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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: 19/1/9/1/85 TD (23)

Date: _____

Enquiries: _____

Tel no: _____

Fax no: _____

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

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.
- ! The bid must be submitted in a sealed envelope with the name and address of the bidder with the bid number closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
- ! ***Bids submitted per mail must be sent per registered mail. The Bid must still reach this office before the closing date and time. Failure to do so will invalidate the bid.***
- ! 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


BRIGADIER
ACTING COMPONENT HEAD: PROCURMENT & CONTRACT MANAGEMENT
A FOURIE

PLEASE NOTE

2



BID NO: 19/1/9/1/85TD (23)
CLOSING TIME: 11:00 ON 2024-01-22

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



BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/85TD (23)

DESCRIPTION: SUPPLY, DELIVERY, COMMISSIONING AND TRAINING OF PORTABLE HANDHELD RAMAN SPECTROMETER FOR THE FORENSIC SCIENCE ANALYSIS SECTION, INCLUDING SERVICE AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS

(Mark with Yes or No)

| | | Procurement Office | Bidder | Bid Management |
|-----|--|--------------------|--------|----------------|
| NO. | REQUIREMENTS | | | |
| 1 | SBD forms (1, 4, 6.1, 8 and 9) | X | | |
| 2 | Pricing Schedule | X | | |
| 3 | Central Supplier Database (CSD) | X | | |
| 4 | Applicable Capability / Test Report / SABS or compliance Certificate | X | | |
| 5 | Profit Margin | X | | |
| 6 | Special Requirements and Conditions of the Bid | X | | |

BIDDER:

NAME IN PRINT

SIGNATURE

DATE

BID MANAGEMENT:

NAME IN PRINT

SIGNATURE

DATE

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

IMPORTANT NOTICE!!!

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CLOSING OF BID

ALL **BID DOCUMENTS** MUST BE HANDED IN AND REGISTERED AT THE SECURITY OFFICE, DIVISION SUPPLY CHAIN MANAGEMENT, 117 CRESSWELL ROAD, SILVERTON, PRETORIA ON OR BEFORE **2024-01-22 BY 11H00 AM.**

COMPULSORY BRIEFING SESSION

A COMPULSORY BRIEFING SESSION WILL BE HELD:

DATE : 2023-12-05

VENUE : OFFICERS HALL

DIVISION SUPPLY CHAIN MANAGEMENT

117 CRESSWELL STREET, SILVERTON,
PRETORIA

TIME : 11H00

PLEASE NOTE THAT FAILURE TO ATTEND THE BRIEFING SESSION WILL INVALIDATE YOUR BID DOCUMENT. NO PERSONS WILL BE ALLOWED INTO THE BRIEFING SESSION ONCE IT HAS COMMENCED AT 11H00. PLEASE PLAN YOUR DIARY ACCORDINGLY.

THANK YOU AND YOUR CO-OPERATION IS APPRECIATED.

PART A INVITATION TO BID

5 **SBD1**

| | | | | | |
|--|---|--|--|---------------|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE | | | | | |
| BID NUMBER: | 19/1/9/1/85TD (23) | CLOSING DATE: | 2024-01-22 | CLOSING TIME: | 11H00 |
| DESCRIPTION | SUPPLY, DELIVERY, COMMISSIONING AND TRAINING OF PORTABLE HANDHELD RAMAN SPECTROMETER FOR THE FORENSIC SCIENCE ANALYSIS SECTION, INCLUDING SERVICE AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: | | | BID RESPONSE DOCUMENTS MAY BE POSTED TO: | | |
| DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE 117 CRESWELL ROAD SILVERTON PRETORIA 0184 | | | DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X254 PRETORIA 0001 | | |
| 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 | N/A |
| CONTACT PERSON | Lt Colonel ML Lalla | TELEPHONE NUMBER | N/A |
| TELEPHONE NUMBER | N/A | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | E-MAIL ADDRESS | N/A |
| 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. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.
- 1.3. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).
- 1.4. **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.
- 1.5. 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.
- 1.6. 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.

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| | | |
|-------------------------------|------------|--|
| 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 A | | 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 | | | |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

SPECIAL CONDITIONS OF CONTRACT

BID NUMBER: 19/1/9/1/85TD (23)

19/1/9/1/85TD (23): SUPPLY, DELIVERY, COMMISSIONING AND TRAINING OF PORTABLE HANDHELD RAMAN SPECTROMETER FOR THE FORENSIC SCIENCE LABORATORY: SCIENTIFIC ANALYSIS SECTION, INCLUDING SERVICE AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS

CLOSING DATE AND TIME OF BID: 2024/01/22 @ 11h00

BID VALIDITY PERIOD: 90 DAYS



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

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SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

1. ABBREVIATIONS

BAC: Bid Adjudication Committee

B-BBEE: Broad-Based Black Economic Empowerment

CPA: Contract Price Adjustment

ISO: International Organisation for Standardisation

QC: Quality Control

ROE: Rate of Exchange

SABS: South African Bureau of Standards

SANAS: South African National Accreditation System

SBD: Standard Bidding Document

STATS SA: Statistics South Africa

VAT: Value- Added Tax



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

2. BID DOCUMENT CHECK LIST

| NO. | DOCUMENT NAME | YES | NO |
|-----|--|-----|----|
| 1 | SBD 1 Invitation to bid | | |
| 2 | Central Supplier Database Report | | |
| 3 | SBD 4 Declaration of interest | | |
| 4 | SBD 6 (1): Preference Points Claimed (BBBEE) | | |
| 5 | Special Conditions of Contract | | |
| 6 | General Conditions of Contract | | |
| 7 | Test reports (if applicable) | | |
| 8 | Mandatory documents (if applicable) | | |
| 9 | SBD 5 (if applicable) | | |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

3. SCOPE

The South African Police Service requires prospective suppliers to submit bids for the **Bid No. : 19/1/9/1/85TD (23): Supply, Delivery, Commissioning And Training Of Portable Handheld Raman Spectrometer For The Forensic Science Laboratory: Scientific Analysis Section, Including Service And Maintenance For A Period Of Three (3) Years**, in accordance with Specification 323270/2023 and shall commence on the date of signature of the contract by both parties.

4. SECTION A

4.1 LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract (SCC) are supplementary to that of the General Conditions of Contract (GCC). Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

4.2 BID INFORMATION/BRIEFING SESSION

A compulsory briefing session will be held at Division Supply Chain Management 117 Cresswell Street on 5th December 2023 at 11H00.

4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

| Phase 1 | Phase 2 | Phase 3 |
|--|---|--|
| Administrative and Mandatory Bid Requirements | Technical Compliance | Price and Specific goals |
| Compliance with Mandatory and Administrative Bid requirements. SBD forms | Compliance to technical requirements / specification. | Bids evaluated in terms of the 80/20 preference system |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

must be completed and
signed.

4.3.1 PHASE 1: ADMINISTRATIVE, OTHER AND MANDATORY BID REQUIREMENTS

4.3.1.1 ADMINISTRATIVE AND OTHER BID REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted. Bidders who fail to comply with any of administrative requirements **may be disqualified**.

| ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED | |
|--|--|
| Invitation to Bid – SBD 1 | YES – Please complete and sign the supplied form |
| Declaration of Interest – SBD 4 | YES – Please complete and sign the supplied form. |
| Preference Point Claim Form SBD 6.1 | YES – Generally, non-submission will lead to a zero score preference points. |
| General Conditions of Contract | NO – Bidders <u>must only familiarise</u> themselves with the content of the document |
| Special Conditions of Contract | YES - Bidders must sign acknowledgement that they <u>familiarise</u> themselves with the content of the document |
| Cost components | YES – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract. |
| Central Supplier Database registration | YES – Please submit CSD report to prove registration and preference points. |
| Tax Clearance Requirements | YES – The <u>CSD</u> and the <u>tax status pin</u> are the approved method that will be utilized to verify tax compliance. |

| OTHER REQUIREMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED | |
|---|---|
| Proof of IP67 or better rating must be submitted with the bid document. | YES – To be submitted together with the bid document. |
| Proof of MIL STD 810 G test must be submitted with the bid document. | YES – To be submitted together with the bid document. |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

| | |
|---|---|
| A cost breakdown of the bid price, including VAT must be submitted with the bid documents. | YES – To be submitted together with the bid document. |
| A document indicating a library with all-inclusive Raman database on offer with an average equivalent number of compounds to those in ST Japan all-inclusive Raman database must be submitted with the bid documents. Additionally, a total number of compounds per database category must be declared on the document. | YES – To be submitted together with the bid document. |

4.3.1.2 MANDATORY REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements.

Bidders who fail to comply with any of the mandatory and other requirements will be disqualified.

| MANDATORY REQUIREMENTS | |
|--|---|
| Authorisation Declaration Bidders sourcing products from a third party must submit the authorisation declaration letter of the third party, see paragraph 7.1 of the Special Conditions of Contract outlining all requirements as required in the letter. See Annexure "A". | YES – To be submitted together with the bid document. |
| Pricing Schedule | YES – Please complete and sign the supplied form. |
| The instruments on offer must be the latest available model from the manufacturer and must be a brand new portable handheld Raman spectrometer. | YES – To be submitted together with the bid document. |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

| | |
|--|--|
| A letter from the manufacturer confirming this must be attached to the bid documents. | |
| A written document from the manufacturer of the instrument must be submitted with the bid documents to confirm the 10 years instrument lifetime technical support and availability of spare parts, software and compatible computers. | YES – To be submitted together with the bid document. |
| The instruments must have at least 2 year manufacturer's warranty. The document from the manufacture confirming the warranty period as well as what is covered under the warranty, must be submitted with the bid documents. | YES – To be submitted together with the bid document. |
| The instrument and ancillary items shall be commissioned by bidder's trained and approved Service technician. The technician must have been trained on the model on offer or similar. Training certificates of the technician must be submitted with the bid documents. | YES – To be submitted together with the bid document. |
| Product brochures with full specifications of the instrument being offered must be submitted with the bid documents. The product brochures must have all the information supporting the bidder's response to all the technical requirements specified in this document. Additional | YES – To be submitted together with the bid document. |



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

| | |
|---|--|
| <p>technical specifications of the instrument on offer can be supplied in a letter format with the manufacture's letter head and must be dated.</p> | |
|---|--|

4.3.2 PHASE 2: TECHNICAL COMPLIANCE

This phase entails the evaluation of bids for technical compliance.

South African National Standards and/or Private Specifications

- a) Items must comply with standards and/or specifications as per South African Police Service Spec **323270/2023** included in the bid document.
- b) Bidders must enquire at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

STANDARDS:

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191, Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za Website: www.sabs.co.za and follow the "Search/Buy Standards" link

South African National Accreditation System (SANAS):

The contact details of SANAS are as follows: Postal Address: Private Bag x 23, Sunnyside, Pretoria, 0132; Physical Address: The DTI Campus, 77 Meintjies Street, Sunnyside, Pretoria, 0002, Tel: 012- 394 3760, Fax: 012-3940526.

4.3.3 PHASE 3: PREFERENCE POINT SYSTEM AND PRICE

i. Preference points system 80/20

- a) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the South African Police Service on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

The bid price (maximum 80 points) – Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price:



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/85TD (23)

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- c) A bidder (supplier) may claim a maximum of 20 points for specific goals, if such bidder supplier is;

| | |
|--|----------|
| Persons historically disadvantaged on the basis of race with at least 51% ownership | 5 points |
| Persons historically disadvantaged on the basis of gender with at least 51% ownership by woman | 5 points |
| Persons with at least 51% ownership who are youth | 5 points |
| Persons historically disadvantaged by unfair discrimination on the basis of disability with at least 51% ownership | 5 points |

- d) Bidders are required to complete the preference claim form (SBD 6.1).
- e) The points scored by a bidder in respect of the specific goals will be added to the points scored for price.
- f) Only bidders who have completed and signed the declaration part of the preference claim form will be considered for specific goals points.
- g) Failure on the part of the bidder to comply with the paragraphs above will be deemed that specific goal points are not claimed and will therefore be allocated a zero (0).
- h) The South African Police Service may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- i) The points scored will be rounded off to the nearest 2 decimals.
- j) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of specific goal points.
- k) However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal specific goal points, the contract will be awarded to the bidder scoring the highest for functionality.
- l) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



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- m) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax. In case a bidder's price is not VAT inclusive, total price quoted will be regarded as final.

6. PRICING STRUCTURE AND SCHEDULE

- a) One price is required per item and prices quoted must be furnished on the basis of supply and delivery including Value Added Tax.
- b) The yearly prices MUST be all inclusive. This means, all direct and indirect related costs must be included in the prices and be firm for the period of one year.
- c) The pricing schedule will be accessible from the bid document. All prices must be submitted with the bid document.
- d) Conditional discounts offered will not be used for evaluation purposes.
- e) Pricing provided for term contracts must remain firm for the first year after signing of the contract. Contract price adjustments must be applied for.

7. OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID

7.1 AUTHORISATION DECLARATION/ LETTER FROM THE MANUFACTURER /OTHER COMPANY

Any bidder WHO IS NOT the actual manufacturer/ and will be sourcing goods or services from another company must submit an unconditional letter from the company(ies) or supplier(s) confirming firm supply arrangement(s) in this regard, which has to accompany the bid at the closing date and time of bid. The said company or supplier must:

- confirm that it has familiarised itself with the item description, specifications and bid conditions
- If the bid consist of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.
- It must be indicated in the above-mentioned letter that firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and manufacturer, company or supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon, as per Annexure "A".



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Non-compliance with the above-mentioned special conditions would automatically invalidate the bid for such products offered."

The South African Police Service reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the South African Police Service will exercise any of the remedies available to it in the bid documents.

No agreement between the bidder and the third party will be binding on the South African Police Service.

An authorisation declaration with conditional arrangements will not be accepted. Bidders must ensure that all arrangements are agreed to before submitting a bid.

8. TAX COMPLIANCE REQUIREMENTS

It is a condition of this bid that the tax matters of a successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted; Bidders are required to be registered on the Central Supplier Database and the South African Police Service shall verify the bidder's tax compliance status through the Central Supplier Database.

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 Central Supplier Database. The South African Police Service will not award a bid to any bidder or sub-contractors whose tax matters are not in order.

9. FORMAT AND SUBMISSION OF BIDS

In order to simplify the evaluation process, Bidders are required to submit their bids in the following manner:

| SECTION | REQUIRED DOCUMENTS |
|-----------|--|
| Section 1 | Standard bidding documents (SBD 1, SBD 4, SBD 6.1 and CSD report |
| Section 2 | Authorisation Declaration and item list |



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| | |
|-----------|--|
| Section 3 | Test reports (if applicable) |
| Section 4 | Any other information (e.g. Company profile, Local economic development submission etc.) |

10. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the bidder.

11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

12. FRONTING

The SAPS supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the South African Police Service condemn any form of fronting.

The South African Police Service, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.

Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the South African Police Service may have against the bidder / contractor concerned.



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13. SUPPLIER DUE DILIGENCE

The South African Police Service reserves the right to conduct supplier due diligence prior to award or at any time during the evaluation process. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof will disqualify the bid.

The South African Police Service also reserves a right to conduct supplier due diligence during the contract period. Information submitted by the contractor will be verified and any misrepresentation thereof the South African Police Service reserves a right to institute remedial actions available. Due diligence may include preannounced or no-announce site visits.

Specify Due Diligence requirements / goals:

- Capacity and capability.
- Confirmation of physical address as per SBD1.
- All information provided in the bid document will be verified.
- The bidder must be in a position to provide SAPS with an operational demonstration of the portable handheld Raman spectrometer being offered or a similar model on request in the Republic of South Africa.
- Verification of all library and databases will be verified during due diligence.

14. COMMUNICATION

SAPS: Procurement and Contract Management may communicate in writing with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

Any communication to any other government official or a person acting in an advisory capacity for the South African Police Service in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

All communication between the bidder and the SAPS: Procurement Management MGP & Services must be done in writing.