

Bidder's Information: The Manager/Director

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

Dear Sir/Madam

INVITATION TO BID: SCM 16/2023/SANC: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES FOR A PERIOD OF THREE (3) YEARS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC).

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of a service provider to provide security services for a period of three (3) years at the 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 deposited inside the **tender box** using the following two (2) methods of submission on or before the closing date and time (**04 September 2023 at 12H00**).
 - 2.1. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document. **Envelope 02:** This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original.
 - 2.2. The bidder is also required to submit the bid (technical and Price proposals) in a **USB flash drive**.
3. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.
4. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System.
5. All communication should be made using an email, the cut-off date for all enquiries will be at 12h00 on 15 August 2023.
6. Bid documents must be **deposited inside the tender box** situated at **SANC Reception, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, Pretoria, 0083** before or on the closing date and time on **04 September 2023 at 12h00 South African time.**



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

DIRECTIVE TO BIDDERS ON COMPLETION OF STANDARD BIDDING DOCUMENT FORMS OF BID PROPOSAL

1. The purpose of this document is to guide bidders on the completion of standard bidding document forms of the SANC bid.
2. The dates on all standard bidding documents must be a date which is within the bid advertising period.
3. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder).

DOCUMENT	DIRECTIVE	COMPLIED/ NOT COMPLIED
Invitation to Bid	The bidder is required to complete this document in full and be signed off. The bidder must tick (circle/erase) "YES OR NO" on this document. The bidder may not ignore any clause and/or write "not applicable (N/A)" unless it is the only option available, e.g., are you a foreign based supplier for the goods/servicers/works offered? If the answer is no, then on the questionnaire to bidding foreign suppliers. The bidder may write N/A.	
Bidder's Disclosure	This document must be completed in full and be signed off. The bidder must tick (circle/erase) "YES OR NO" on this document and indicate not applicable where necessary. The bidder must disclose if the company or any of its directors have an interest in other companies whether they bid or not. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and attached to the bidder's disclosure form. Information captured must be in line with what is captured in the central supplier database.	
Central supplier database report	The bidder must attach a Central Supplier Database report printed from https://secure.csd.gov.za/	
Preference points claim form	The bidder must fully complete this document and sign off. The bidder must allocate correct preference points, the preference points claimed will be verified using the following: <ul style="list-style-type: none"> - Identity Documents - Broad-Based Black Economic Empowerment Certificate (B-BBEE certificate) - Companies and Intellectual Property Commission disclosure certificate - medical report for disability ownership The bidder must submit the documents above to qualify for preference points.	
Pricing schedule	The bidder must complete the supplied pricing schedule and sign-off. The bidder may add other applicable costs which may not be covered by the SANC pricing schedule. In addition, the bidder must submit a detailed price quotation on the company letterhead.	
Bid proposal	The bidder must submit a detailed bid proposal in line with the specifications/terms of reference	

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL					
BID NUMBER:	SCM 16/2023/SANC	CLOSING DATE:	04 SEPTEMBER 2023	CLOSING TIME:	12h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES FOR A PERIOD OF THREE (3) YEARS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC)				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tender Administration		CONTACT PERSON	Mr Makoko Nkadameng	
TELEPHONE NUMBER	012 426 9570/9581		TELEPHONE NUMBER	012 426 9573	
E-MAIL ADDRESS	tenders@sanc.co.za		E-MAIL ADDRESS	mnkadimeng@sanc.co.za	
SUPPLIER INFORMATION					
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<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 THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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?				<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 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.
- 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.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE SOUTH AFRICAN NURSING COUNCIL

1. PURPOSE

- 1.1 The South African Nursing Council (SANC) hereby invites suitably qualified and experienced service providers to submit proposals (or tenders) for security services to be rendered at its premises for a period of three (3) years.

2. BACKGROUND

- 2.1 SANC requires the services of a security company to be rendered at 602 Pretorius Street and 226 Leyds Street in Arcadia, 0083. The service provider must be qualified, experienced, and credible to provide security services. The service provider must be PSIRA accredited.

3. SCOPE OF WORK AND DELIVERABLES

The security officers will be required to perform the following, but not limited to, security duties.

3.1 Act as authorized officers, in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985 as amended, which entail requesting a person who require entry into the premises to:

- 3.1.1 Furnish his/her name, address and any relevant information required by the authorized officer;
 - 3.1.2 Produce proof of his/her identity to the satisfaction of the authorized officer;
 - 3.1.3 Declare whether he/she has any dangerous object in his possession or custody or under his control;
 - 3.1.4 Declare what the contents of any vehicle, suitcase, attached case, bag, handbag, folder, envelope, parcel, or container of any nature which he has in his possession or custody or under his /her control, and show those contents to him/her;
 - 3.1.5 Subject him/herself and anything which he/she has in his/her possession or custody or under his/her control to an examination by electronic or other apparatus to determine the presence of any dangerous object;
 - 3.1.6 Hand to an authorized officer anything which he/she has in his/her possession or custody or under his/her control for examination or custody until he/she leaves the premises.
- #### **3.2 Perform Access Control duties which entail:**
- 3.2.1 Recording visitors' particulars in a Visitors' Register and booking them out on departure. This should include the driver and all passengers in a vehicle, and pedestrians.

- 3.2.2 Recording details of all SANC staff members visiting the premises after normal working hours in After-hours register.
- 3.2.3 Recording all events/ incidents in the prescribed Occurrence Book.
- 3.2.4 Advising SANC Facilities Management personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at the entrance gate or its vicinity.
- 3.2.5 Ensuring that traffic congestion do not occur at the entrance gate during peak hours, by directing incoming visitors' vehicles into the first parking bays where access control can be completed, while making way for SANC staff members.
- 3.2.6 Enforcing the parking plan as per allocation of parking for SANC employees and visitors.
- 3.2.7 Perform other access control duties as may be instructed from time to time.

3.3 Patrol Duties

- 3.3.1 Patrol duties shall entail patrolling SANC premises regularly day and night.
- 3.3.2 The Service Provider shall provide a patrol monitoring equipment (Clocking stick) which shall be used as a patrol tool for the security officer's after-hours.
- 3.3.3 Protect the SANC staff members against injuries, death or any other offence including Schedule 1 offence of the Criminal Procedure Act 51 of 1977, as amended.
- 3.3.4 Protect the property of SANC at the site against theft, vandalism, or any other criminal activity.
- 3.3.5 Ensure that all strategic installations, vulnerable points, or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose.
- 3.3.6 Check for intruders, identify strangers, and ascertain their right to be present in that particular area or building.
- 3.3.7 Check and report/record on physical problems along perimeter fence.
- 3.3.8 Check that all outer doors, windows, and gates are secure each time the patrol passes. A physical examination of each point is required.
- 3.3.9 Check for actual or potential fire hazards and risks.
- 3.3.10 Check for potential safety hazards and report them to SANC's Facilities Management team.

3.4 Events Security

- 3.4.1 Assist SANC to coordinate and render event security as may be required from time to time, for example during protest action.

3.5 On-site supervision and Reporting Protocol

- 3.5.1 The security officers provided and placed on site by the Service Provider shall be subject to day-to-day supervision by the SANC Facilities Management personnel. Such supervision shall include, but is not limited to:
- a) Giving instructions and orders
 - b) Redeploying the security officers within the premises as may be necessary.
 - c) Perusing security registers and any other relevant material used by the security officers.

3.6 Security Operations Procedures

- 3.6.1 The successful bidder will be expected to submit, to SANC, their own security operation procedures for discussion and approval by SANC.

3.7 Security Officers (Educational Level and Experience)

- 3.7.1 The security officers must have a minimum of Grade 12 (Matric). **The qualification (minimum requirements) of the personnel, to be deployed at SANC premises, will be confirmed before signing or finalising the contract.**
- 3.7.2 The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Private Security Industry Regulatory Authority (PSIRA).
- 3.7.3 Security officers must be able to read and write in English.
- 3.7.4 Security officers must have a minimum of two years (2) security services experience.

3.8 Security Uniform and Identification

- 3.8.1 The security officers will at all times while on duty be dressed in a neat, clean, and clearly branded corporate uniform, which will include raincoats/ jackets to suit weather conditions. **No combat uniforms will be allowed.**
- 3.8.2 A clear identification card of the service provider with the member's photo shall be worn conspicuously on his outer garment at all times.

3.9 General Requirements for Security personnel

- 3.9.1 Security officers must always present an acceptable image and appearance which implies inter alia that they may not smoke, eat, drink or be under the influence of drugs, substances or alcohol while attending to clients.

- 3.9.2 They must at all-time present a professional and dedicated attitude/ approach, which shall imply, inter alia that there shall be no unnecessary conflict with visitors/ staff or discourteous behaviour towards them.
- 3.9.3 They must be physically fit and mentally capable to execute their security duties.
- 3.9.4 The service provider or its security officers will under no circumstance divulge, furnish, or disclose any confidential information concerning SANC or any other Stakeholders' activities to the public or news media. **SANC reserves the right to have confidentiality agreement signed with all security personnel deployed at its premises.**
- 3.9.5 The security officers will be properly trained to use equipment identified in the bid, including any replacements.

3.10 **Shifts**

- 3.10.1 Day Shift: 06:00 to 18:00 (Monday to Sunday, weekends and Public Holidays included).
- 3.10.2 Night Shift: 18:00 to 06:00 (Monday to Sunday, weekends and Public Holidays included).

3.11 **Inspections by Supervisors/ Management Staff**

- 3.11.1 Supervisory/ managerial staff of the service provider must inspect the security officers at least once a day i.e., one inspection during dayshift or nightshift.

3.12 **Security Aids and Equipment**

- 3.12.1 Occurrence Books
- 3.12.2 Access Control Registers
- 3.12.3 Have a fully equipped security control room (Operating 24 hours a day, seven days a week) for constant communication with security officers on site, i.e. reporting on duty, regular security status report, emergency situations, etc.
- 3.12.4 Two-way radios.
- 3.12.5 Fully licenced firearm/s (to be issued only to certified personnel)
- 3.12.6 Handheld metal detectors.
- 3.12.7 Portable torches.
- 3.12.8 Expandable batons.
- 3.12.9 Handcuffs.
- 3.12.10 Clocking stick

3.13 Number of Security Personnel

3.13.1 Day Shift:

- a) 1 x Shift supervisor, Grade B security personnel.
- b) 1 x Grade C security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times)
- c) 5 x Grade C security personnel, a minimum of two (2) being female (unarmed).

3.13.2 Night Shift:

- a) 1 x Shift supervisor, Grade B security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).
- b) 1 x Grade C security personnel.

3.14 Provision of Additional Personnel and Support as and when Required by SANC

- 3.14.1 The successful bidder must provide additional security personnel in cases of labour disputes on condition that the additional personnel comply with the minimum requirements as per the terms and conditions of the bid. The additional security personnel could be in the form of additional guards (armed and/or unarmed) or K9 (dog handling) security officer.
- 3.14.2 SANC, through Facility Management, must be notified prior to the placement of alternative personnel.
- 3.14.3 The service providers' control room should be around Gauteng, with 10 minutes response time.
- 3.14.4 The successful bidder must be able to provide armed response support team in case of emergency.

4. REPORTING REQUIREMENT

- 4.1 The SANC will provide induction training to the appointed bid before the acceptance of contract.
- 4.2 The bidder must complete the timesheet and must be submitted to Facilities Management personnel on a weekly basis.
- 4.3 The timesheet of the month must correspond with the invoice submitted for payment purposes.
- 4.4 The bidder will be requested to submit a written accident report within twenty-four (24) hours after the accident.
- 4.5 The Facilities Management will conduct quarterly performance meetings for the duration of the contract. Ad-hoc meeting conducted when or when is necessary.
- 4.6 The bidder must compile the hand over report at the end of contract and facilitate orientation to the new bidder.

5. EVALUATION PROCESS

5.1 The SANC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No.5 of 2000 (PPPFA) and its regulations. A copy of the PPPFA regulations 2022 can be downloaded from www.treasury.gov.za. In accordance with the PPPFA, submissions will be adjudicated on **80/20** points system and the evaluation criteria. This bid will be evaluated in three (3) phases, namely: Administrative and Mandatory Compliance, Technical Requirements and Price & Specific goals.

5.1.1. Step 1: Administrative and Mandatory 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 in full and sign the supplied pro forma document
Tax Status	NO	<ul style="list-style-type: none"> i. Proof of Registration on the Central Supplier Database (attach CSD report). ii. The tax status verification outcome conducted (CSD report/ SARS e-Filing report) by the SANC will take precedence. iii. A bidder who is tax non-compliant will be notified of their tax non-compliant status and must meet their outstanding tax obligations within seven working (7) days. iv. Should the bidder fail to provide written proof of their tax compliance status within Seven working (7) days, the SANC will reject the bid submitted by the bidder.
Bidder's Disclosure	YES	Complete in full and sign the supplied pro forma document.
Preference Point Claim Form	NO	<ul style="list-style-type: none"> i. Non-submission of Preference Point Claim Form will lead to a zero (0) score on specific goals. ii. Proof of Specific goals Ownership and verification will be confirmed using the following documents namely: <ul style="list-style-type: none"> ✓ CIPC documents, ✓ valid copy of B-BBEE certificate, ✓ copy of Identity document, or ✓ medical report for disability ownership <p>NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals</p>

Document that must be submitted	Non-compliance with items against which a “YES” is denoted shall result in disqualification	
Non-Compulsory Site briefing session	NO	<p>The non-compulsory site briefing will be held as follows:</p> <ul style="list-style-type: none"> • Date: 07 August 2023 • Time: 10h00 • Venue: SANC, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, 0083 <p>NB: The bidders must submit their bids with the attendance certificate</p>
Accredited Professional Body Registered	YES	<p>Submit proof of Accreditation from Private Security Industry Regulatory Authority (PSIRA) of the following:</p> <ol style="list-style-type: none"> Valid company accreditation certificate; On-site Supervisor certificate; Other seven (7) or more personnel who will be deployed on-site certificates.
Compliance Certificate	YES	<p>Provide a valid letter of good standing from the Department of Employment and Labour (Compensation for Occupational Injuries and Diseases Act 130, 1993 as amended).</p> <p>NB: Letter to tender will not be accepted.</p>
Written price quotation	YES	Submit a detailed written price quotation.

5.1.2. Step 2: Functionality Evaluation

Proposed bids that fail to meet a minimum threshold of **70 points** out of **100 points** will not be considered for further evaluation.

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

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

P_s = Percentage scored for functionality by bid under consideration

S_o = Total score of the bid under consideration

M_s = Maximum possible score

The following criteria and weights shall apply when considering bids:

Criteria	Weighting/ Points
<p>1. Company experience:</p> <p>1.1. The Company must have a minimum of five (5) years' experience, delivering security services (attach a company profile) = 05 Points</p> <p>1.2. A company profile must demonstrate the following: Physical guard, emergency (armed respond and patrolling services) = 05 Points</p>	10
<p>2. Reference letters</p> <p>2.1. A minimum of three (3) reference letters from government institutions/ municipality, public entities and corporate institutions rendering the security services not older than three (3) years.</p> <p>2.2. The reference letters must be on client letterhead and contain the following: nature of service, date, name, and surname of contact person including contact details (telephone, and e-mail address).</p> <p>2.2.1. Three (3) and more reference letters = 20 Points</p> <p>2.2.2. Less than three (3) reference letters = 0 Points</p> <p>Please Note:</p> <ul style="list-style-type: none"> ✓ Reference letters from sub-contracting work must accompanied by a Service Level Agreement between the main contractor and the awarding institution. ✓ The main contractor and sub-contractor must also submit their signed SLA. ✓ The signature date of the reference letters will be used to determine the validity of the three (3) years. 	20
<p>3. Office location</p> <p>3.1. The bidders are required to submit proof of office location. Proof should be on a municipal bill, lease agreement or councillor's letter of residential confirmation or letter from traditional authority. Bidders must also submit the printout of geographic location.</p> <p>3.1.1. Office location in Tshwane Metropolitan Municipality = 20 Points</p> <p>3.1.2. Office location City of Johannesburg/ Ekurhuleni = 15 Points</p> <p>3.1.3. Office in other municipalities and provinces = 10 Points</p> <p>3.1.4. Non-submission of the information required above will result into = 0 points</p> <p>NB: satellite offices within the mentioned metropolitan areas will be considered.</p>	20

Criteria	Weighting/ Points
<p>4. Experience of the Project Manager / Account Manager</p> <p>4.1. The Project Manager / Account Manager must have a minimum of five (5) years' experience in managing security service projects.</p> <p>4.2. Provide copy of a CV/ Resume of the Project Manager/ Account manager, detailing the relevant years of experience.</p> <p>4.3. Three (3) years of experience in managing security service projects:</p> <p>4.3.1. Five (5) years' and more = 15 Points</p> <p>4.3.2. Four (4) years to Three (3) years = 10 Points</p> <p>4.3.3. Two (2) years to One (1) year = 05 Points</p> <p>4.3.4. Less than one (1) year = 0 Points</p>	15
<p>5. Security Supervisor Experience and Qualifications</p> <p>5.1. The bidder must submit the CV and qualification of Security Supervisor with a minimum of Grade 12 (Matric), minimum of 3 years' experience in security services and must be able to read and write in English.</p> <p>5.1.1. Experience:</p> <p>5.1.1.1. Three (3) years and more = 10 Points</p> <p>5.1.1.2. Less than three (3) years = 0 Points</p> <p>5.1.2. Qualifications:</p> <p>5.1.2.1. Minimum of Grade 12 or more = 05 Points</p> <p>5.1.2.2. Anything less than Grade 12 = 0 Points</p>	15
<p>6. Accident management</p> <p>6.1. The bidder must demonstrate in detail the approach to manage accidents / emergency on the proposal.</p> <p>6.1.1. Strikes / riots = 04 Points</p> <p>6.1.2. SANC special request = 02 Points</p> <p>6.1.3. Theft and crime = 02 Points</p> <p>6.1.4. Changing of staff, leave and absenteeism = 02 Points</p>	10
<p>7. Security management and visibility</p> <p>7.1. The bidder must demonstrate the following on the proposal:</p>	10

Criteria	Weighting/ Points
7.1.1. The functionality of operational security control room = 04 Points	
7.1.2. Operation and functional safety of equipment = 02 Points	
7.1.3. Visibility or Patrolling vehicles response = 02 Points	
7.1.4. Branding of uniform and nametags = 02 Points	
Total	100

5.1.3. STEP 3 - EVALUATION ON PRICE AND SPECIFIC GOALS:

a) 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_s = Points scored for price of bid under consideration

P_t = Price of bid or offer under consideration

P_{\min} = Price of lowest acceptable bid or offer.

b) 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:

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

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:

Black Ownership	80/20 Preference Point system
Tenderers who have 100% black ownership	8
Tenderers who have 51% to 99% black ownership	5
Tenderer who has less than 51% black ownership	0

Black women ownership points will be awarded to a Tenderer who has 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:

Black Women Ownership	80/20 Preference Point system
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:

Black Youth Ownership	80/20 Preference Point system
Tenderers who have 100% black youth ownership	4

Black Youth Ownership	80/20 Preference Point system
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 a 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:

Disability Ownership	80/20 Preference Point system
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

PRICE 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

NAME OF BIDDER: _____ **BID NUMBER:** SCM16/2023/SANC
CLOSING TIME: 12:00 **CLOSING DATE:** 04 SEPTEMBER 2023

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

TABLE 1: PRICING SCHEDULE FOR YEAR ONE (1)

#	Description	Quantity	Cost per person	Cost per shift	Cost per month	Cost per year/ 12 months
1	Day Shift					
1.1	1 x Shift supervisor, Grade B security personnel.	1	R	R	R	R
1.2	1 x Grade C security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
1.3	5 x Grade C security personnel, at least two (2) of them being a female (unarmed).	5	R	R	R	R
2	Night Shift					
2.1	1 x Shift supervisor, Grade B security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
2.2	1 x Grade C security personnel.	1	R	R	R	R
3	Total Cost (excluding VAT) for year one (1)					R
4	Value Added Tax (VAT)					R
5	Total Cost (Including VAT) for year one (1)					R

TABLE 2: PRICING SCHEDULE FOR YEAR TWO (2)

#	Description	Quantity	Cost per person	Cost per shift	Cost per month	Cost per year/ 12 months
1	Day Shift					
1.1	1 x Shift supervisor, Grade B security personnel.	1	R	R	R	R
1.2	1 x Grade C security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
1.3	5 x Grade C security personnel, at least two (2) of them being a female (unarmed).	5	R	R	R	R
2	Night Shift					
2.1	1 x Shift supervisor, Grade B security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
2.2	1 x Grade C security personnel.	1	R	R	R	R
3	Total Cost (excluding VAT) for year two (2)					R
4	Value Added Tax (VAT)					R
5	Total Cost (Including VAT) for year two (2)					R

TABLE 3: PRICING SCHEDULE FOR YEAR THREE (3)

#	Description		Cost per person	Cost per shift	Cost per month	Cost per year/ 12 months
1	Day Shift					
1.1	1 x Shift supervisor, Grade B security personnel.	1	R	R	R	R
1.2	1 x Grade C security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
1.3	5 x Grade C security personnel, at least two (2) of them being a female (unarmed).	5	R	R	R	R
2	Night Shift					
2.1	1 x Shift supervisor, Grade B security personnel (with a firearm competency certificate, will be expected to carry a firearm on site at all times).	1	R	R	R	R
2.2	1 x Grade C security personnel.	1	R	R	R	R
3	Total Cost (excluding VAT) for year three (3)					R
4	Value Added Tax (VAT)					R
5	Total Cost (Including VAT) for year three (3)					R

TABLE 4: SUMMARY OF THE PRICING SCHEDULE FOR THREE (3) YEARS

SUMMARY	TOTAL COSTS
TOTAL FOR YEAR ONE (1) INCLUDING VAT	R
TOTAL FOR YEAR TWO (2) INCLUDING VAT	R
TOTAL FOR YEAR THREE (3) INCLUDING VAT	R
GRAND TOTAL COSTS FOR THREE (3) YEARS	R

Required by (End-User):

Facilities

Required at (Address):

Cecilia Makiwane Building

602 Pretorius Street

Brand and model (if applicable):

Arcadia, Pretorius 0083

Country of origin (if applicable):

.....
.....

Guarantee period (if applicable):

.....

Does the offer comply with the specification? ***Mark**

☐ Yes

☐ No

☐ N/A

the relevant block with an X

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:

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

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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

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:
- | | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |
- 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 regarding 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

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

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

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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 interest¹ 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:

.....
.....

3 DECLARATION

¹ 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.

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 consortium² 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² 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.