

Bid Specification for the Procurement of Courier and Freight Services

The South African Institute for Drug-Free Sport (SAIDS) a Schedule 3A [of the Public Finance Management Act (PFMA)] Public Entity based in Rondebosch, Cape Town. SAIDS invites suitably qualified companies to submit a proposal as outlined in the annexure for the supply of courier and freight services that meet the requirements of the World Anti-Doping Code (WADC) International Standard for Testing and Investigations (ISTI) for a five (5) year period.

One of SAIDS's core functions is drug-testing in sport which involves the collection of urine and blood samples at various centres throughout the country and the secure transport of these samples to WADA accredited and approved laboratories around the world.

The courier company must be able to provide the following core services:

1. The collection and secure transport of urine and blood samples as directed below:
 - a. The collection of **Urine** samples from various areas in South Africa and the delivery of these samples within one hundred and twenty (120) hours after collection from the SAIDS office/personnel primarily to the WADA accredited laboratories in Doha (Qatar), Gent (Belgium), Barcelona (Spain) as well as other WADA accredited laboratories as directed by SAIDS.
 - b. The collection of **Blood ABP** samples from various areas in South Africa, including outer lying areas between 05:00 and 24:00, seven (7) days a week and delivered primarily to the WADA approved Cerba Lancet Laboratory in Nairobi, Kenya within a sixty (60) hour period after the blood sample was collected from the athlete(s). These samples may also be delivered to Doha (Qatar), Gent (Belgium), Barcelona (Spain) as directed by SAIDS. **The temperature monitoring equipment and the blood transport bag will be supplied by SAIDS, while the courier packaging for the Blood ABP sample(s) will be supplied by the service provider, also referred to as the courier company.**

SAIDS BOARD MEMBERS: Mr. R HACK (CHAIRPERSON), Ms. S BALAKRISHNA, Ms. C BERG, Ms. N A DLAMINI, Dr. S HENDRICKS, Mr. T MPUANG (OLY), Prof. R NAIDOO, Dr. T K NGWENYA, Dr. L PILLAY, Ms. K V TOTLHANYO, Mr. K GALANT (CEO)



2. The collection of **Blood Serum** samples from various areas in South Africa, including outer lying areas between 05:00 and 24:00, seven (7) days a week and delivered primarily to the WADA accredited laboratories in Doha (Qatar), Gent (Belgium), Barcelona (Spain) within a seventy-two (72) hour period after the blood sample was collected from the athlete(s). These samples may also be delivered to other WADA accredited laboratories as directed by SAIDS. **The temperature monitoring equipment and the blood transport bag will be supplied by SAIDS, while the courier packaging for the Blood Serum sample(s) will be supplied by the service provider, also referred to as the courier company.**
3. The transport and freight of drug-testing (sample collection) equipment i.e. test kits and other equipment to South Africa from places outside of South Africa.
4. The storage and transport of the blood and urine samples during transit in a secure and cool environment. Records (chain of custody) related to this must be kept and available to SAIDS should they be requested.
5. Have a documented Standard Operating Procedure (SOP) to ensure that your staff is aware of, and trained in the process of the transport of the blood and urine samples. If you do not have this SAIDS will develop one for you. We require a register of training done with your courier personnel on the SOP which must be submitted to us annually by 31st March.
6. An online tracking system to check the status of our shipments as well as to provide a detailed tracking history of previous shipments.
7. Have a dedicated Account Executive that we can liaise with to ensure that the person understands our business and is able to manage our queries.
8. Enable SAIDS to conduct audits on your operations to ensure that you are meeting the required standards.
9. Where and when required, provide persons from your organisation to provide testimony in doping hearings related to the transport of samples.

Preferential Procurement

The bids will be evaluated using the 80/20 preferential points system, where up to 80 points will be allocated for the price and 20 points for specific goals. The points for price will be calculated out of 80 using the formula as per section 4 of the Preferential Procurement Regulations 2022.

Our specific goal for this bid is to contract with a service provider who has at least a level 4 contribution for B-BBEE. Points will be allocated as follows for B-BBEE contribution:

- a. 20 points: Level 1
- b. 15 points: Level 2
- c. 10 points: Level 3
- d. 5 points: Level 4
- e. All other contribution levels (including non-compliant contributors) will receive 0 points.

The information and/or documents below must be included with the tender package. Companies who do not submit all the documents below by the due date will be disqualified from the bidding process.

1. Your company profile.
2. Proof of registration on the Central Supplier Database (CSD) - CSD Report.
3. A completed and signed SBD 4 (bidders' disclosure) form (**Annexure A**) - attached.
4. Tax Compliance Status Pin.
5. Evidence/proof for points claimed for specific goals (B-BBEE certificate, sworn-affidavit, etc.)
6. The provision of your quotation and costs, inclusive of VAT (if applicable) for the transport of urine and blood samples as well as the freight/transport of sample collection equipment as outlined in **Annexure B**. When providing your quotations/costs, provide it in the order and under the headers as outlined on **Annexure C**. The quotation/cost must be provided on **Annexure C**.
7. Completed **Annexure C**.

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8. As the cost for the freight/transport of sample collection equipment from Ganterschwil, Switzerland involves foreign exchange, the forex costs must be calculated on **Monday, 28th September 2026**.

As part of the evaluation process SAIDS will trial the transport of urine and blood samples prior to the awarding of the bid and the signing of the contract.

Based on an assessment of the bids submitted, a winning bidder will be selected for the supply of courier and freight services. The advertisement period will run on the eTenders portal at the following link: <https://www.etenders.gov.za/>, for a minimum of twenty-one (21) days as per Treasury Regulations. The contract with the selected supplier is for a period of five (5) years. Tenders must be submitted physically by **12:00 (Noon/Midday)** at the **SAIDS office, Belmont Office Park, Ebdon House, First Floor, Belmont Road, Rondebosch, 7700** and via e-mail to saidsbids@saidsoz.org.za by **Tuesday, 13th October 2026**. Failure to submit the Tender documentation in both formats (hard copy and via e-mail) will result in disqualification of the bid.

You can address any questions and or queries you may have to Fahmy Galant at fahmy@saidsoz.org.za or at telephone number 021 686 1634.