VAT) R	TOTAL PRICE (INCLUDING VAT) R
Epaulettes (Maroon)	20 000 pairs			
Epaulettes (White)	2 000 pairs			
Total Price				

ITEM DESCRIPTION	QUANTITIES YEAR 4	UNIT PRICE (EXCLUDING VAT) R	TOTAL PRICE (EXCLUDING VAT) R	TOTAL PRICE (INCLUDING VAT) R
Epaulettes (Maroon)	20 000 pairs			
Epaulettes (White)	2 000 pairs			
Total Price				

ITEM DESCRIPTION	QUANTITIES YEAR 5	UNIT PRICE (EXCLUDING VAT) R	TOTAL PRICE (EXCLUDING VAT) R	TOTAL PRICE (INCLUDING VAT) R
Epaulettes (Maroon)	20 000 pairs			
Epaulettes (White)	2 000 pairs			
Total Price				
			TOTAL PRICE (EXCLUDING VAT)	TOTAL PRICE (INCLUDING VAT)
Total estimated contract price over a five -year period			R	R

Required by (End User):

Revenue Collection & Sales

Required at (Address):

Cecilia Makiwane Building  
602 Pretorius Street  
Arcadia, Pretorius 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):

.....

**DECLARATION BY THE BIDDER:**

I .....confirm 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
- 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
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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 30 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:

.....  
.....

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

**3 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). <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the page.</b>	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)? <b>The Register for Tender Defaulters can be accessed on National Treasury's website, (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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 in response to the invitation for the bid **INVITATION TO BID: APPOINTMENT OF A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF EPAULETTES (DISTINGUISHING DEVICES) FOR A PERIOD OF FIVE (5) YEARS AT SOUTH AFRICAN NURSING COUNCIL (SANC)** 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 consortium<sup>3</sup> 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**

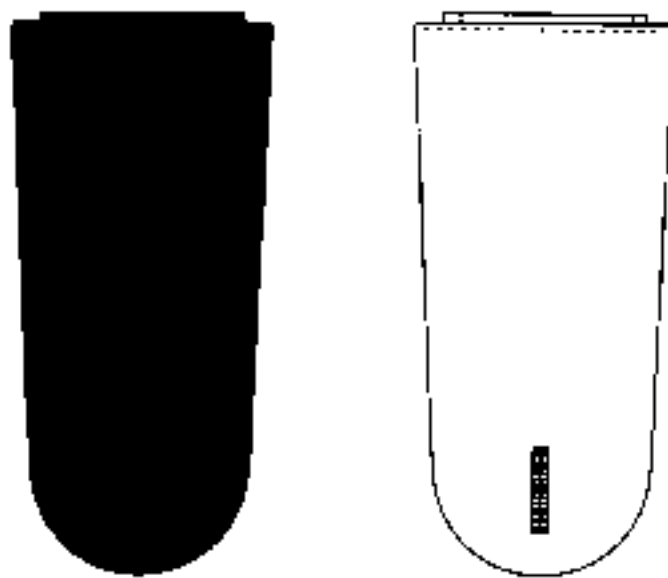
# PRIVATE SPECIFICATION

Prepared for the



South African Nursing Council  
*Regulating nursing, advancing the profession*

## Epaulettes



SANC 001

Version 01.0/November 2019

# 1. Scope

This specification covers the material, cut and make of two types of epaulettes issued by the South African Nursing Council and worn by registered and enrolled nursing categories.

# 2. Definitions

For the purpose of this specification the following shall apply:

**acceptable:** acceptable to the South African Nursing Council

**nominal:** subject to the tolerances normal to good manufacturing practice

**SANC:** South African Nursing Council

**SANS:** South African National Standard

**TBD:** To be determined



# 3. Style

The style shall be as follows:

- epaulettes to be sewn and fitted with a buttonhole at the rounded end
- to be fitted with a retention tab on the underside with a corresponding buttonhole
- to be supplied in pairs and accompanied by an instruction leaflet, incorporating printed templates
- to be supplied in two different fabric types and colour variations (as specified in the order or contract)

Table 1 – Epaulette variations

**NOTE:** These items shall be supplied in pairs.

1 Item Number	2 Type	3 Colour variation	4 Item description	4 Illustration
TBD	A	Maroon	Epaulette, Maroon, Melton	
TBD	B	White	Epaulette, White, PVC	

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	2 of 19

## 4. Illustrations

NOTE: Illustrations are not to scale and given for guidance only.

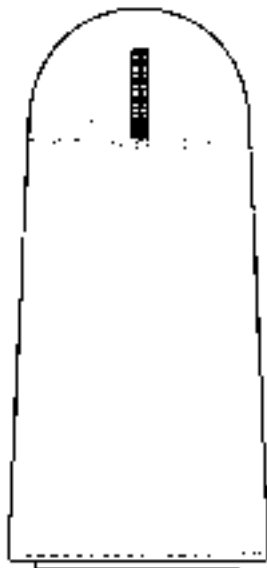


Figure 1 – Type A: Face side of epaulette



Figure 2 – Type A: Underside of epaulette

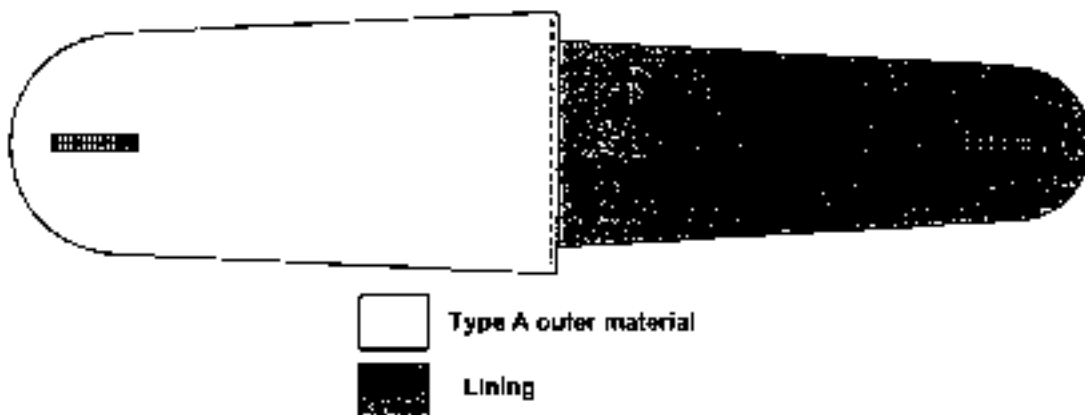


Figure 3(a) – Type A: Retention tab folded open (face side of epaulette)



Figure 3(b) – Type A: Retention tab folded open (underside of epaulette)

Doc No	Date	Responsibility	Version	No of pages
SANC CC1	November 2019	SANC	V01.0	3 of 19

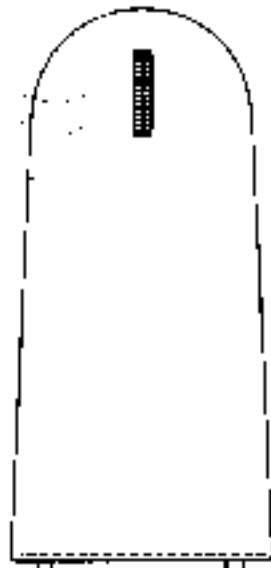


Figure 4 – Type B: Face side of epaulette

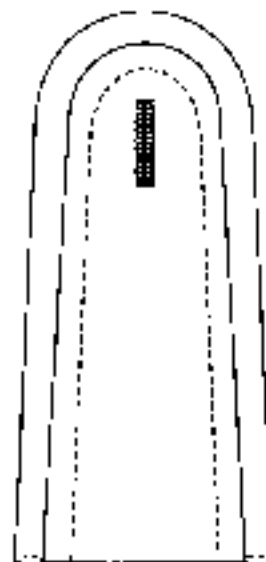


Figure 5 – Type B: Underside of epaulette

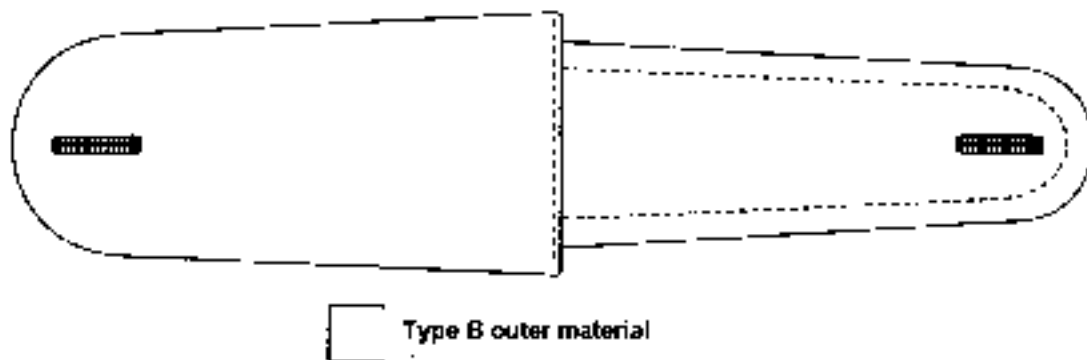


Figure 6 – Type B: retention tab folded open (face side and underside)

## 5. Client Furnished Materials

No materials will be supplied by the South African Nursing Council (SANC).

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	4 of 19

## 6. Component Materials

### 6.1 Outer Material

The outer material shall be supplied in two variations as given in 6.1.1 and 6.1.2, which shall be as specified in the order or contract.

#### 6.1.1 Outer material: Type A epaulette

- an acceptable melton type fabric that complies with the requirements as given in table 2
- colour fastness requirements to comply with those given in Table 3, Paragraph 5.3 of SANS 1261-2, "Performance requirements for retail textiles Part 2: Piece-goods for women's and girls' wear"
- colour to be an acceptable match to the master colour of the sample held by SANC

**NOTE:** Attention is drawn to Annex C regarding the supply of fabric for colour registration.

Table 2 – Outer material requirements for Type A epaulettes

1	2	3
Property	Requirement	SANS number (unless otherwise indicated)
Composition, %		1833-1 and 1833-4
Wool .....	60 (± 5%)	
Nylon .....	20 (± 5%)	
Mass per area, g/m <sup>2</sup> , min .....	400	79

#### 6.1.2 Outer material: Type B epaulette

- to consist of an acceptable knitted polyester base fabric with a PVC coating
- to comply with the requirements as given in table 3
- colour to be an acceptable brilliant white (Pantone White) as per sample held by SANC

**NOTE:** Attention is drawn to Annex C regarding the supply of fabric for colour registration.

Table 3 – Outer material requirements for Type B epaulettes

1	2	3
Property	Requirement	SANS number (unless otherwise indicated)
Composition of base fabric, %		AATCC method 29
Polyester .....	100	
Mass per area g/m <sup>2</sup> , min.		5385
Knitted base fabric .....	30	
Finished PVC coated fabric .....	480	

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	5 of 19

## 6.2 Lining

**NOTE:** This component is only applicable to Type A epaulettes.

- to comply with the requirements as given in table 4
- colour to be an acceptable match to the match colour as specified in 6.1.1 for type A outer material
- colour fastness requirements to comply with those specified in 6.1.1 for type A outer material

Table 4 – Woven lining requirements

Property	2	3
Composition, %		SANS number (unless otherwise indicated)
Cotton .....	100	AATCC 20
Construction .....	plain	Visual examination and physical analysis
Mass per area, g/m <sup>2</sup> , min. ....	155	79

## 6.3 Stiffener

- to be of polyethylene sheeting
- to be of nominal thickness 1 mm
- to incorporate neatly made laser-cut circular holes, each of nominal diameter 2 mm, in positions that shall accommodate all insignia attachment options (see figures A1 to A4 of Annex A)
- to accommodate the buttonhole in the shoulder board
- not to become brittle or crack for the full service life of the epaulettes

## 6.4 Sewing thread

- polyester-and-cotton core-spun thread
- level No. 80
- to comply with the requirements of SANS 1362 "Sewing threads"
- colour to acceptably match the relevant colour of the outer material and lining with which it is used

## 6.5 Instruction leaflet

- see Annex A

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	v01.0	6 of 19



## 7. Workmanship

The epaulettes shall be:

- cut and made with first-class workmanship throughout
- of uniform and acceptable make, colour and finish

Shall be free from:

- defects, that affect their appearance or may affect their serviceability (or both)
- marks, spots and/or stains incurred in the making-up

Seams shall be:

- smooth and uniform
- free from twists, pleats and puckers
- sufficiently extensible to avoid seam cracking and undue shrinkage in use (where relevant)

Ends of sewing shall be:

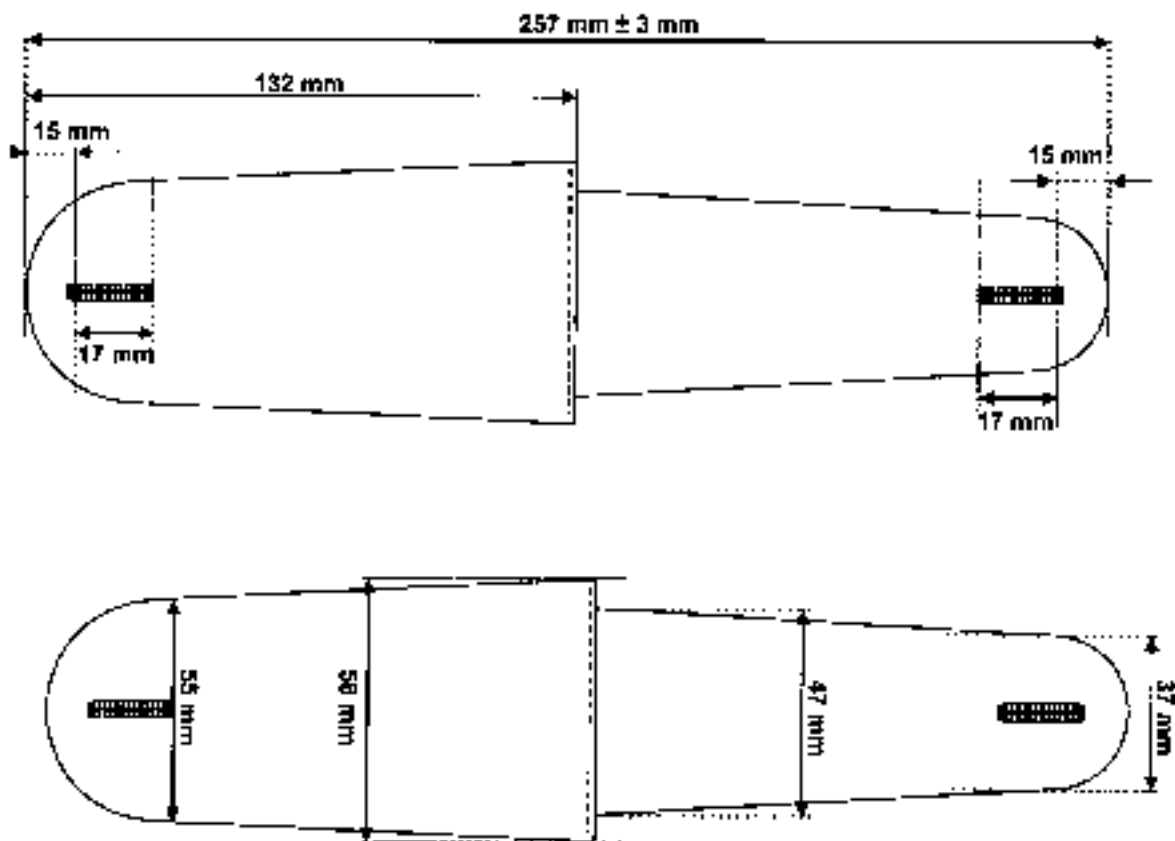
- trimmed and loose threads removed
- back-laced if unsecured

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	7 of 19

## 8. Sizes and dimensions

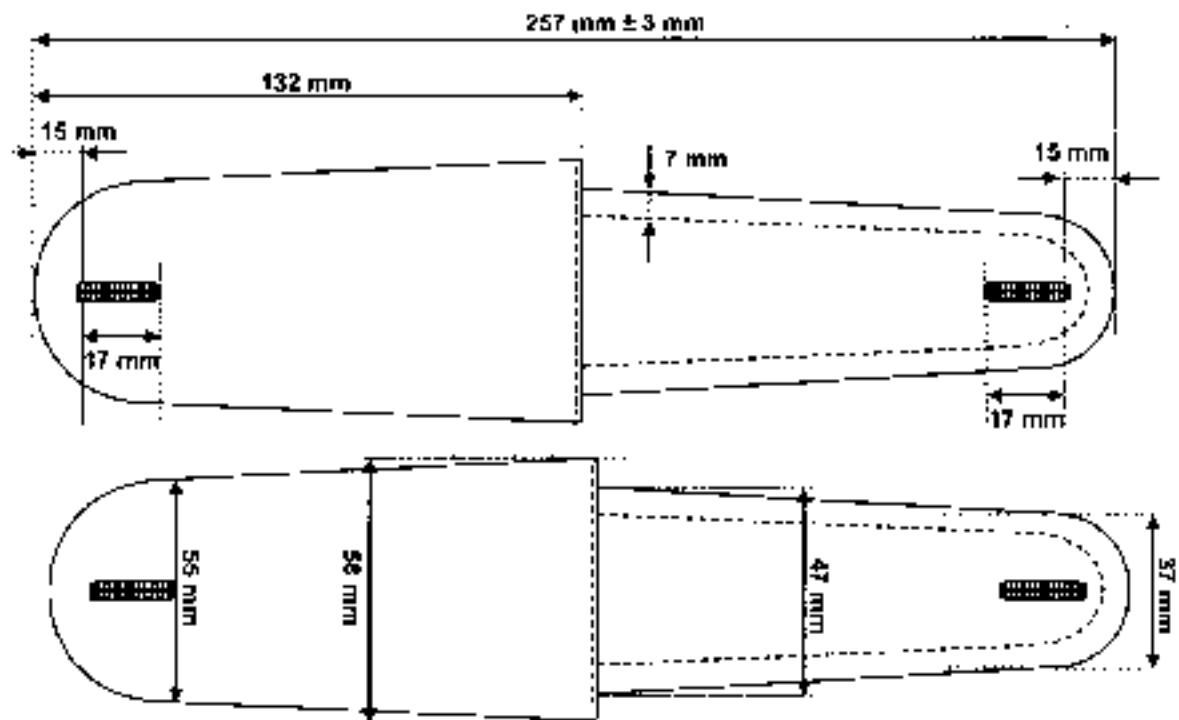
Illustrations are not to scale and all measurements given are nominal.

### 8.1 Type A epaulette



Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	8 of 19

## 8.2 Type B epaulette



## 9. Make

### 9.1 Type A Epaulettes

#### 9.1.1 General

- each epaulette shall consist of a shoulder board and an attached retention tab (see figure 7)
- the shape and finished dimensions shall be as given in section 8.1

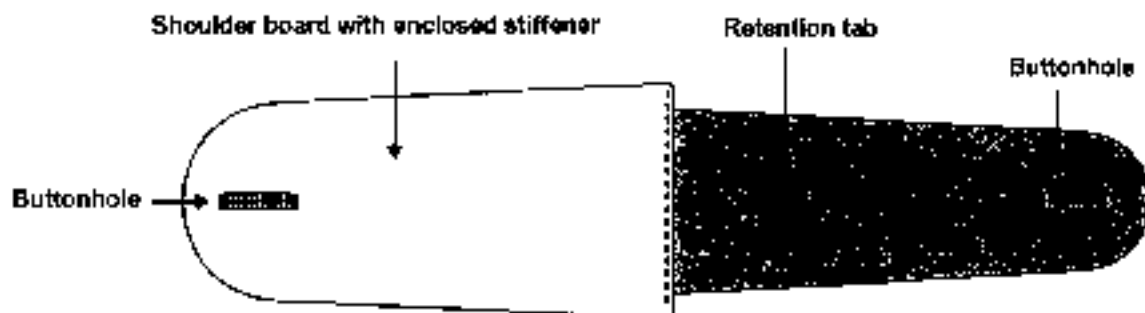


Figure 7 – Design features of Type A epaulette

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	9 of 19

### 9.1.2 Shoulder board

- the shoulder board shall be made of the following (see figures 1 to 3):
  - face side layer shall be of outer material that complies with the requirements as given in 6.1.1
  - underside to be of lining that complies with the requirements as given in 6.2
  - to enclose a sheet of stiffener that complies with the requirements as given in 6.3
- to incorporate a buttonhole
  - shirt type buttonhole
  - neatly made and barred at each end
  - centred in the longitudinal axis of the shoulder board
  - of nominal finished length and positioned as given in section 8.1

### 9.1.3 Retention tab

- the retention tab shall be made of the following
  - the face side layer and underside shall be of lining that complies with the requirements as given in 6.2 (see figures 2 and 3)
- to incorporate a buttonhole
  - shirt type buttonhole
  - neatly made and barred at each end
  - of nominal finished length and positioned as given in section 8.1

### 9.1.4 Attachment of retention tab

- the seam allowance at the straight end (base) of the shoulder board shall be folded inwards
- the straight end of the retention tab shall be centrally positioned and sandwiched into the base opening of the shoulder board
- the base seam shall be closed by means of a 2 mm edge-stitching whereby the retention tab shall be secured to the shoulder board

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	10 of 19

#### 9.2.4 Attachment of retention tab

- the seam allowance at the straight end (base) of the shoulder board shall be folded inwards
- the straight end of the retention tab shall be centrally positioned and sandwiched into the base opening of the shoulder board
- the base seam shall be closed by means of a 2 mm edge-stitching whereby the retention tab shall be secured to the shoulder board

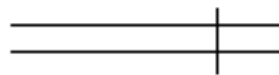
## 10. Stitches and Seams

### 10.1 Stitches

All stitches: single needle lock stitch

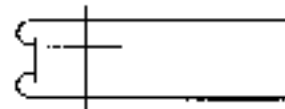
### 10.2 Seams

Main seams: seam type S5a-1



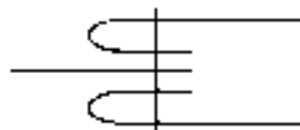
Superimpose two or more plies of material and seam with the appropriate number of rows of stitches positioned at the specified distance(s) from the aligned edges

Top-stitching on retaining tab of Type B epaulette along free edges: seam type S5a-2



Form seam Type S5a-1, using two plies of material. Then turn back each ply at the seam and seam through the turned edges with the appropriate number of rows of stitches

Attachment of retaining tab-to-shoulder-board (base seam): seam type L5a-1



Turn in the edge of each of two plies of material, superimpose them, then insert a third ply between the turned-in edges, and seam with the appropriate number of rows of stitches.

### 10.3 Number of stitches

The determination of sewing stitches per unit length will be done in accordance with SANS 5278 "Sewing stitches per unit length"

Stitches and top-stitching:  $40 \pm 4$  per 10 cm

Buttonholes:  $12 \pm 1$  per 1 cm

Doc No	Date	Responsibility	Version	No of pages
SANC 00*	November 2019	SANC	V01.0	12 of 19

# 11. Packing and marking of packaging

## 11.1 Packing

### 11.1.1 The epaulettes shall be:

- delivered in a commercially dry condition
- so packed that they will not be damaged in transit or in storage
- packed as given in table 5

Table 5 – Packaging of epaulettes

1		2	
PACKAGING MATERIAL <sup>a</sup>		CONTAINING <sup>b</sup>	
A.	Small plastics envelope with a pull and press opening and closure	a)	One pair of epaulettes of the same type/item number
		b)	Instruction leaflet as given in Annex A
B	Bulk plastics envelope with a pull and press opening	Appropriate number of pairs as given in A (all bulk plastic envelopes to contain the same amount of epaulettes)	
C.	Bulk container for transit to have a maximum gross mass of 25 kg when packed <sup>c</sup> .	Bulk plastics envelopes as given in B	

<sup>a</sup> Of suitable size and shape.  
<sup>b</sup> Of the same type and item number.  
<sup>c</sup> Each bulk container for transit shall house the same amount of epaulettes per consignment. Different types of epaulettes may never be packed together in a bulk container. The total bulk container of EACH SPECIFIC TYPE per consignment may contain QUANTITIES that deviate from the prescribed amount of epaulettes. If this is the case, the supplier will mark this container with a clearly visible red sticker at each outer end of the lid for easy identification.

## 11.2 Marking of packaging

### 11.2.1 Small plastics envelopes:

Each small plastics envelope to be clearly marked with the following information:

- the Item Description as given in Table 1
- the Item Number (only if available)
- the year of manufacture
- the manufacturer's name or trademark
- the care instructions

### 11.2.2 Bulk plastics envelopes:

Each bulk plastics envelope to be clearly marked with the following information:

- the Item Description as given in Table 1
- the Item Number (only if available)
- the year of manufacture
- the manufacturer's name or trademark
- the quantity (number of pairs)

### 11.2.3 Bulk containers:

Each bulk container to have a label securely attached to the outside visible when the containers are stacked and providing the following information in legible and indelible marking:

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	13 of 19



- the manufacturer's name or trade mark or both
- the item description as given in Table 1
- the colour
- the quantity (number of pairs)
- the year of manufacture
- the mass of the packed container
- the Item Number (only if available)
- the number of containers, e.g. 1 of 6

### 11.3 Additional marking

When so required by the South African Nursing Council, paulettes, envelopes or containers (or any combination of these) to bear information additional to that specified above, e.g. the inclusion of bar-coding.

## 12. Normative References

The following documents contain provisions which, through reference in this text, constitute provisions of this specification. All documents are subject to revision and, since any reference to a document is deemed to be a reference to the latest edition of that document, parties to agreements based on this specification are encouraged to take steps to ensure the use of the most recent editions of the documents indicated below. Information on currently valid national, international and OKS documents may be obtained from SABS<sup>1</sup>.

**AATCC test method 20**, *Fiber analysis Qualitative* Available from World Wide Web  
[http://www.aatcc.org/Technical/Test\\_Methods/scopes/m20.cfm](http://www.aatcc.org/Technical/Test_Methods/scopes/m20.cfm)

**SANS 79**, *Textiles – Mass per unit area of conditioned fabrics*.

**SANS 1362**, *Sewing threads*.

**SANS 5278**, *Sewing stitches per unit length*

**SANS 1261-2**, *Performance requirements for retail textiles Part 2: Piece-goods for women's and girls' wear*

**SANS 1833-1/ISO 1833-1**, *Textiles – Quantitative chemical analysis – Part 1: General principles of testing*.

**SANS 1833-4/ISO 1833-4**, *Textiles – Quantitative chemical analysis – Part 4: Mixtures of certain protein and certain other fibres (method using hypochlorite)*.

**SANS 5385**, *Mass per unit area of conditioned knitted textiles*.

<sup>1</sup> SABS: Tel. +27 (0) 12 4287911  
[www.sabs.co.za](http://www.sabs.co.za)

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01 0	14 of 19

## ANNEX A

(Normative)

### Instruction leaflet with actual size templates

*NOTE: Illustrations are not to scale. All measurements are nominal.*

#### A.1 Paper requirements

- paper to be of nominal mass 80 g/m<sup>2</sup>
- colour to be white

#### A.2 Printing requirements

- colour to be black
- markings to outlast the shelf life of the relevant procured item

#### A.3 Printed information

- each instruction leaflet shall incorporate TWO TEMPLATES TO SCALE
  - the finished dimensions of the template and pin markings shall comply with those given in Figures A1 to A4
  - the template markings shall correspond perfectly with the holes in the stiffener of the epaulettes
  - the circular markings shall be of nominal diameter 2 mm
- each instruction leaflet shall incorporate text that shall explain how to use the templates
- an example of the instruction leaflet is given in Figure A5

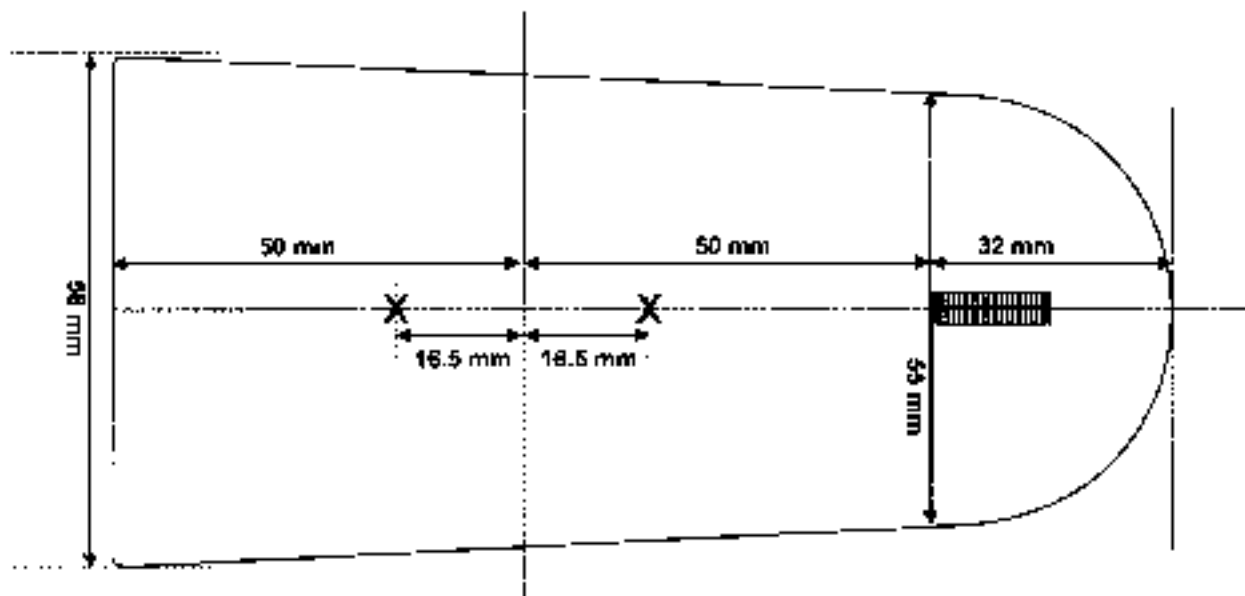


Figure A1 – Outer dimensions and positioning of first set of markings on template (indicating the pin position of an enrolled nurse's badge)

Doc No	Date	Responsibility	Version	No. of pages
SANC CC'	November 2019	SANC	V01.0	15 of 19

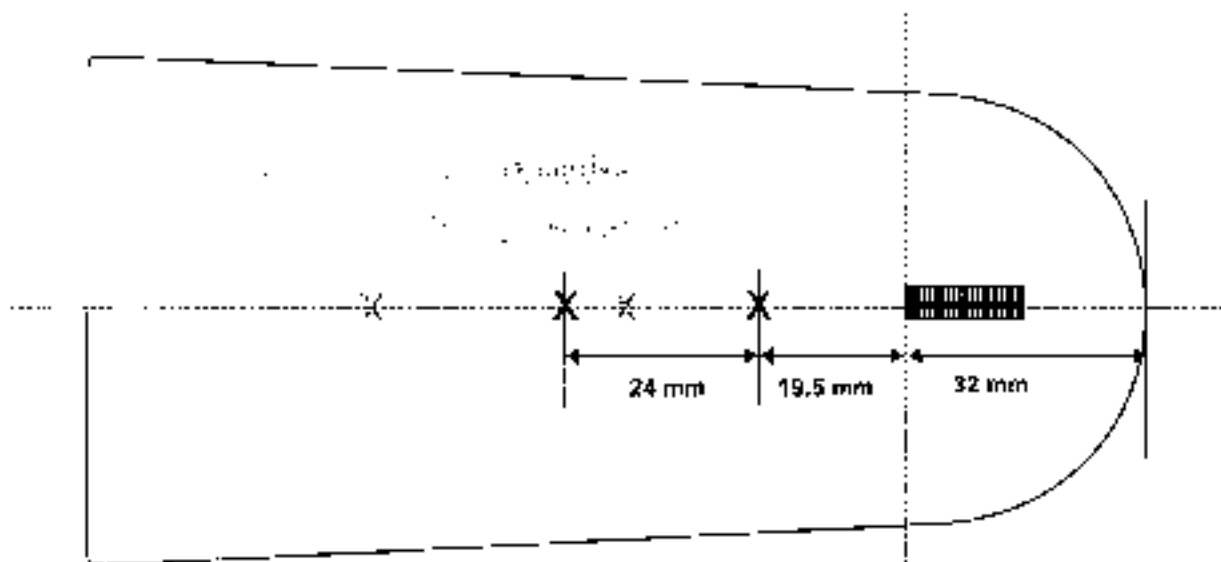


Figure A2 – Positioning of second set of markings (indicating the pin position of the Council badge)

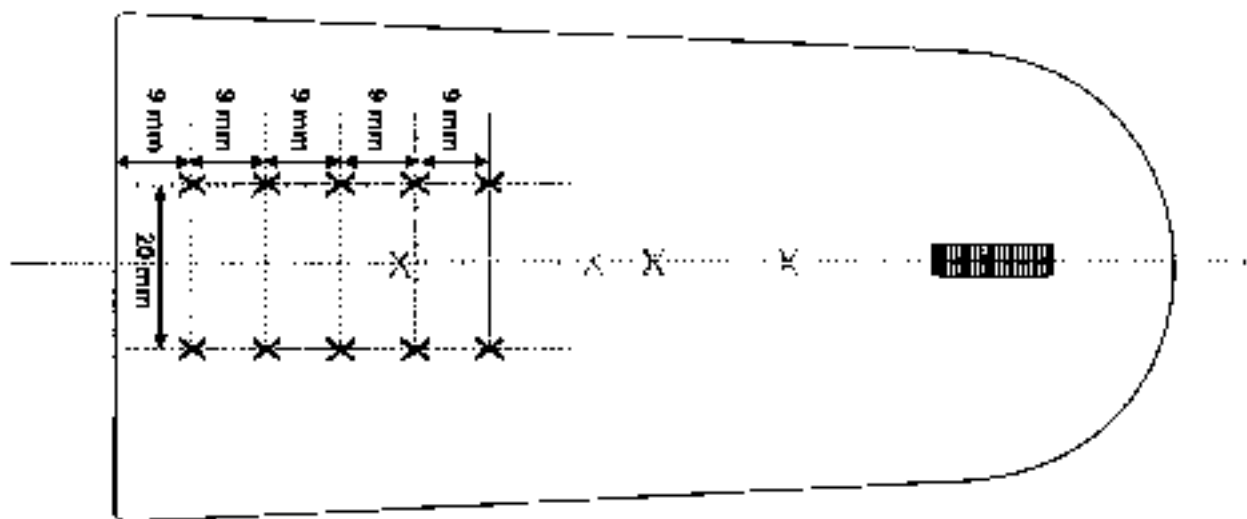


Figure A3 – Positioning of third group of markings (indicating the pin positions of the various bars)

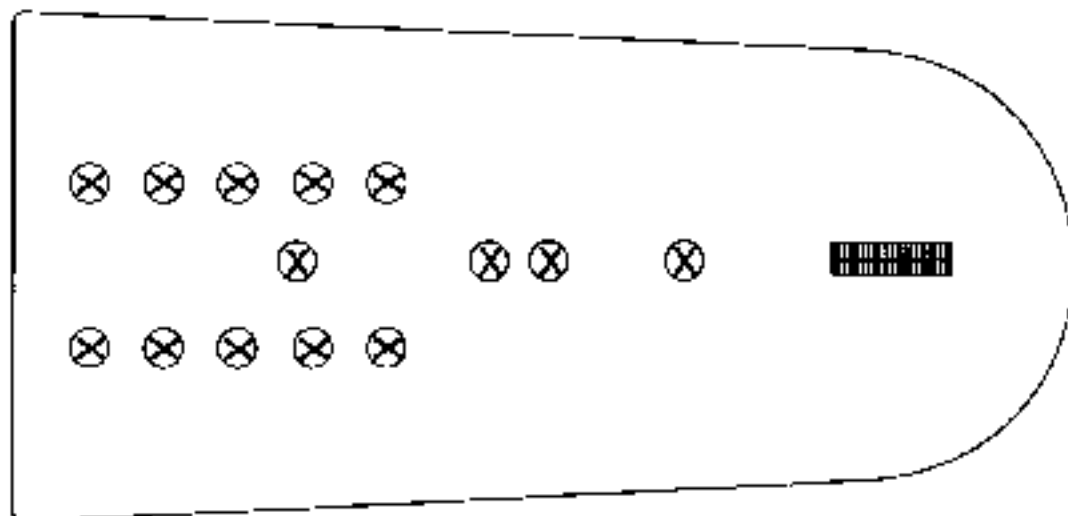


Figure A4 – Combination of all markings required on template

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	15 of 19

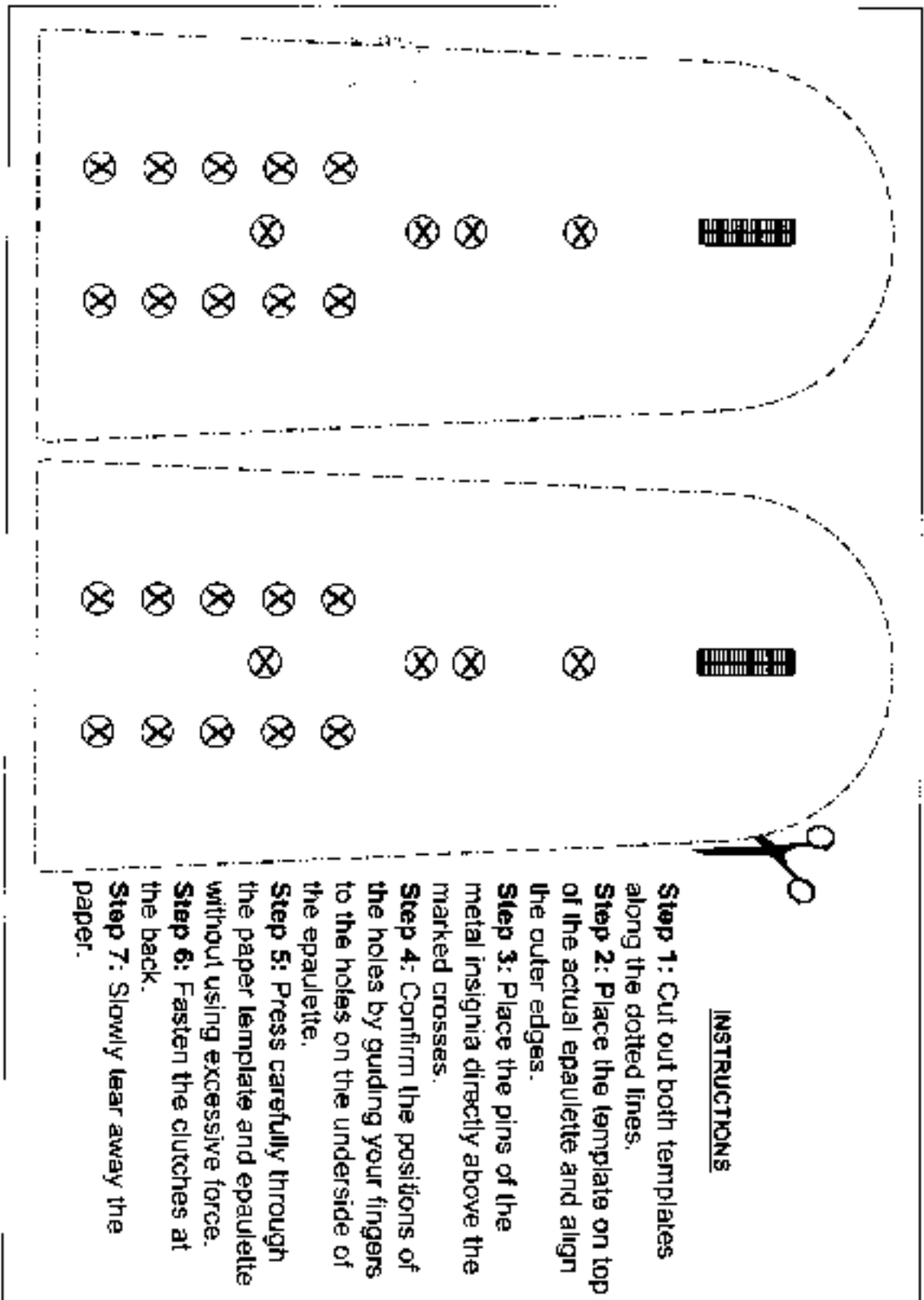


Figure A5 – Example of instruction leaflet and included templates (templates to be to scale).

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	17 of 19

## ANNEX B

(Normative)

### Additional conditions of bid

#### B-1 GENERAL

- B-1.1** Unless otherwise stated, the South African Nursing Council or an appointed SANAS accredited inspection body shall be the inspecting authority.
- B-1.2** Three pairs of epaulettes of *each type ordered* shall have been inspected, tested and approved by the inspecting authority before bulk production is commenced. Each pair shall be accompanied by a trim chart containing a sample of each component material (as given in section 6) and the relevant certificates. It shall be the duty of the manufacturer to give adequate notice to the inspecting authority of the availability of these samples.
- B-1.3** The epaulettes shall be subject to inspection during the course of manufacture. The inspector shall, during normal working hours, be given all reasonable facilities for carrying out his duties and shall have the right of entry into the contractor's factory and the factory or works of any subcontractor where work on epaulettes supplied to this specification may be in progress.
- B-1.4** The contractor shall inspect the finished epaulettes for compliance with the specification before submitting them to the inspecting authority for final inspection.
- B-1.6** Before acceptance, the epaulettes shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

#### B-2 DOCUMENTATION

One container of each consignment shall be marked "DOCUMENTS" and in addition to the epaulettes, shall contain the following:

- a) The packaging slip or delivery note;
- b) where applicable the inspection certificate(s);
- c) a copy of the invoice containing the following information:
  - the order number
  - the financial authority number
  - a full description of the consignment, i.e. quantity etc.

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	18 of 19

## ANNEX C

(Normative)

### Colour standards

Due to the fact that colours can change over a period of time, any colour standard which has been registered for a period of SEVEN YEARS or more shall be considered obsolete. These standards shall then be allocated an archived status (as opposed to current status) and re-registration shall be required.

**NOTE:** Before fabric is sent to the Inspection Authority for colour registration purposes, the successful bidder shall confirm with the Inspection Authority whether a submission is required or not.

**A. The following scenarios require a submission of three metres of fabric from the successful bidder:**

1. A colour standard is archived.
2. First time registration is required (a number does not exist yet).
3. The custodian of the colour library is out of stock.

**B. Requirements for the submission of fabric as identified in A:**

1. The colour shall be as agreed upon between the South African Nursing Council and the successful bidder.
2. The fabric shall be used to make new colour swatches which shall be the responsibility of the custodian of the colour library.
3. The cost of the three metres of fabric (per colour) shall be incorporated in the relevant bid submission.

For office use only		
HISTORY SHEET		
VERSION	DATE	AMENDMENTS/HISTORY
00.1	August 2016	First draft
00.2	August 2018	Amend colour fastness requirements of outer material and lining Change reference to where care instructions should be included Change laser hole to have a 2 mm diameter Change instructions on instruction label
00.3	August 2019	Change scope Change markings on packaging Add reference to possible bar-coding
01.0	November 2019	Final release

Doc No	Date	Responsibility	Version	No of pages
SANC 001	November 2019	SANC	V01.0	19 of 19