



DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

Private Bag X254, Pretoria, 0001, Tel: 012 - 841 7459, Facsimile: 012 - 841 7071
117 Cresswell Road, Silverton, Pretoria

The Manager

Reference no: 19/1/9/1/22TD (25)

Date: _____

Enquiries: Lt Colonel Lalla

Tel no: 012-841 7745

Sir / Madam

REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE

CLOSING TIME AND DATE FOR BIDS IS 11:00 on the date as specified in the document and on e-Tender

The Department of the South African Police Service requires the item(s)/service as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached annexures apply.
- Bidders to take note that the bid documents must be printed, completed and uploaded with all the required attachments and or mandatory documents on e-Tender.
- Only bid responses received on e-Tender will be considered.
- No manual responses will be accepted or considered
- The bid will be valid for a period of 90 days after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your bid.
- You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign the formal contract at this office within seven (7) days after he/she has been informed to this effect.

Yours faithfully

[Handwritten signature]
2015-12-12

ACTING COMPONENT HEAD: PROCUREMENT AND CONTRACT MANAGEMENT
JS SMIT

BRIGADIER

Date:

19/1/9/1/_22TD (25) 01_

PLEASE NOTE



BID NO: 19/1/9/1/22TD (25)
CLOSING TIME: 11:00 ON 2026-03-27

IT IS ESSENTIAL THAT THE FOLLOWING BID DOCUMENT AND THE RELEVANT SPECIFICATION BE COMPLETED IN FULL. FAILURE TO COMPLETE ANY PART OF THE BID OR SPECIFICATION WILL INVALIDATE YOUR BID DOCUMENT.

PLEASE NOTE AND ADHERE TO PARAGRAPH 1 OF THE SPECIAL CONDITIONS FAILURE TO COMPLY WILL INVALIDATE YOUR OFFER.

NOTED BY THE BIDDER:

.....
SIGNATURE: BIDDER

.....
DATE

19/1/9/1/_22TD (25) _02



BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/22TD (25)

DESCRIPTION: REQUEST FOR AN OPEN BID FOR MAINTENANCE AND REPAIR OF HAMILTON INSTRUMENTS: COMPONENT: FORENSIC SCIENCE LABORATORY: SECTION: BIOLOGY PRETORIA AND WESTERN CAPE FOR A PERIOD OF TWO (2) YEARS

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1, 4, 5 and 6.1)	X		
2	Pricing Schedule	X		
3	Central Supplier Database (CSD) Report	X		
4	Profit Margin	X		
5	Special Requirements and Conditions of the Bid	X		
6	Applicable Test Reports/Certificates/etc.	X		
7	Portfolio of Evidence	X		

BIDDER:

NAME IN PRINT

SIGNATURE

DATE

BID MANAGEMENT:

NAME IN PRINT

SIGNATURE

DATE

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

19/1/9/1/_22TD (29) 03

SUPPLIER TO COMPLETE		
Are you a NEW supplier?	YES	KINDLY REGISTER ON NATIONAL TREASURY CSD: WWW.CSD.GOV.ZA AND OBTAIN A CSD SUPPLIER NUMBER
Are you an EXISTING Supplier?	YES	KINDLY PROVIDE YOUR CSD AND POLFIN SUPPLIER NUMBER
Supplier Number in CSD		
Supplier Number in POLFIN		

OFFICE USE ONLY				
RFQ received on:			Reason for rejection:	
Accepted		Rejected		
Supplier Number in POLFIN			Supplier Number in CSD	

C. CHECKLIST OF DOCUMENTS		CROSS REFERENCE	YES	NO	N/A
1.	Copy of Business entity's Registration Documents: i.e. CK2 form <ul style="list-style-type: none"> For Close Corporations – a copy of the CIPRO report showing the directors/owners/members of the cc For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company Copy of shareholders/members certificates / agreements 	Approved on CSD			
2.	Business entity's Vat Registration Certificate	Approved on CSD			
3.	Current Business entity original Tax Clearance Certificate	Approved on CSD			
4.	Identity Documents of Shareholders/Directors/Passport Documents	Approved on CSD			
5.	Proof of CIDB Registration	Approved on CSD			
6.	Registration of bank account details	Approved on CSD			
7.	B-BBEE Status level verification certificate	Approved on CSD			

19/1/9/1/22TB (25) 04

!!!!IMPORTANT NOTICE!!!! BID 19/1/9/1/22TD (25)

**A COMPULSORY BRIEFING SESSION WILL BE HELD ON
THE 18TH FEBRUARY 2026 AT 10H30 AT PHUMALANI
BARRACKS, 03 LEEUBEKKIE STREET, DIVISION SUPPLY
CHAIN MANAGEMENT, PRETORIA**

**KINDLY NOTE THAT NO LATE COMERS WILL BE ALLOWED
IN AFTER 10H30**

**ALL BID DOCUMENTS MUST BE SUBMITTED
ELECTRONICALLY ON THE E-TENDER PORTAL ON OR
BEFORE 2026-03-27 BY 11:00 AM. KINDLY NOTE THAT NO
HAND DELIVERED DOCUMENTS WILL BE ACCEPTED.**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE

BID NUMBER:	19/1/9/1/22TD (25)	CLOSING DATE:	2026/03/27	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR AN OPEN BID FOR PLANNED MAINTENANCE, REPAIR AND UPGRADE ON HAMILTON LIQUID HANDLERS EQUIPMENT: COMPONENT: FORENSIC SCIENCE LABORATORY: SECTION: BIOLOGY PRETORIA AND WESTERN CAPE FOR A PERIOD OF TWO (2) YEARS				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

Bidders to take note that the bid documents must be printed, completed and uploaded with all the required attachments and or mandatory documents on e-Tender.

Only bid responses received by the South-African Police Service on e-Tender will be considered.

No manual responses will be accepted or considered by the South-African Police Service.

Bidders who submit manual bids will be disqualified.

BIDDER'S SUPPLIER INFORMATION

NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:		OR	CSD No:		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?						
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
	<input type="checkbox"/>	A REGISTERED AUDITOR				

		NAME:	
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 PART B 3 BELOW]
SIGNATURE OF BIDDER	DATE:	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL BID PRICE (ALL INCLUSIVE)	R		
ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SAPS	CONTACT PERSON	
CONTACT PERSON	LT COLONEL ML LALLA	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	Lallaml@saps.gov.za		
SUBCONTRACTOR(S) SUPPLIER INFORMATION			
NAME OF BIDDER'S SUBCONTRACTOR(S)			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:	OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	NAME:		
IN CASES WHERE MORE THAN ONE SUBCONTRACTOR ARE UTILIZED, PLEASE COPY THIS PAGE OR ADD AN ADDITIONAL PAGE WITH THE NECESSARY SUBCONTRACTOR INFORMATION.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1 Bidders to take note that the bid documents must be printed, completed and uploaded with all the required attachments and or mandatory documents on e-Tender.
- 1.2 Only bid responses received on e-Tender will be considered.
- 1.3 No manual responses will be accepted or considered
- 1.4 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).
- 1.5 BIDDERS AND SUBCONTRACTOR(S) MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES.
- 1.6 WHERE A BIDDER OR SUBCONTRACTOR(S) ARE NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.7 THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS AND SUBCONTRACTOR(S) MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS AND SUBCONTRACTOR(S) ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS AND SUBCONTRACTOR(S) MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 **IN BIDS WHERE SUB-CONTRACTOR(S) ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN AND CSD NUMBER.**
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.