

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:**
 - 2.1 Full name of bidder or his or her representative:
 - 2.2 Identity number:
 - 2.3 Position occupied in the company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax reference number:
 - 2.6 VAT registration number:
 - 2.6.1 The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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2.7 Are you or any person connected with the bidder presently employed by the State? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors/trustees/shareholders/ members or their spouses conduct business with the State in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars:

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars:

.....

2.11 Do you or any of the directors/trustees/ shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

.....

3. Full details of directors/trustees/members/shareholders:

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/Persal Number

47/84 TA (22)

4. **DECLARATION**

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3
ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR
ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

48/84 TD(22)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the **...80/20...** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

49/84 TP(22)

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
 ii) 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)
NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of bidder.....	Bid number 19/1/9/1/84TD(22)
Closing Time 11:00 on 2023-02-07	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (INCLUDING VAT)

Note: prices quoted must include all costs

EASTERN CAPE, CRIMINAL RECORD AND CRIME SCENE MANAGEMENT – as per address list

Item	Description	ICN	Quantity	Price
117	Supply of box lids	9825T05083673	1	R
118	Training in archiving and retrieval of boxes	9825T05083674	1	R
119	Supply boxes	9825T05083645	1	R
120	Return of Boxes	9825T05083646	1	R
121	Archiving costs	9825T05073654	1	R
122	Supply of boxes and lids	9825T05083648	1	R
123	Supply seals	9825T05083649	1	R
124	Retrieval of boxes	9825T05083650	1	R
125	Collection boxes	9825T05083651	1	R

- | | |
|--|--|
| - Required by: | South African Police Service |
| - At: | CR & CSM, Eastern Cape
as per attached address list |
| - Does offer comply with specification? | *YES/NO |
| - If not to specification, indicate deviation(s) | |
| - Lead Time | |

Note: prices must include all costs (VAT, Storage, delivery, retrieval etc.)

44/84TD(22)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:**
 - 2.1 Full name of bidder or his or her representative:
 - 2.2 Identity number:
 - 2.3 Position occupied in the company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax reference number:
 - 2.6 VAT registration number:
 - 2.6.1 The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

45/84TP(22)

2.7 Are you or any person connected with the bidder presently employed by the State? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors/trustees/shareholders/ members or their spouses conduct business with the State in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars:

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars:

.....

2.11 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

.....

3. Full details of directors/trustees/members/shareholders:

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/Persal Number

47/84 TA (22)

4. **DECLARATION**

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3
ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR
ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

48/84TD(22)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to ~~exceed~~**/not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20...** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

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2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

Bid: Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period".

Spec No: 1010/2022

ICN Number

9825T05073654

Item description

Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period".

No.	Category	Detail	Compliance	
			Comply	Do not comply
1	Purpose of item	1.1 To archive forensic items/ files/ documents in safe custody according to specified environmental conditions, and to retrieve and deliver the items/ files/ documents when required.		
		1.2 The bid may be awarded to different service provider as per Province. Bidders must clearly state in their bid offer for which Provinces the service will be provided and provide their cost per Province per item in the pricing schedule.		
		1.3 The bidder must complete in writing against each item 'Comply' for compliance or 'Do Not comply' for non-compliance. Failure to do this in writing may disqualify the bidder.		
2	Specifications	General		
		2.1 The bidder must provide a daily effective, efficient and secure archiving and retrieval of items/ files/ documents service to identified sites of the Division: Detective and Forensic Services of the South African Police Service in each of the Provinces.		
		2.2 The bidder must have a proven record (of at least three years and to at least twenty (20) clients) including other Government Departments for the safe and secure archiving of documentation or items - the bidder must provide proof with its bid offer.		
		2.3 The bidder must have a quality document management system to ensure the track-and-trace of all from/to each of the identified sites to/from the archiving facility; and security measures implemented at the archiving facility. The service must include real-time electronic tracking and reporting of the files received, archived, booked out and handed over to the authorised personnel of the Division: Detective and Forensic Services. Proof of certification with recognised bodies must be provided with the bid offer.		
		2.4 The bidder must have an emergency plan in place with written procedures in case of fire, flooding or accident, and when transporting the items/ files/ documents.		
		2.5 Safeguards must be in place to prevent the destruction of the case files through theft, fire, flooding or rodents and insects The fire suppression system		

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Bid: Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period".

Spec No: 1010/2022

ICN Number

9825T05073654

Item description

Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period".

No.	Category	Detail	Compliance	
			Comply	Do not comply
		must not damage the forensic files/documents/items (for example through water).		
		2.6 A system must be in place that guarantees that sealed items/ files/ documents received from the Division: Detective and Forensic Services are not tampered with.		
		2.7 The archiving facility must have a proper working fire detection and suppression system in place to safeguard items against fire. The fire detection and suppression system must be certified and be quarterly inspected to guarantee that it is in working order		
		2.8 The bidder must describe with the bid offer the elements of the quality management system that is implemented to ensure the safe custody and storage of the items/ files/ documents and to prevent unauthorised access to the archiving facility and the case files.		
		2.9 Records must be implemented and maintained of all personnel that have access to the archiving facility, including security checks/clearances.		
		2.10 The bidder must have a software system that can provide real-time information on all status changes of items/ files/ documents, to and from the Division: Detective and Forensic Services to the archiving facility at all the delivery points. The bidder must describe the system it has in place with the bid offer. The data supporting the track-and-trace must be available to SAPS when the contract expires. The records must be requested from the current Contractor.		
		2.11 On-site support for the IT infrastructure (equipment and software) involved in receiving and or delivering the items/ files/ documents archiving must be provided for the duration of the contract. The bidder shall make available a name and contact details of a person that must be contacted for rendering this support with the bid offer.		
		2.12 Authorised staff from the bidder must collect / hand-over the sealed items/ files/ documents carrying a unique identification 2-D barcode as placed thereon by the SAPS.		

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		2.13 The bidder must be able, if required by the SAPS, to receive data from the bidders' software system indicating the file tracking number and data the file was booked-out. The bidder must archive the items in the appropriate storage area and update its system within 48 hours from date of collection from sites as indicated per Annexure A.		
		2.14 If required the bidder may also be required to accept case files via the SAPS Exhibit Tracking system at the sites where this system is installed (both the SAPS member and bidders' staff member may be required to sign in via biometric/password logon onto the system and confirm the items/ files/ documents that will be transferred. The bidder's staff member will be responsible to pack the items/ files/ documents into the bidder's containers and sealing thereof.		
		2.15 The bidder must provide and price the required storage boxes/lids/seals(cable ties) in which the files/ items/ documents must be packed into.		
		2.16 Exception reports must be provided if items/ files/ documents cannot be delivered within 48 hours on request and daily update provided until such file is retrieved and delivered to the appropriate Section Head. Case files which are not retrieved and delivered within fourteen (14) days will be considered as lost or stolen and a criminal case will be opened by the SAPS.		
		2.17 The laboratory will identify authorised personnel who may request items/ files/ documents. A designated form/ an e-mail request must be completed by the laboratory requesting the items/ files/ documents and send via fax or email as agreed between the SAPS and successful bidder(s). The items/ files/ documents must be delivered according to the grouping/list sent. The designate forms / e-mail request must be secured with the bidder as proof who requested the document.		
		2.18 Items/ files/ documents requested for next day delivery will be communicated daily on week days by 15:00 to the bidder.		

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		2.19 From time-to-time the Division: Detective and Forensic Services may require the urgent retrieval of the items/ files/ documents. The items/ files/ documents must be retrieved within two (2) hours and will be collected by the SAPS.		
		2.20 The items/ files/ documents must be stored at temperature not exceeding 26 degrees Celsius and within humidity ranges that do not cause damage to the items/ files/ documents. The temperature and humidity of the archiving facility must be monitored and records thereof must be made available to Division: Detective and Forensic Services on request.		
		2.21 The laboratory will regularly inspect and perform compliance audits, including adequacy of infrastructure with respect to items/ files/ documents file tracking, appropriateness of fire suppression system, appropriateness of temperature control system and appropriateness of disaster management systems in instances of fire or flooding. Non-compliance may be considered as a breach of contract and may lead to the suspension of the contract. Before the bid is adjudicated, the SAPS will inspect the archiving and verify compliance to the bid requirements.		
		2.22 At the suspension of the contract period, the bidder must return the items/ files/ documents and documentations within 90 days or time frame as mutually agreed between the bidder and the new Contractor. The process will be overseen by designated personnel from the Division: Detective and Forensic Services. The costing of handing over files and records must be priced separately in the contract and will be regarded as an once off payment.		
		2.23 The offer must include all resources, including the provision of transport, packaging material, human resources, equipment, software, utensils and other consumables and training of SAPS staff in order to provide the service as stated in this bid specification.		
		2.24 If for any reason a specific item/ file/ document cannot be delivered within the stipulated time frame as mentioned in paragraph 2.16, the Head of the Archiving Facility must notify the responsible officer at		

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ICN Number

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Item description

Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period"

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		the appropriate site of the SAPS. A full investigation must be initiated and the corrective measures to ensure non-occurrence of the non-performance to provide the file must be provided to SAPS. Non-delivery of items/ files/ documents within the stipulated time frames as per paragraph 2.16 may be considered by the SAPS as a breach of contract by the bidder, and SAPS may take the necessary steps which may include the termination of the contract.		
		2.25 Policies and procedures of the bidder must be supplied with this bid in order to address the following: <ul style="list-style-type: none"> • Misfiling of items/ files/ documents • Undetected items/ files/ documents • Unfound items/ files/ documents 		
		2.26 All access records and track and trace records must be available relating to a specific case or group of cases, within one working day on request by Division: Detectives and Forensic Services.		
		2.27 If required by a court of law, the bidder may be required to provide oral evidence on the safekeeping, tracking and access of the files/documents/items.		
		2.28 An electronic copy of the track-and-trace data to support the archiving of files/documents/items must be provided on annual basis or on request to the Division: Detective and Forensic Services.		
		2.29 The bidder must have a disaster recovery system in place to support the data supporting the track-and-trace of items and files.		
		2.30 The bidder must provide the addresses of the archiving facilities.		
3	Transport	3.1 The transport to and from the Division: Detective and Forensic Services must occur without any stoppages. The vehicles must be installed with an operable and accredited tracking system.		
		3.2 On request, the successful bidder must provide the relevant certified tracking records for the vehicles transporting the items/ files/ documents to and from the Division: Detective and Forensic Services and the archiving facility.		

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Archiving and retrieval of forensic files for the Division: Detective and Forensic Services for a three (3) year period"

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4	Allocation of contract	4.1 Bidders must provide the service to all indicated locations of delivery.		
		4.2 Bidders must take cognisance that the contract may be linked only to specific location(s) and more than one bidder may be awarded, each providing the service to different locations.		
5	Vetting	5.1 The successful bidder must provide a list of security staff, staff working in the archiving facility and transporting the files/ documents/ files.		
		5.2 The successful bidder must provide a clearance certificate indicating that the security staffs, staff working in the archiving facility and transporting the items/ files/ documents do not have a criminal record.		
		5.3 The successful bidder must on employing new staff provide the Division: Detective and Forensic Services with a clearance certificate indicating that the new security staff, staff working in the archiving facility and transporting the items/ files/ documents do not have a criminal record.		
6	Expected Quantities to be Archived per annum	The expected quantities items/files/documents per annum to be archived is approximately 300 000.		
7	Initial Take-on	7.1 The bidder must visit each site at the Division: Detective and Forensic Services as per Appendix A as well as the current service provider and confirm the number of items/files/documents that need to be archived prior to the closing of the bid.		
		7.2 The Bidder must quantify and provide the detail and associated costing for each site (including the quantities for each Section) as per Appendix A to do the take-on.		
8	Pricing	<p>The bidder must provide clear detailed costing that will address the following: Initial take-on/collection of items/ files/ documents per site of the Division: Detective and Forensic Services as well as the current service provider.</p> <ul style="list-style-type: none"> Sealed items/ files/ documents collected or retrieved for delivery and/or archiving <ul style="list-style-type: none"> Transport costs Archiving costs Collection & Retrieval costs 		

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		<ul style="list-style-type: none">○ Return of boxed items after contract ends/ suspended• Supply Boxes with lids• Supply of Seals• Training costs per person <p>All pricing must include VAT and all other materials required.</p> <p>All prices must be indicated in the Pricing Schedule.</p>		
9	Site Visit	The bidder must accommodate a site visit for the purpose of evaluation of the bid application.		
10	Handing over	The successful bidder must collect all items/files/documents and boxes directly from all sites of the current service provider after the awarding of the bid. This will be regarded as a once off payment by the SAPS and no additional costs will be incurred.		

SPECIFICATION APPROVAL

The undersigned has reviewed and approved the specification and agree with the approach it presents. Any changes to this specification will be coordinated with and approved by the undersigned.

COMPONENT: FORENSIC SCIENCE LABORATORY

Signature:

Date: 2022/8/15

Print Name: T L Mulaudzi

Rank: Major General

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ANNEXURE A \

COMPONENT: FORENSIC SCIENCE LABORATORY (NATIONAL and REGIONAL)

COMPONENT	Forensic Science Laboratory
Name of site	FSL: Eastern Cape
Address of site	6 th Floor, Eben Donges Building, Hancock Street, North End, Port Elizabeth, 6001
Contact person(s) on site	Shame Olivier
Telephone number	041 407 6832
COMPONENT	Forensic Science Laboratory
Name of site	Platteklief Western Cape
Address of site	47 Silwerboom Avenue Platteklief, Cape Town
Contact person(s) on site	Capt AJ Mulder
Telephone number	021-929 0689
COMPONENT	Forensic Science Laboratory
Name of site	Section: Ballistics
Address of site	270 Pretoria street, Silverton, Pretoria
Contact person(s) on site	Lt Col Monakali
Telephone number	012 845-5640
COMPONENT	Forensic Science Laboratory
Name of site	Section: Scientific Analysis
Address of site	270 Pretoria Road, Silverton, Pretoria
Contact person(s) on site	Lt Col JK Masango
Telephone number	(012) 845 5709
COMPONENT	Forensic Science Laboratory
Name of site	Section: Questioned Document
Address of site	General Piet Joubert Building, 218 Visagie Street, Pretoria, 0001
Contact person(s) on site	Lt Col Perrang
Telephone number	(012) 401 3489
COMPONENT	Forensic Science Laboratory
Name of site	Section: Victim Identification Center
Address of site	1234 Stanza Bopape Street, Tulbach Park, Hatfield, Pretoria
Contact person(s) on site	Capt MA Manyama
Telephone number	(012) 423 7220 / 071 224 4115

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COMPONENT: FORENSIC SCIENCE LABORATORY (NATIONAL and REGIONAL)

COMPONENT	Forensic Science Laboratory
Name of site	Section: Biology
Address of site	730 Pretorius Street, Arcadia, Pretoria
Contact person(s) on site	Lt Col Shakoane
Telephone number	(012) 421 0172
COMPONENT	Forensic Science Laboratory
Name of site	Chemistry
Address of site	270 Pretoria Road, Silverton, Pretoria
Contact person(s) on site	Capt NS Makaluza
Telephone number	081 444 3921 / 012 845 5925
COMPONENT	Forensic Science Laboratory
Name of site	Nodal Support
Address of site	270 Pretoria Road, Silverton, Pretoria
Contact person(s) on site	Capt Engelbrecht
Telephone number	012 845 5826
COMPONENT	Forensic Science Laboratory-KwaZulu Natal
Name of site	KingsCrest Building: Nodal Support
Address of site	415 Andrew Zondo Rd, Amanzimtoti, KZN
Contact person(s) on site	Capt Dlungwana
Telephone number	(031) 904 0750
COMPONENT	Forensic Science Laboratory-KwaZulu Natal
Name of site	KingsCrest Building: Ballistics
Address of site	415 Andrew Zondo Rd, Amanzimtoti, KZN
Contact person(s) on site	WO Makhathini
Telephone number	(031) 904 0710
COMPONENT	Forensic Science Laboratory-KwaZulu Natal
Name of site	Biology KZN
Address of site	12 Bjourseth Crescent Amanzimtoti
Contact person(s) on site	WO K Johnson
Telephone number	0659908229
COMPONENT	Forensic Science Laboratory-KwaZulu Natal
Name of site	Chemistry KZN
Address of site	12 Bjourseth Crescent Amanzimtoti
Contact person(s) on site	WO BT Sishi
Telephone number	(031) 918 7023/06

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COMPONENT: FORENSIC SCIENCE LABORATORY (NATIONAL and REGIONAL)

COMPONENT	Forensic Science Laboratory-KwaZulu Natal
Name of site	Questioned Document, Charles House, Prospecton
Address of site	1 Avenue East, Prospecton
Contact person(s) on site	Mrs N Ndima
Telephone number	(031) 325-5614

COMPONENT: QUALITY MANAGEMENT

COMPONENT	Quality Management
Name of site	Lynnwood, CSIR
Address of site	CSIR, Building 4, 3rd Floor, Room 318, Meiring Naude Street, Brummeria
Contact person(s) on site	Lt Col M. Mhephu
Telephone number	012-349-3221
COMPONENT	Quality Management
Name of site	Quality Management: CR & CSM Bothongo Plaza West Building
Address of site	271 Francis Baard Street, 6th Floor
Contact person(s) on site	SEC IM Mmema
Telephone number	012 393 3707

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COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT (CR&CSM)

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Gauteng, Crime Scene Management
Address of site	271 Francis Baard Street, Bothongo Plaza West Building, Pretoria
Contact person(s) on site	Col Maimane
Cellphone number	0796975203

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Free State, Bethlehem
Address of site	15 Malan Street, Bethlehem S28°15'30/E28°18'26
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Free State, Kroonstad
Address of site	Andries Sleyen Building, Ground & 1st Floor, 64 Church & Cross Street, Kroonstad S27°40'2/E27°14'9
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Free State, Parkweg
Address of site	Absa Building 2nd & 3rd Floors 142 Charlot Maxheke Street, Bloemfontein S29°07.379'E026°13.246
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Free State, Phuthadihaba
Address of site	Old Logistics Building Area Mandela Park Area No.3, Phuthadihaba 9866 S28°31-649/E28°496 13,ELEV 1672m
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381

COMPONENT	Criminal Record and Crime Scene Management
Name of site	Free State, Selosesha
Address of site	Selosesha Police Station, Thabanchu S29°11.684/E26°49.233
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381

Name of site	Free State, Sasolburg
Address of site	4016 Chris Hani Street, Zamdela S26°50'36.4/E27°51'24.4
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381
Name of site	Free State, Welkom

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Address of site	8113 Nkoane Road, Thabong 9460 S27°57.870/E26°47.388
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381
Name of site	Free State, Provincial office
Address of site	C/O Fountain & Aliwal street first & second floors Bloemfontein 9300 S29.118602E26.217908
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381
Name of site	Free State, Welkom Explosives
Address of site	10 Peter Crescent Old SAPS Building St Helena Welkom 9460S27.987641E26.710433
Contact person(s) on site	Col Pretorius
Cellphone number	0823771381
Name of site	Mpumalanga, Acornhoek
Address of site	Police Station Building, 01 Main Street, Opposite Acornhoek Plaza S24°35'48.1"/E31°02'54.5"
Contact person(s) on site	Col Theledi
Cellphone number	0825614553
Name of site	Mpumalanga, Elukwatini
Address of site	Elukwatini SAPS Elukwatini 30,78716 / -26,06088
Contact person(s) on site	Col Theledi
Cellphone number	0825614553
Name of site	Mpumalanga, Ermelo
Address of site	Medentco Building, 48 Church Street, Ermelo S26°33'3.91/E29°56'43.83
Contact person(s) on site	Col Theledi
Cellphone number	0825614553
Name of site	Mpumalanga, Kwamhlanga
Address of site	Solomon Mahlango Drive Old Post Office Building & (HRD Building) KwaMhlanga 28,71577 / -25,43404
Contact person(s) on site	Col Theledi
Cellphone number	0825614553
Name of site	Mpumalanga, Lydenburg
Address of site	BFS-Building, c/o Kantoor & Voortrekker Street, 1st Floor, Lydenburg S26°31.395/E29°59.165
Contact person(s) on site	Col Theledi
Cellphone number	0825614553
Name of site	Mpumalanga, Mbombela (Nelspruit)
Address of site	SAPS Building, c/o Bester & Henshell street, Nelspruit S25°28.105 / E30°58.749

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