

Bidder's Information: The Manager/Director

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Dear Sir/Madam

INVITATION TO BID: SCM 17/2023/SANC: APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE OF THE VENTILATION SYSTEM AND AIR CONDITIONING UNITS 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 **(01 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 **01 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:	SCM17/2023/SANC	CLOSING DATE:	01 SEPTEMBER 2023	CLOSING TIME:	12h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE OF THE VENTILATION SYSTEM AND AIR CONDITIONING UNITS 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 Nkadimeng	
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 MAINTENANCE OF THE VENTILATION SYSTEM AND AIR CONDITIONING UNITS FOR A PERIOD OF THREE (3) YEARS AT THE SOUTH AFRICAN NURSING COUNCIL

1. PURPOSE

- 1.1 The South African Nursing Council hereby invites suitably qualified and experienced bidders to submit proposals and quotations for the maintenance of the ventilation system and air conditioning units at the South African Nursing Council (SANC) offices at No: **602 Pretorius Street, Arcadia, Pretoria 0083, Cecilia Makiwane Building for a period of three years.**

2. BACKGROUND

- 2.1 The South African Nursing Council need to facilitate repairs and maintenance on the ventilation system and air conditioning units of the aforesaid building. The services should be conducted to ensure a safe working environment by maintaining sufficient air flow at building.

3. SCOPE OF WORK

3.1. The scope of work entails the following:

- 3.1.1. To perform assessment, repairs, replacement of damaged hardware and upgrades (if necessary) to the existing ventilation system at the SANC.
- 3.1.2. To service and maintenance should always be carried out by an experienced technician with a thorough refrigeration, electrical and controls knowledge.

3.2. Proper records to be kept.

- 3.2.1. Proper log sheets to be kept of all inspections indicating the date, Inspector's name, record of operating conditions and temperature, record of any work undertaken, and parts replaced, record any items requiring further attention, the time spent and be signed by the Inspector and a representative of the South African Nursing Council.
- 3.2.2. The recommendations applied are statutory and are the minimum requirement, the plant schedules, worksheet activities and the entering readings in site logbooks in plant rooms are the minimum requirement.

3.3. Maintenance Activities

- 3.3.1. During the above period in the South African Nursing Council's service personnel and the contractor would be required to execute the work based on the following matrix schedule.

- a) Daily = South African Nursing Council's staff with signed acknowledgement – visual check
- b) 3 Monthly = Successful bidder's staff with signed acknowledgement
- c) 6 Monthly = Successful bidder's staff with signed acknowledgement
- d) 12 Monthly = Successful bidder's staff with signed acknowledgement

3.3.2. Maintenance Instruction Matrix

Table 1: Direct Expansion (DX) Hide-A-Way Variable Refrigerant Volume (VRV) Heat Recovery Units.

Description	A	B	C	D
Check and clean condensate drain and tray			X	
Inspect all bearings for lubricating, operating temperatures, and noise		X		
Inspect for any air leakage into unit cabinet		X		
Inspect controls and operating switches		X		
Ensure free air return and discharge		X		
Inspect for missing or broken discharge grilles		X		
Inspect coils for damaged fins and build-up of dirt or lint			X	
Check condensate trays and drain and clean as necessary		X		
Inspect for unnecessary bypass around coil and report			X	
Report general condition of equipment	X	X		

Table 2: Cassette Variable Refrigerant Volume (VRV) Heat Recovery Units

Minor Service Call, Units Inspected on Site as Follows:

Description	A	B	C	D
Filter cleaned			X	
Instrument test on unit			X	
Thermostat checked			X	
Heating checked			X	
Cooling checked			X	
Fan motors checked			X	
Entire unit checked for efficiency			X	

Table 3: Major Service Call, Units removed and:

Description	A	B	C	D
Refrigerant unit checked				X
Heating checked				X
Cooling checked				X
Thermostat adjusted				X
Condenser and evaporator coils cleaned				X
Condenser and evaporator checked for freon leaks				X
Overload protector checked				X
Fan and Fan Motors cleaned and oiled				X
Heating, Cooling Contactor checked				X
Entire unit checked for efficiency				X
Unit reinstalled				X

Table 4: Roof Top Packaged Units

Description	A	B	C	D
Visual inspection required	X	X		
Check for undue noise excessive vibration		X		
Check external fan bolts for tightness.		X		
Check that all access hatches are secure.			X	
Check alignment of bearings and pump grease		X	X	
Check set collars and any unusual wear of bearings.		X		
Check alignment of drive pulleys			X	
Check tension of belt drive.			X	
Carry out visual inspection for blockages, loose components etc.	X	X		
Check undue belt wear.		X		
Clean fan wheel/ impeller.		X		
Check undue belt wear.				X
Remove dirt from coil finned surface.		X		
Check for rust spots and clean and touch up with paint where necessary		X		
Check drain fan for blockages.		X		

Description	A	B	C	D
Check fan shaft for straightness.				X
Check that fan wheels/impellers and drive pulley are securely fastened to their shafts.				X
Remove fan and drive motor bearings. Clean and repack with grease.		X		
Check and touch up paintwork.				X
Check duct connections for leaks.				X
Check that all bolts and nuts are tight.		X		
Check operation of condenser by reading compressor discharge pressure and determining corresponding temperature.			X	

Table 5: Ventilation Fans

Description	A	B	C	D
Inspect all bearings for lubrication, where applicable, operating temperatures and noise lubricate as necessary.			X	
Check cleanliness of fan blades				X
Check hold-down bolts and tighten if necessary			X	
Inspect canvas connections				X
Inspect for any leakage into unit cabinet				X
Measure and record motor amperage, compare with nameplate rating				X
Check motor terminals				X
Megger motor windings				X
Inspect for corrosion and treat as appropriate				X
Check bearing alignment				X
Inspect door latches and repair if necessary				X
Check out balance of fan assemblies. Report as necessary				X
Inspect and report on insulation, where fitted				X
Report on general condition of equipment				X

Table 6: Air Filters

Description	A	B	C	D
Carry out visual inspection	X	X		
Check reading on manometers not to exceed maximum operating different pressure.	X	X		
Check that all filter media is securely fitted into frames.	X	X		
Ensure that filter access doors properly closed.	X	X		
Check filter manometers and remove and replace all filter media	X	X		
Check that all filter frames are firmly fitted together inside the plenums.	X	X		
Check for rust spots and clean and repaint if necessary.	X	X		
Clean and check general condition of media	X	X		
Clean around surrounding area of filters	X	X		
Change filters as required	X	X		
Check pressure ΔP across filters	X	X		

Table 7: Grilles, Diffusers and Fire Dampers

Description	A	B	C	D
Inspect diffusers and grilles and report on condition			X	
General check on exposed ducting and log			X	
Inspect and repair or replace access door gaskets, hinges, and handles			X	
Inspect and clean as necessary all outside air intakes and plant grilles.			X	

Table 8: Refrigeration Pipe Work

Description	A	B	C	D
Clean strainer elements in chilled water lines.				X
Carry out visual inspection for leaks.		X		
Check visual steel pipe work surfaces for rust spots and rectify accordingly.		X		
Check for leaks from valve stems and tighten bolts just enough to stop leak.		X		X

Table 9: Heating, Ventilation and Air Conditioning (HVAC) Controls

Description	A	B	C	D
Measure and record condition space wet and dry bulb temperatures				X
Measure and record outdoor wet and dry bulb temperatures				X
Adjust thermostats and humidistats only after consulting the design requirements				X
Clean, test and stroke calibrate motors and valves and flow switches				X

Note: type of control system in operation, electric (voltage), pneumatic, electronic, and for what combination.

Table 10: Electrical Switchboards

Description	A	B	C	D
Check for any burnt wiring and/or hot connections			X	
Check for loose connections and tighten as necessary			X	
Inspect indicator lights and replace if faulty			X	
Inspect operation of relays and contactors, clean and/or replace if faulty				X
Inspect o/off switches for all equipment				X
Examine general condition of plantroom outdoor conduit and connections				X
Report any undue corrosion.				X
Clean switchboards / panels interior				X
Check and report on condition of exposed cable insulation				X
Inspect relays, circuit breakers, contactors, and overloads				X
Inspect all fuse holders				X
Clean all contactors and relays. Replace burnt contacts as necessary				X
Variac-test all overloads				X
Test time delay relays				X
Check connections on all on/off switches, for all equipment				X
Check all waterproof covers and replace seals if necessary				X
Tidy switchboard area and report general operating conditions				X

3.4 HVAC Quality Control Plan

- 3.4.1. The bidder must detail quality assurance measures and the method of accountability.

3.5 Work Sheets

- 3.5.1. Work sheets should be submitted for each activity pertaining to work carried out during the service on the prescribed form.

3.6. Safe Handling of Refrigerants

- 3.6.1 The Department of Labour published the “Pressure Equipment Regulations” in the Government gazette in July 2009 and they came into force on 1st of October 2009.

Regulations 17 - gas reticulation equipment and systems

- (1). no person shall –
 - (a). handle, store or distribute any gas in any manner, which includes the filling of a container, other than in accordance with the relevant health and safety standard incorporated into these Regulations under section 44 of the Act;
 - (b). install or remove an appliance, pressure equipment or system for gas in any manner other than in accordance with the relevant safety standard incorporated into these Regulations under section 44 of the Act;
 - (c). install or remove a gas appliance, or a gas system or a gas reticulation system, unless such person is an authorised person; or
 - (d). use pressure equipment or systems for gas in any manner other than in accordance with the relevant safety standard incorporated into these Regulations under section 44 of the Act.
- (2). after installation or re-installation, and before commissioning a gas system, the user shall ensure that an external inspection and a leak test are performed by an authorised person or an approved inspection authority as applicable in terms of sub regulations (1)(c).
- (3). an authorised person or an approved inspection authority shall issue a certificate of conformity after completion of a gas installation, modification, alteration or change of user or ownership in the form of Annexure 1.
- (4). no user shall use, require, or permit a transportable gas container to be used, and no user shall fill, place in service, handle, modify repair inspect or test any transportable gas container, other than in compliance with the relevant incorporated into these Regulations under section 44 of the Act.

- (5). the Pressure Equipment Regulations refers to SANS 10147-2014. It is important to note in this document that all personnel involved in the installation, operation and maintenance of refrigeration equipment and plant shall have trained on the functioning of the installation and the handling, charging and recovery of refrigerants used in the refrigeration and air conditioning systems.

4. GENERAL REQUIREMENTS

- 4.1 The contractor shall ensure that its team has relevant expertise and provide diligent and necessary support to the SANC as and when required.
- 4.2 The service provider 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 the successful service provider.**
- 4.3 The service provider shall respond to call outs, of which emergencies must be attended to within 24 hours.

5. EXPECTED DELIVERABLES

- 5.1. A major service of the system at the beginning of the contract.
- 5.2. Well maintained and functional system.
- 5.3. Maintenance of air-condition must be in line with scope of work specified on tables 1-10.

6. REPORTING REQUIREMENT

- 6.1. The SANC will provide induction training to the appointed bid before the acceptance of contract.
- 6.2. The bidder must complete the timesheet and must submitted to Facilities Management personnel on a weekly basis.
- 6.3. Provide weekly status of the system after each maintenance in line with scope of work.
- 6.4. The maintenance report must be attached with the tax invoice for payment purposes.
- 6.5. The bidder will be requested to submit a written incident report within twenty-four (24) hours after the incident.
- 6.6. The Facilities Management will conduct quarterly performance meetings for the duration of the contract. Ad-hoc meeting conducted when or when is necessary.
- 6.7. The bidder must compile the hand over report at the end of contract and facilitate orientation to the new bidder.

7. EVALUATION PROCESS

7.1. 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.

7.1.1. 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 (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"> • Non-submission of Preference Point Claim Form will lead to a zero (0) score on specific goals. • 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	The non-compulsory site briefing will be held as follows: Date: 07 August 2023 Time: 14h00 Venue: SANC, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, 0083 NB: The bidders must submit their bids with the attendance certificate	
Accredited Professional Body Registered	YES	Submit proof of Accreditation from South African Refrigeration and Air Conditioning Contractors Association (SARACCA) / South African Institute for Refrigeration and Air Conditioning (SAIRAC). i. Valid company accreditation certificate	
Compliance Certificate	YES	Submit a valid letter of good standing from the Department of Employment and Labour (Compensation for Occupational Injuries and Diseases Act 130, 1993 as amended). NB: Letter to tender will not be accepted.	
Written price quotation	YES	Submit a detailed written price quotation.	

7.1.2. 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
1. Company experience: 1.1. The Company must have a minimum of five (5) years' experience, delivering Heating Ventilations and Air-Conditioning (HVAC) services (attach a company profile). 1.1.1. Five (5) years and more in delivering HVAC service = 05 Points 1.1.2. Less than five (5) years = 0 Points	05
2. Company track record 2.1. The reference letters rendering HVAC from government institutions/ municipality, public entities and corporate institutions rendering the HVAC not older than three (3) years. 2.2. The reference letter 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). 2.2.1. Five (5) or more reference letters = 30 Points 2.2.2. Four (4) reference letters = 20 Points 2.2.3. Three (3) reference letters = 15 Points 2.3.4. Two (2) reference letters = 10 Points 2.3.5. One (1) reference letter= 05 Points 2.3.6. Zero (0) or irrelevant reference letters = 0 Points Please Note: ✓ 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.	30
3. Experience of the Personnel 3.1. Project manager The Project Manager must have a five (5) years' experience in managing HVAC projects. Provide a copy of a CV/ Resume of the Project Manager, detailing the relevant years of work experience with qualifications.	20

Criteria	Weighting/ Points
<p>3.1.1. Five (5) years' and more = 15 Points</p> <p>3.1.1. Four (4) years' = 10 Points</p> <p>3.1.2. Three (3) years'= 05 Points</p> <p>3.1.3. Two (2) years'= 03 Points</p> <p>3.1.4. Less than two (2) years' = 0 Points</p> <p>3.2. The qualifications of Project Manager</p> <p>3.2.1. Degree/Diploma/Certificate/Grade 12/N3-N6 = 05 Points</p> <p>3.2.2. No submission = 0 Points</p>	
<p>4. Experience of Personnel</p> <p>4.1. The Lead technician</p> <p>The Lead Technician must have a three (3) years' experience in servicing HVAC system. Provide copy of a CV/ Resume of the Lead Technician, detailing the relevant years of work experience with qualifications.</p> <p>4.1.1. Three (3) years with qualification and more = 15 Points</p> <p>4.1.2. Two (2) years with qualification = 10 Points</p> <p>4.1.3. One (1) year with qualification = 05 Points</p> <p>4.1.4. Less than one (1) year with qualification = 0 Points</p> <p>4.2. The qualifications of Lead technician</p> <p>4.2.1. Degree/Diploma/Certificate/Grade 12/N3-N6 = 05 Points</p> <p>4.2.2. No submission = 0 Points</p> <p>Please Note:</p> <ul style="list-style-type: none"> ✓ The bidder must submit a list of team members' credentials who will be involved in the project and specify the lead technician. ✓ The SANC will evaluate the highest qualified member of the team if it's not clear who will be the lead technician. ✓ The SANC reserves the right to verify the authenticity of the qualifications 	20
<p>5. Project Execution plan approach</p> <p>5.1. The bidder must demonstrate the following on the proposal:</p>	25

Criteria	Weighting/ Points
<p>5.1.1. How to perform assessment, repairs, replacement of damaged hardware and upgrades (if necessary) to the existing ventilation system = 05 Points</p> <p>5.1.2. Submit quality control plan in respect of the required works = 04 Points</p> <p>5.1.3. Adherence to relevant regulation = 02 Points</p> <p>5.1.4. Worksheet template = 02 Points</p> <p>5.2. The bidder must indicate in the proposal on how to report on emergency:</p> <p>5.2.1. On-site attending to emergencies calls within one (1) hour from the time of call = 06 Points</p> <p>5.2.2. On-site attending to emergencies calls within two (2) hours from the time of call = 04 Points</p> <p>5.2.3. On-site attending to emergencies calls within four (4) hours from the time of call = 02 Points</p> <p>5.2.4. On-site attending to emergencies calls within six (6) hours from the time of call = 0 points</p>	
Total	100

5.1.1. 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

Black Women Ownership	80/20 Preference Point system
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
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:** SCM17/2023/SANC
CLOSING TIME: 12:00 **CLOSING DATE:** 01 SEPTEMBER 2023

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

TABLE 1: PRICING SCHEDULE FOR YEAR ONE (1)

#	Item Description	Quantity	Rate per unit	Monthly/quarterly/Bi-Annual or Annual Costs	Total
1.	Monthly Maintenance	8	R	R	R
2.	Bi-Annual Maintenance	2	R	R	R
3.	Annual Maintenance	1	R	R	R
4.	Quarterly Maintenance	2	R	R	R
5.	Total Cost (excluding VAT) for year one (1)				R
6.	Value Added Tax (VAT)				R
7.	Total Cost (Including VAT) for year one (1)				R

TABLE 2: PRICING SCHEDULE FOR YEAR TWO (2)

#	Item Description	Quantity	Rate per unit	Monthly/quarterly/Bi-Annual or Annual Costs	Total
1.	Monthly Maintenance	8	R	R	R
2.	Bi-Annual Maintenance	2	R	R	R
3.	Annual Maintenance	1	R	R	R
4.	Quarterly Maintenance	2	R	R	R
5.	Total Cost (excluding VAT) for year two (2)				R
6.	Value Added Tax (VAT)				R
7.	Total Cost (Including VAT) for year two (2)				R

TABLE 3: PRICING SCHEDULE FOR YEAR THREE (3)

#	Item Description	Quantity	Rate per unit	Monthly/quarterly/Bi-Annual or Annual Costs	Total
1.	Monthly Maintenance	8	R	R	R
2.	Bi-Annual Maintenance	2	R	R	R
3.	Annual Maintenance	1	R	R	R
4.	Quarterly Maintenance	2	R	R	R
5.	Total Cost (excluding VAT) for year three (3)				R
6.	Value Added Tax (VAT)				R
7.	Total Cost (Including VAT) for year three (3)				R

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

SUMMARY	PRICE
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 FOR THREE (3) YEARS	
NB: THIS PRICE WILL BE USED FOR EVALUATION	R

PLEASE NOTE: THE REQUIREMENTS ON TABLES FIVE (5) AND SIX (6) BELOW WILL BE APPLICABLE ONLY ON SPECIAL REQUEST BY THE SOUTH AFRICAN NURSING COUNCIL

TABLE 5: LABOUR FOR CALL-OUT AS AND WHEN REQUIRED

#	Item Description	Normal Hours (Rate per hour)	After hours Saturday (Rate per hour)	After hours Sunday (Rate per hour)
1.	Technician	R	R	R
2.	Technician Assistant / Semi-skilled Laborer	R	R	R
3.	Cleaner	R	R	R

TABLE 6: TRAVELLING COST PER KILOMETRE

#	Item Description	Quantity (Kilometer)	Rate per kilometer	Total
1.	Call out fee including first hour on site and travelling fees.	1	R	R

Required by (End-User):

FACILITIES SECTION

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

☐ 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.