

Bidder's Information: The Manager/Director

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.....

*Dear Sir/Madam*

**INVITATION TO BID: SCM 05 /2023/SANC: APPOINTMENT OF A THREE (3) PANEL OF RECRUITMENT SERVICES PROVIDERS TO ASSIST THE SOUTH AFRICAN NURSING COUNCIL WITH RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS.**

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of a three (3) panel of recruitment services providers to assist the South African Nursing Council with recruitment services for a period of three (3) years.

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 deposited in the **tender box** using the following two (2) methods of submission on or before the closing date and time **(23 May 2023 at 12H00)**.
  - 2.1 **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document.
  - 2.2 **Envelope 02:** This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original.
  - 2.3 The bidder is also required to submit in a **USB flash drive**.
3. **Bid documents must be deposited in the tender box before or on the closing date and time stipulated in the bid invitation.**
4. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.

 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](http://www.sanc.co.za)

5. With reference to the Preference Point Claim form (SBD 6.1), the following documents must be submitted with your price quotation:
  - a) Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.
6. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System
7. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **12H00 on 18 May 2023.**

**PART A  
INVITATION TO BID**

|   |   |                  |  |  |              |
|---|---|------------------|--|--|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL</b>  |   |                  |  |  |              |
| BID NUMBER:   | <b>SCM 05/2023/SANC:</b>  | CLOSING DATE:    | <b>23 MAY 2023</b>   | CLOSING TIME:  | <b>12H00</b> |
| DESCRIPTION   | <b>APPOINTMENT OF A THREE (3) PANEL OF RECRUITMENT SERVICES PROVIDERS TO ASSIST THE SOUTH AFRICAN NURSING COUNCIL WITH RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS</b> |                  |  |  |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |   |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |  |              |
| CONTACT PERSON  | <b>Tintswalo Nyathi/<br/>Makhubedu</b>  | CONTACT PERSON   | <b>Ms Veronica Mthethwa</b>  |  |              |
| TELEPHONE NUMBER  | <b>0124269570/9575</b>  | TELEPHONE NUMBER | <b>012 426 9578</b>  |  |              |
| E-MAIL ADDRESS  | <a href="mailto:tenders@sanc.co.za">tenders@sanc.co.za</a>  | E-MAIL ADDRESS   | <a href="mailto:vmthethwa@sanc.co.za">vmthethwa@sanc.co.za</a>           |  |              |
| <b>SUPPLIER INFORMATION</b>   |   |                  |  |  |              |
| NAME OF BIDDER  |   |                  |  |  |              |
| POSTAL ADDRESS  |   |                  |  |  |              |
| STREET ADDRESS  |   |                  |  |  |              |
| TELEPHONE NUMBER  | CODE  |                  | NUMBER   |  |              |
| CELLPHONE NUMBER  |   |                  |  |  |              |
| E-MAIL ADDRESS  |   |                  |  |  |              |
| VAT REGISTRATION NUMBER   |   |                  |  |  |              |
| SUPPLIER COMPLIANCE STATUS  | TAX COMPLIANCE SYSTEM PIN:  |                  | OR   | CENTRAL SUPPLIER DATABASE No:  | MAAA         |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                    |              |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |   |                  |  |  |              |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]  |                  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |              |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |   |                  |  |  |              |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   |   |                  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |              |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?   |   |                  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |              |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  |   |                  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |              |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   |   |                  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |              |

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO  
**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
 (Proof of authority must be submitted e.g., company resolution)

DATE: .....

## SPECIAL REQUIREMENTS OF REQUEST FOR BIDS

### 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 bid, including on-site presentations and the preparation of the proposal.
- 2.3 The SANC will not consider any late quotations. All bids 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 bids have a validity period of 120 days from date of closure.**
- 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 bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9 Bids will be evaluated based on mandatory requirements, functionality (if applicable), Specific goals and other conditions stipulated in the terms of reference/ specification.
- 2.10 The supplier/ service provider must submit all requirements indicated in the bid documents at the closing date and time of the request for the bids. 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) 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](mailto: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 the bid.
- 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. 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. PREFERENCE POINTS CLAIM (SPECIFIC GOALS)**

- 14.1. Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

## **15. JOINT VENTURE/ TRUST/ CONSORTIUM**

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognized as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate. CIPC documents, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.



**REVISED TERMS OF REFERENCE FOR THE APPOINTMENT OF A THREE (3) PANEL OF RECRUITMENT SERVICES PROVIDERS TO ASSIST THE SOUTH AFRICAN NURSING COUNCIL WITH RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS**

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**1. PURPOSE**

- 1.1 The South African Nursing Council (SANC) intends to appoint a maximum of three (3) service providers to render a recruitment service (Advertising, Executive Search/Headhunting and Response Handling Management Services) to SANC for a period of three (3) years.
- 1.2 The Advertising will include the Local (Star newspaper) and National media (Sunday Times Newspaper). The job advertisement will include only the name of the vacant position and methods of application. Applicants will be directed to visit the SANC website for details of the positions.

**2. OBJECTIVE**

- 2.1 The specific objective of this project/ assignment is to assist the SANC to expedite the filling of critical funded vacant positions in order to have full capacity to deliver on the mandate of the organisation.

**3. BACKGROUND:**

- 3.1 The SANC is a 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).
- 3.2 The SANC intends to contract with three (3) suitably qualified service providers that will assist SANC to advertise positions, response handling management services, contract and permanent placement and conducting executive search/headhunting (for selected positions) for a period of three (3) years. This will be provided at the SANC offices located in Arcadia, Pretoria, Gauteng.
- 3.3 The SANC is in the process of implementing the reviewed organisational structure and contracting with three (3) service providers is critical to expedite the filling of critically funded vacant positions within the SANC.
- 3.4 The appointment of the service providers will improve the turnaround time to fill critical positions considering the current protracted processes.
- 3.5 Due to the recruitment volume, SANC seeks to appoint a maximum of three (3) service providers for a panel of recruitment agencies who will be expected to advertise positions and handle all the applications i.e., sorting, capturing, and eliminating those who are not meeting the basic requirements for the posts applied for.

**4. SCOPE OF SERVICE**

- 4.1 **The scope of work:**
  - 4.1.1 Advertising in both local (Star Workplace newspaper) and national media (Sunday Times newspaper) vacancies.

- 4.1.2 The size of the advertisement must be a maximum of 5 x 3, 10x3, 15 x 3 and 20 x 3cm in black and white.
- 4.1.3 The service provider will provide response handling services for the SANC and provide the SANC with the report per post (both manual and electronic).
- 4.1.4 Attend to all emails and sort applications in line with the post applied for. Ensure that only the SANC employment application and the CV's are kept for each application.
- 4.1.5 Capture all received applications for each post and provide a gross list for each post (both electronic and manual).
- 4.1.6 Sort all applications as follows:
  - 4.1.6.1 Not meeting the compulsory advertised requirements;
  - 4.1.6.2 Meeting the compulsory advertised requirements;
  - 4.1.6.3 Meeting the compulsory advertised requirements and partially meeting the added advantage requirements (if applicable);
  - 4.1.6.4 Meeting the compulsory advertised requirements and highly recommended in terms of the added advantage requirements (if applicable).
- 4.1.7 Provide the report to the SANC within the agreed turnaround time (both electronic and manual).
- 4.1.8 Present pre-screening to Human Resources Department or Selection Panel physical or virtual meeting
- 4.1.9 Conduct Executive Search/Headhunting when required.
- 4.1.10 Participate as a panel member in support of the secretariat (on a need basis).

## 5. DELIVERABLES

### 5.1 The service provider should provide the following services to SANC:

- 5.1.1 Advertising in both local (Star Workplace newspaper) and national media (Sunday Times newspaper) vacancies.
- 5.1.2 The size of the advertisement must be a maximum of 5 x 3, 10x3, 15 x 3 and 20 x 3cm in black and white.
- 5.1.3 The service provider will provide response handling services for the SANC and provide the SANC with the report per post (both manual and electronic).
- 5.1.4 Attend to all emails and sort applications in line with the post applied for. Ensure that only the SANC employment application and the CV's are kept for each application.
- 5.1.5 Capture all received applications for each post and provide a gross list for each post (both electronic and manual).
- 5.1.6 Sort all applications as follows:
  - 5.1.6.1 Not meeting the compulsory advertised requirements;
  - 5.1.6.2 Meeting the compulsory advertised requirements;
  - 5.1.6.3 Meeting the compulsory advertised requirements and partially meeting the added advantage requirements (if applicable);
  - 5.1.6.4 Meeting the compulsory advertised requirements and highly recommended in terms of the added advantage requirements (if applicable).
- 5.1.7 Provide the report to the SANC within the agreed turnaround time (both electronic and manual).
- 5.1.8 Present pre-screening to Human Resources Department or Selection Panel physical or virtual meeting
- 5.1.9 Conduct Executive Search/Headhunting when required.
- 5.1.10 Participate as a panel member in support of the secretariat (on a need basis).

## 6. ROLES AND RESPONSIBILITIES

- 6.1 The SANC will receive job applications and grant the Service Provider access to the applications.

- 6.2 The appointed service provider will be expected to advertise positions in local (Star newspaper) and National media (Sunday Times newspaper) and response handle applications by sorting applications, profiling the applications, and pre-screening the applications.
- 6.3 The appointed service provider will charge once-off placement fees for executive search head hunting, temporary, permanent and contract placements and appointed candidate will be on the payroll of SANC.
- 6.4 The placement and appointment fees or percentages of the total cost to company will be paid upon appointment of the incumbent, not fees will be paid for submission of job applications.

**7. DURATION OF THE SERVICES REQUIRED**

- 7.1 The Service Level Agreement will be for a period of three (3) years.

**8. REPORT REQUIREMENTS**

| Item                         | Deadline                                    |
|------------------------------|---|
| Advertising                  | 14 days                                     |
| Response Management Services | 14 days (subject to number of applications) |
| Executive Search/Headhunting | 20 days (subject to the level of position)  |
| Any reports                  | 5 days                                      |

- 8.1 The service provider shall provide regular progress reports on the project.
- 8.2 The report format should be agreed upon between the service provider and the SANC.
- 8.3 Invoices should be accompanied by the required reports for processing of payments.

**9. CONFIDENTIALITY OF INFORMATION**

- 9.1 Information/data to be provided to the service provider will remain the property of SANC and the service provider should treat all the data with the required confidentiality and also return all the data to SANC after the completion of the project.

**10. SPECIFIC REQUIREMENTS**

- 10.1 The proposal must state how the following will be managed:
  - a) Face to face consultation
  - b) Ms Teams consultation/meeting
  - c) Telephonic consultation
  - d) Confidentiality

**11. EXPERTISE AND QUALIFICATIONS**

**11.1 Company Experience and Other requirement**

- 11.1.1 The assignment will require high level technical competence of the selected service provider in the provision of publication and Recruitment services.
- 11.1.2 The service provider must have a minimum of 05 years’ experience in the publication industry, Recruitment (Response Management Services) and Executive Search/Headhunting.
- 11.1.3 Provide proof of three (3) minimum contactable reference on a company letterhead where similar projects were executed in corporate organisation, public sector or state-owned entities/ organs of state.

11.1.4 Provide proof of the availability of the offsite infrastructure to demonstrate capability to deliver the Recruitment services to the SANC (physical verification to be undertaken by the SANC).

**12. QUALIFICATION, ACCREDITATION AND EXPERIENCE OF PROJECT LEADER AND TEAM MEMBERS:**

12.1 Project leader must possess a minimum of a Diploma/National Diploma/bachelor’s degree in human resources management, Industrial Psychology, Public Administration or Psychology and/or equivalent qualifications.

12.2 CVs and certified copies of qualifications must be attached to the proposal as proof for the team leader and the minimum of one (1) staff assigned (to be verified by the SANC); and

12.3 Project leader and assigned staff must have at least a minimum of three (3) years’ experience in advertising, response Management services and Executive Search or Head Hunting and contract/permanent placement.

**13. PROJECT PLAN AND IMPLEMENTATION MODEL**

13.1 Proposed methodology to achieve the given scope of work, timelines, and costs per item/ service; and

13.2 Costing for additional related services that may be required (i.e., Participation to the selection Panel of SANC, if applicable).

**14. QUOTATION**

14.1 The service provider will be requested to give a quotation for the work to be undertaken in this project;

14.2 The quotation shall be inclusive of all the services to be rendered; and

14.3 Provide quote for three (3) successive years.

**15. EVALUATION PROCESS**

Bids will be evaluated in three (3) steps (Mandatory Requirements, Functionality and Price and Specific Goals). The following qualifying criteria will be used:

**a) STEP 1: MANDATORY REQUIREMENTS:**

| Document that must be submitted | Non-compliance with items against which a “YES” is denoted shall result in disqualification |   |
|---------------------------------|---|---|
| Invitation to Bid               | YES   | Complete in full and sign the supplied pro forma document.  |
| Tax Status                      | YES   | i. Proof of Registration on the Central Supplier Database (Attach report).<br>ii. The CSD verification outcome by SANC will take precedence.  |
| Declaration of Interest         | YES   | Complete and sign the supplied pro forma document.  |
| Preference Point Claim Form     | NO  | i. Non-submission of the Preference Point Claim Form will lead to a zero (0) score on specific goals.<br>ii. Proof of Specific goals Ownership and verification will be confirmed using the following documents namely:<br>✓ CIPC documents,<br>✓ valid copy of B-BBEE certificate,<br>✓ copy of Identity document, or<br>✓ medical report for disability ownership |

| Document that must be submitted                           | Non-compliance with items against which a “YES” is denoted shall result in disqualification |   |
|---|---|---|
|   |   | <b>NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals</b>   |
| <b>Registration with Professional / Regulatory Bodies</b> | <b>YES</b>  | Provide valid proof of registration with professional bodies for at least one proposed team member from any of the following: <ul style="list-style-type: none"> <li>• Federation of African Professional Staffing Organisation (APSO),</li> <li>• South African Board People Practices (SABPP) or</li> <li>• Institute of People Management (IPM).</li> </ul>                                      |
| <b>Bidder’s experience</b>                                | <b>YES</b>  | A minimum of three (3) contactable reference letters on the client letterhead where recruitment services was completed in the past three (3) years in a Corporate Organisation or Public sector or State-Owned Entities or organ of state.  |
| <b>Compulsory Briefing Session</b>                        | <b>YES</b>  | <p><b>The compulsory site briefing will be held as follows:</b></p> <p><b>Date:</b> 21 April 2023</p> <p><b>Time:</b> 12h00</p> <p><b>Platform:</b> MS Teams</p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 367 065 190 087<br/>Passcode: dZJAJW</p> <p><b>Or</b></p> <p>Send a request for the link to: <a href="mailto:tenders@sanc.org.za">tenders@sanc.org.za</a></p> |
| <b>Written price quotation</b>                            | <b>YES</b>  | Submit a detailed written price proposal  |

**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. The bidders must score equal or above **70 points** out of **100 points** to proceed to step 3 for evaluation on Price and Specific Goals.

**The following criteria and weights shall apply when considering bids:**

**Table 1: Bids Consideration Criteria**

| CRITERION   | TOTAL WEIGHT |
|---|--------------|
| <b>A.</b> Company proposal and profile with section A (team experience), section B (qualification of the team), section C (methodology, approach, and project plan), amongst others | <b>20</b>    |

| CRITERION   | TOTAL WEIGHT     |
|---|------------------|
| <ul style="list-style-type: none"> <li>• A proposal with all three (3) sections (A – C) =20</li> <li>• A proposal with any two (2) of the sections =15</li> <li>• A proposal with anyone (1) of the section and no section included= 0</li> </ul> <p><b>B. TEAM EXPERIENCE</b></p> <p><b>Project leader – a minimum of five (5) years working experience in:</b></p> <p>(1) <b>Deliverables:</b> Advertising, response handling management and Executive Search/Headhunting (Attach CV).</p> <ul style="list-style-type: none"> <li>• More than 5 years’ experience with required three (3) deliverables above = 10</li> <li>• 5 years’ experience with two (2) of the deliverables above = 5</li> <li>• 5 years’ experience with the one (1) of the deliverables above = 2</li> <li>• Less than 5 years’ experience with all the required or less deliverables above = 0</li> </ul> <p><b>Team member – minimum of 5 years’ experience in:</b></p> <p>(2) <b>Deliverables:</b> Advertising, response handling management and Executive Search/Headhunting (Attach CV).</p> <ul style="list-style-type: none"> <li>• More than 5 years’ experience with required three (3) deliverables above = 10</li> <li>• 5 years’ experience with two (2) of the deliverables above = 5</li> <li>• 5 years’ experience with the one (1) of the deliverables above = 2</li> <li>• Less than 5 years’ experience with all the required or less deliverables above = 0</li> </ul> | <p><b>20</b></p> |
| <p><b>C. QUALIFICATIONS OF THE TEAM</b></p> <p><b>Project Leader:</b> minimum of Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech in Human Resources, Industrial Psychology, Psychology, Public Administration, or relevant qualification [(Attach qualifications and foreign qualifications must be accompanied by a SAQA evaluation certificate)].</p> <ul style="list-style-type: none"> <li>• Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech or Higher = 10</li> <li>• National Diploma = 5</li> <li>• Lower than National Diploma = 0</li> </ul> <p><b>NB: Specify the name and role of the project leader on your proposal for evaluation purposes.</b></p> <p><b>Team member:</b> minimum of Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech in Human Resources, Industrial Psychology, Psychology, Public Administration, relevant qualification [(Attach qualifications and foreign qualifications must be accompanied by a SAQA evaluation certificate)]:</p>  | <p><b>20</b></p> |

| CRITERION   | TOTAL WEIGHT |
|---|--------------|
| <ul style="list-style-type: none"> <li>• Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech or Higher = <b>10</b></li> <li>• National Diploma = <b>5</b></li> <li>• Lower than National Diploma = <b>0</b></li> </ul> <p><b>NB: Only one of the highest qualified members of the team will be evaluated.</b></p>  |              |
| <p><b>D. METHODOLOGY AND APPROACH</b></p> <p>a) The service provider should clearly define the methodology to be employed.<br/> b) Provision of detailed description of the resources, processes, and systems to be used by the bidder during the execution of the following services: (1) Advertising, (2) response handling management and (3) Executive Search/Headhunting</p> <ul style="list-style-type: none"> <li>✓ Proposal, project plan according to scope of work and deliverables outlining three (3) services with detail of the approach followed in delivering all services, timeframes, and team resources = <b>40</b></li> <li>✓ Proposal, project plan according to scope of work and deliverables outlining two (2) services with detail of the approach followed in delivering all services, timeframes, and team resources = <b>30</b></li> <li>✓ Proposal, project plan according to scope of work and deliverables outlining one (1) service with detail of the approach followed in delivering all services, timeframes, and team resources = <b>10</b></li> <li>✓ Proposal, project plan according to scope of work and deliverables outlining three, two, one or no services with detail or summary of the approach followed in delivering all services, timeframes, and team resources = <b>0</b></li> </ul> | <b>40</b>    |
| <b>TOTAL</b>  | <b>100</b>   |

**C) STEP 3: EVALUATION ON PRICE AND SPECIFIC GOALS  
PRICE CALCULATIONS**

The following formula must be used to calculate points out of 80 for price in respect of an invitation for a tender with a rand value from R 2000.00 to or below R50 millions inclusive of all applicable taxes:

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

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid or offer under consideration

P<sub>min</sub> = Price of lowest acceptable bid or offer.

**Allocation Of Preference Points Based on Specific Goals.**

The South African Nursing Council tenders will be evaluated on the following specific goals premised on addressing the legacy of apartheid’s historical injustices, with a consideration on the following categories (of Historically Disadvantaged People - HDP) using race, gender, youth, and people with disability.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

**Preferential points will be allocated as per table below:**

| <b>Specific goal</b>                            | <b>80/20 Preference Point system</b> |
|---|--------------------------------------|
| Black Ownership                                 | 8                                    |
| Black Women Ownership                           | 4                                    |
| Black Youth Ownership                           | 4                                    |
| Disability Ownership                            | 4                                    |
| <b>Total Points allocated to Specific Goals</b> | <b>20</b>                            |

Black Ownership points will be awarded to a Tenderer who has 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black ownership will be awarded as follows:**

| <b>Black Ownership</b>                           | <b>80/20 Preference Point system</b> |
|--|--------------------------------------|
| Tenderers who have 100% black ownership          | 8                                    |
| Tenderers who have 51% to 99% black ownership    | 5                                    |
| Tenderers who have less than 51% black ownership | 0                                    |

Black women ownership points will be awarded to a Tenderer who has a 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.



**Preferential points for black women ownership will be awarded as follows:**

| <b>Black Women Ownership</b>                           | <b>80/20 Preference Point system</b> |
|--|--------------------------------------|
| Tenderers who have 100% black women ownership          | 4                                    |
| Tenderers who have 30% to 99% black women ownership    | 2                                    |
| Tenderers who have less than 30% black women ownership | 0                                    |

Black youth ownership points will be awarded to a Tenderer who has 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black youth ownership will be awarded as follows:**

| <b>Black Youth Ownership</b>                           | <b>80/20 Preference Point system</b> |
|--|--------------------------------------|
| Tenderers who have 100% black youth ownership          | 4                                    |
| Tenderers who have 30% to 99% black youth ownership    | 2                                    |
| Tenderers who have less than 30% black youth ownership | 0                                    |

Disability Ownership points will be awarded to a Tenderer who has 20% or more disability ownership owners. Disability ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for disability ownership will be awarded as follows:**

| <b>Disability Ownership</b>                             | <b>80/20 Preference Point system</b> |
|---|--------------------------------------|
| Tenderers who have 20% or more owners with disability   | 4                                    |
| Tenderers who have less than 20% owners with disability | 2                                    |
| Tenderers who have 0% owners with disability            | 0                                    |

**PRICING SCHEDULE– FIRM PRICES (PURCHASES)**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                            |                                      |
|----------------------------|--------------------------------------|
| Name of bidder.....        | Bid number: <b>SCM 05/2023/SANC.</b> |
| Closing Time: <b>12H00</b> | Closing date: <b>23 MAY 2023</b>     |

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

**TABLE 1: HEADHUNTING PERMANENT AND TEMPORARY POSITIONS MUST BE FIXED FOR A PERIOD OF THREE (3) YEARS**

| DESCRIPTION   | QUANTITY | PERCENTAGES (%) OF THE COST TO COMPANY PACKAGE |
|---|----------|--|
| Executive search placement and appointment percentages  | 1        | %  |
| Headhunting for permanent/ fixed term contract position placement and appointment percentages | 1        | %  |
| Headhunting for temporary contract position placement and appointment percentages             | 1        | %  |
| Contract Permanent Placement percentages  | 1        | %  |
| Temporary Placement percentages   | 1        | %  |
| Permanent placement percentages   | 1        | %  |

**TABLE 2: ADVERTISING, RESPONSE HANDLING AND PARTICIPATION AS A SELECTION PANEL AT SANC**

| DESCRIPTION   | QUANTITY/NO OF POSITIONS | UNIT PRICE (PER POSITION) | TOTAL (VAT INCLUSIVE) |
|---|--------------------------|---------------------------|-----------------------|
| Advertising of positions on Sunday Times newspaper<br>(The size of the advertisement must be a maximum of 5x 3, in black and white) | 1                        | R                         | R                     |
| Advertising of positions on Sunday Times newspaper  | 1                        | R                         | R                     |

INVITATION TO BID: SCM 05/2023/SANC: APPOINTMENT OF A THREE (3) PANEL OF RECRUITMENT SERVICES PROVIDERS TO ASSIST THE SOUTH AFRICAN NURSING COUNCIL WITH RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS

| DESCRIPTION  | QUANTITY/NO OF POSITIONS | UNIT PRICE (PER POSITION) | TOTAL (VAT INCLUSIVE) |
|--|--------------------------|---------------------------|-----------------------|
| (The size of the advertisement must be a maximum of 10x3 in black and white)   |                          |                           |                       |
| Advertising of positions on Sunday Times newspaper<br>(The size of the advertisement must be a maximum of 15 x 3 in black and white)   | 1                        | R                         | R                     |
| Advertising of positions on Sunday Times newspaper<br>(The size of the advertisement must be a maximum of 20 x3cm in black and white)  | 1                        | R                         | R                     |
| Advertising of positions on the Star newspaper<br>(The size of the advertisement must be a maximum of 5x 3, in black and white)  | 1                        | R                         | R                     |
| Advertising of positions on the Star newspaper<br>(The size of the advertisement must be a maximum of 10x3 in black and white)   | 1                        | R                         | R                     |
| Advertising of positions on the Star newspaper<br>(The size of the advertisement must be a maximum of 15 x 3 in black and white)   | 1                        | R                         | R                     |
| Advertising of positions on the Star newspaper<br>(The size of the advertisement must be a maximum of 20 x3cm in black and white)  | 1                        | R                         | R                     |
| Response Management Services per position<br>(Sorting applications in into does not meet the requirements in terms of experience and qualification, disqualified due to attachment of documents, partially recommended for shortlisting and recommended for shortlisting). | 1                        | R                         | R                     |
| Participation as a Selection Panel at SANC (a need basis)  | 1                        | R                         | R                     |
| Other related services   |                          | R                         | R                     |
| <b>Total price for year 1 including VAT (year 1 prices must be fixed)</b>  |                          |                           | R                     |
| <b>Estimated total price for year 2 including VAT (indicate estimated escalation rate for year 2)</b>  |                          | %                         | R                     |
| <b>Estimated total price for year 3 including VAT (indicate estimated escalation rate for year 3)</b>  |                          | %                         | R                     |
| <b>Grand Total for 3 years including VAT</b>   |                          |                           | R                     |

**NB: The percentages on table 1 will be considered but will not be used for price evaluation purposes. Only prices on table 2 will be considered for evaluation purposes.**

Required by (End-User):

**HUMAN RESOURCES DEPARTMENT**

Required at (Address):

Cecilia Makiwane Building  
602 Pretorius Street  
Arcadia, Pretorius 0083

Brand and model (if applicable):

.....

Country of origin (if applicable):

.....

Guarantee period (if applicable):

.....

Does the offer comply with the specification? \***Mark the relevant block with an X**

Yes

No

N/A

If not to specification, indicate deviation(s)

.....

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 2022**

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

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

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

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

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

#### 80/20

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Description of the goals                               | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|---|---|
| Black Ownership   | Tenderers who have 100% black ownership                | 8   |   |
|   | Tenderers who have 51% to 99% black ownership          | 5   |   |
|   | Tenderers who have less than 51% black ownership       | 0   |   |
| Black Women Ownership                                       | Tenderers who have 100% black women ownership          | 4   |   |
|   | Tenderers who have 30% to 99% black women ownership    | 2   |   |
|   | Tenderers who have less than 30% black women ownership | 0   |   |
| Black Youth Ownership                                       | Tenderers who have 100% black youth ownership          | 4   |   |
|   | Tenderers who have 30% to 99% black youth ownership    | 2   |   |
|   | Tenderers who have less than 30% black youth ownership | 0   |   |
| Disability Ownership  | Tenderers who have 20% or more owners with disability  | 4   |   |

| The specific goals allocated points in terms of this tender | Description of the goals                                | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|
|   | Tenderers who have less than 20% owners with disability | 2   |   |
|   | Tenderers who have 0% owners with disability            | 0   |   |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;



**INVITATION TO BID: SCM 05/2023/SANC: APPOINTMENT OF A THREE (3) PANEL OF RECRUITMENT SERVICES PROVIDERS TO ASSIST THE SOUTH AFRICAN NURSING COUNCIL WITH RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS**

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

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

2.3.1 If so, furnish particulars:  
 .....  
 .....

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

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