

INVITATION TO BID

REQUEST FOR BID DESCRIPTION: **SERVICE PROVIDER FOR OCCUPATIONAL HEALTH CLINIC SERVICE**

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	☐	☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	☐	☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	☐	☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	☐	☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	☐	☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	☐	☐
7.	Designated sectors: Local production and content. (Where applicable)	☐	☐
8.	Originally certified copy of Identity Document for the Company representative	☐	☐
9.	Copy of latest audited financial statements	☐	☐
10.	Bid conditions acceptance form on KD17 (Mandatory)	☐	☐

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EHRD/2021/30

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 01 March 2022 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager: Supply Chain Management Department
Armscor SOC Ltd

Postal address: Armscor SOC Ltd
Private Bag X337
Pretoria
0001

Delivery address: Armscor Head Office
370 Nossob Street
Erasmuskloof Ext 4
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 4 dated 14 February 2020 and the Rules of Procedure for Offerors (A-STD-0010) Issue 2 dated 21 April 2014, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following:	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

Declaration of Bidder's Past Supply Chain Management Practices

This Standard Bidding Document serves as a declaration to ensure that goods and services being procured are aligned with all reasonable steps are taken to combat the abuse of the supply chain management system. The bid of any bidder may be disregarded if that bidder or any of its directors have been involved in the abuse of public institution's supply chain management system

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	☐	☐
	If so, furnish particulars:		
2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	☐	☐
	If so, furnish particulars:		
3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	☐	☐
	If so, furnish particulars:		
4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐
	If so, furnish particulars:		

CERTIFICATION

I, the undersigned (full name).....certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

BID CONDITIONS ACCEPTANCE FORM

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 4 dated 14 February 2020 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 14 February 2020, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

 (no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-
The Security Registration
Private Bag X337
PRETORIA
0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Broad-Based Black Economic Empowerment Compliance:**

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 5.2 Failure to comply with the **B-BBEE Mandatory and Compulsory requirements** as stated in the KD24 will lead to disqualification.

6. **Advance payments:**

Bidders shall furnish the price without advance payment. (Consult paragraph 8 of A-STD-0010).

7. **Performance Guarantee:**

Armscor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

8. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

9. **Tax Compliance Requirements**

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

- 9.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
The applicable points are:

Price: (Pp) 80 Points

Broad-Based Black Economic Empowerment: 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$P_s = P_p$

Provided that $\sum (P_{pa}) = 80$

Where:

P_s	= points scored for bid/bid under consideration
P_p	= points scored for price
a	= allocated

The points scored for price (P_p) = $P_{pa} \times (1 - \frac{P_t - P_m}{P_m})$

Where: P_{pa} = points allocated for price

P_t = comparative price of bid/bid under consideration

P_m = comparative price of lowest acceptable bid/bid

11. Objective Criteria

- 11.1 A contract may be awarded to a bidder that did not score the highest points only in accordance with section 2 (1) (f) of the Act. If Armscor intends on applying objective criteria in terms of section 2(1) (f) of the Act, this will be stated in the bid document.

12. Mandatory local production and content for designated sectors

- 12.1 When applicable, bids not meeting the mandatory local production and content for designated sectors will not be considered for further evaluation.
- 12.2 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

RESTRICTED

KD17

BID NUMBER : EHRD/2021/30

CLOSING AT 11:00 ON : 01 March 2022

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER :

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1	Service provider for Occupational Health Clinic Service for the 2022/23, 2023/24 and 2024/25 financial years. See Annexure A and B for complete work breakdown. (2022/2023 Financial year)				
	Specialist Occupational Medical Practitioner	1			
	Occupational Health Nurse Practitioner (OHNP)	2			
2	(2023/2024 Financial year)				
	Specialist Occupational Medical Practitioner	1			
	Occupational Health Nurse Practitioner (OHNP)	2			
3	(2024/2025 Financial year)				
	Specialist Occupational Medical Practitioner	1			
	Occupational Health Nurse Practitioners (OHNP)	2			
	Mandatory Black Equity Ownership April 2021/22 – Minimum 35% - applicable Pre-qualification criteria (Regulation 4) • B-BBEE status of at least level 1				
TOTAL (excluding VAT)					
VAT					
TOTAL (including VAT)					

1. Delivery address: Armscor Head Office

2. * Period required for commencement of delivery, after receipt of order:.....

3. * Rate of delivery:

4. * Period required for completion of order, after receipt thereof:.....

* Must be completed by bidder if not completed by Armscor.

1. PURPOSE

The purpose of this RFB is for the appointment of 1 x Specialist Occupational Healthcare Medical practitioner, to offer integrated employee wellness and 2 x Occupational Health Practitioners (nurses) in Armscor for the 2022/23, 2023/24 and 2024/25 financial years.

BIDDERS BRIEFING

A non-compulsory Bidders briefing will be held at Armscor Head Office on 16 February 2022 and will start at 09h00.

2. BID EVALUATION CRITERIA:

2.1 **Mandatory Black Equity Ownership - Applicable**

April 2021/2022 - Minimum Black Equity Ownership 35%

Evidence required

The Bidder's shall submit a valid B-BBEE verification certificate issued by a SANAS accredited verification agency and/or CIPC BBEE certificate and/or a completed sworn Affidavit that confirms BEO of at least 35%, without which the bid shall not be evaluated further.

2.2 **Pre-Qualification Criteria (Regulation 4) - Applicable**

B-BBEE Minimum Status Level 1 is required.

Evidence required

The Bidder's shall submit a valid B-BBEE verification certificate issued by a SANAS accredited verification agency and/or CIPS BBEE certificate and or a completed sworn Affidavit that confirms a minimum B-BBEE Status Level 1, without which the bid shall not be evaluated further

2.3 **CRITICAL CRITERIA – SPECIALIST OCCUPATIONAL MEDICAL PRACTITIONER.**

Critical Criteria are those criteria used to determine whether the bidder complies with certain crucial requirements to perform a task or not. Failure by the bidder to comply with any of the stated criteria will result in the bid being excluded from further evaluation.

The following criteria are applicable:

2.3.1 Criteria 1

The Bidder shall allocate a qualified Specialist Occupational Medical Practitioner.

Evidence required:

The bidder shall submit with the bid a copy of qualifications for the allocated resource (Specialist Occupational Medical Practitioner) a Bachelor's degree in Medicine & Surgery (MBCHB) and a copy of diploma in Occupational health and medicine (DOH).

2.3.2 Criteria 2

A valid dispensing license for the Specialist Occupational Medical Practitioner (OMP)

Evidence Required

The bidder shall submit with the bid a valid dispensing license for the Specialist Occupational Medical Practitioner (OMP)

2.3.3 Criteria 3

A valid registration with the relevant health professional body for the Specialist Occupational Medical Practitioner (OMP)

Evidence required:

The bidder shall submit a valid copy of registration with HPCSA for the Specialist Occupational Medical Practitioner (OMP)

2.3.4 Criteria 4

The bidder shall allocate a Specialist Occupational Medical Practitioner that is qualified in Audiometry, Spirometry & Vision Screening

Evidence required:

The bidder shall submit Copies of valid certificates for the allocated Occupational Medical Practitioner in the following areas:

- Audiometry,
- Spirometry and
- Vision Screening

2.3.5 Criteria 5

The bidder shall allocate a Specialist Occupational Medical Practitioner that has at least 5 years' experience in providing occupational health services

Evidence required

The bidder shall submit with the bid for the allocated Specialist Occupational Medical Practitioner, a reference letter from previous client/s with relevant contact details confirming that the allocate resource has at least 5 years' experience in providing Occupational health services

2.3.6 Criteria 6

The bidder shall allocate an Experience Specialist Occupational Medical Practitioner Service for a client / organisation/s with equal or more with a staff complement of at least 500

Evidence required

The bidder shall submit with the bid for the allocated Specialist Occupational Medical Practitioner a Reference letter from previous client/s / organisation/s with relevant contact details confirming that the allocated resources have an experience in Occupational Health Service for a client/s / organisation/s with equal or more a staff complement of at least 500

2.3.7 Criteria 7

The bidder shall allocate a Specialist Occupational Medical Practitioner which has previous experience in a Trade Union environment.

Evidence required

The bidder shall submit with the bid for the allocated Specialist Occupational Medical Practitioner a Reference letter from previous client/s with relevant contact details confirming that the Specialist Occupational Medical Practitioner have experience in working in a Trade Union Environment.

2.4 CRITICAL CRITERIA – OCCUPATIONAL HEALTH NURSE PRACTITIONER.

Critical Criteria are those criteria used to determine whether the bidder complies with certain crucial requirements to perform a task or not. Failure by the bidder to comply with any of the stated criteria will result in the bid being excluded from further evaluation.

The following criteria are applicable

2.4.1 Criteria 8

The Bidder shall allocate 2 x Qualified Occupational Health Nurse Practitioners (OHNP)

Evidence required:

The bidder shall submit with the bid a copy of qualifications for each of the 2 x Occupational Health Nurse Practitioners (OHNP):

- Diploma in General Nursing Science and Art and
- B.Tech. Occupational Health

2.4.2 Criteria 9

The bidder shall allocate resources with valid dispensing licenses for both Occupational Health Nurse Practitioners (OHNP)

Evidence Required

The bidder shall submit with the bid the following for the Occupational Health Nurse Practitioners (OHNP)

- Valid Dispensing license and
- Valid Registration with South African Nursing Council (SANC) for the year 2022

2.4.3 Criteria 10

The bidder shall allocate resources for the Occupational Health Nurse Practitioners (OHNP) that is qualified in Audiometry, Spirometry & Vision Screening

Evidence required

The bidder shall submit Copies of valid certificates of the allocated resources for the Occupational Health Nurse Practitioners (OHNP) in the following areas:

- Audiometry,
- Spirometry and
- Vision Screening

2.4.4 Criteria 11

The bidder shall allocate resources of the Occupational Health Nurse Practitioners (OHNP) that have at **least 3 years' experience** in providing occupational health services

Evidence required

The bidder shall submit with the bid for each allocated resources for the Occupational Health Nurse Practitioner (OHNP) a reference letter from previous client/s with relevant contact details confirming that the allocate resources have at least 3 years' experience in providing Occupational health services

2.4.5 Criteria 12

The bidder shall be in good standing with the Compensation Commissioner in terms of the Compensation of Occupational Injuries and Diseases Act (COIDA).

Evidence required:

The bidder shall submit a valid COIDA certificate issued by the Department of Labour (DoL) or any other agency accredited by the Department of Labour (DoL).

ANY BID NOT COMPLYING WITH THE CRITERIA AS INDICATED ABOVE WILL BE ELIMINATED

3. MANDATORY ORDER CONDITIONS**3.1 Price Basis**

Services rendered Armscor.

4. PRICE VARIATION

- 4.1 An order will be placed with fixed prices.
- 4.2 Evaluation of the bids shall be calculated on the lowest total combined prices, for all three financial years.
- 4.3 A complete price breakdown of the 1 x Specialist Occupational Medical Practitioner and 2 x Occupational Health Nurse Practitioners (OHNP) to be provided.

5. SPECIAL CONDITIONS:

If the bidder are to provide Armscor with a substitute Specialist Occupational Medical Practitioner and Occupational Health Nurse Practitioner/s for any reason whatsoever, the substitutes as provided by the successful bidder must ensure that they have all the required qualifications that is valid stipulated above (Criteria 1 to 12)

This however needs to be arranged with and authorized by Armscor management responsible for managing the order at least five working days in advance.

6. PREFERENCE POINT SYSTEM

The 80/20 preference point system is applicable to this Bid. 80 Points will be allocated for Price & 20 will be allocated for B-BBEE

7. Delivery Period

- 7.1 Delivery of item 1 on or before 15 February 2023
- 7.2 Delivery of item 2 on or before 15 February 2024
- 7.3 Delivery of item 3 on or before 15 February 2025

Or as determined by Armscor in each financial year

STATEMENT OF REQUIREMENT

CONTENT

1. Introduction
2. Normative / Informative References
3. Specification For Occupational Health Programme
4. Facility Management
5. Employee Wellness
6. Emergency Preparedness
7. Occupational Health Management Reporting And Record Keeping
8. Audit Clinic And Quality System
9. Specialist /Therapist Consultation

STATEMENT OF REQUIREMENT**1. INTRODUCTION**

This document stipulates the requirement for the supply of an Industrial clinic service at Armscor at the following sites for a period of three years:

HEAD OFFICE, PROTECHNIK, GEROTEK, ALKANTPAN, IMT, CENTURION,

1.1 Executive Summary

Armscor Management is required to comply with the requirements of the Occupational Health and Safety Act (OH&S Act) and the accompanying regulations. These legal requirements describe the provision of appropriate first aid which is commensurate with the occupational risk to which the employees are exposed, and the provision of service to assess, monitor and measure employee's exposure to hazardous chemicals and biological agents.

1.2 Need Statement

Occupational Health Programme service consist of

- 1.2.1 Health Risk Assessment
- 1.2.2 Occupational Hygiene Survey
- 1.2.3 Training
- 1.2.4 Audit of Clinic and quality system
- 1.2.5 Occupational Therapist Consultation
- 1.2.6 Management of the Workmen's Compensation System
- 1.2.7 Employee Wellness Programme

Armscor management has decided to consolidate all of the requirements and to outsource this service for a period of three years (36 Months) from date of order.

2. NORMATIVE / INFORMATIVE REFERENCES**2.1 NORMATIVE**

- 2.1.1 Occupational Health and Safety Act 85 of 1993 and Regulations
- 2.1.2 Department of Education and Labour
- 2.1.3 Department of Health

2.2 ABBREVIATIONS / ACCRONYMS

ARMSCOR	Armaments Corporation of South Africa
CLIENT	Armscor
COID	Compensation for occupational Injuries and Diseases (Act/fund)
CXR	Chest X-Ray
EP&R	Emergency Preparedness and Response
HBA	Hazardous Biological Agents
HCS	Hazardous Chemical Substance
HRA	Health Risk Assessment
HIRA	Hazard Identification & Risk Assessment

MSDS	Material safety Data Sheet
MRSCA	Medicine & Related Substances Control Act
NIHL	Noise Induced Hearing Loss
OMP	Occupational Medical Practitioner
OHNP	Occupational Health & Safety Act no 85 of 1993
PPE	Personal protective clothing, equipment
HPSANC	Health Professional of South African National Council
SANC	South African Nursing Council
SHEQ	Safety, Health, Environment & Quality
URS	User Requirement Specification
SASOHN	South African Society of Occupational health Nurses
P&R	Emergency preparedness and Response

APPROVING / ACCEPTING AUTHORITY: The Project Manager, in conjunction with the client's Quality section.

PROJECT MANAGER: An employee of the client whom the client has instructed to supervise and coordinate all matter relating to this contract.

3. SPECIFICATION FOR THE OCCUPATIONAL HEALTH PROGRAMME

The contractor shall service the functions of the contract, reference in the Specification document.

3.1 Health Risk Assessment

- 3.1.1 The contractor shall compile a HRA as required by the OH&S Act and its associated regulations.
- 3.1.2 The HRA shall accommodate all of the occupational health requirements detailed in relevant regulation including but not limited to:
 - 3.1.2.1 HCS regulations
 - 3.1.2.2 HBA regulations
 - 3.1.2.3 NIHL regulations
 - 3.1.2.4 Armscor regulations
 - 3.1.2.5 Asbestos regulations
- 3.1.3 The contractor shall compile an HRA report which shall describe and assess the health risk present in every workplace inclusive of Armscor sites in Centurion (Technopark and Gerotek) The HRA report shall describe the HRA methodology and health risk rating system
- 3.1.4 The HRA shall be conducted by an OMP who shall access all available relevant documentation, including previous HRA, Occupational Hygiene reports, MSDSs, PPE Specification report, PPE issue register, Occupational Medical Histories, Occupational Risk Exposure profiles, Job Specifications, Ergonomic survey reports in order to compile the HRA report.
- 3.1.5 The HRA report shall include SHE management information such as findings and recommendations.
- 3.1.6 The HRA shall be conducted at intervals not exceeding two years from last HIRA conducted.

3.2 Occupational Hygiene Survey

- 3.2.1 The contractor shall compile an Occupational Hygiene survey as required by the OH&S Act and related regulations
- 3.2.2 The contractor shall compile an Occupational Hygiene survey report, which shall describe health risks present in every workplace include of Armscor sites in Centurion.
- 3.2.3 The HRA shall be conducted at intervals not exceeding two years from the last HRA conducted.

3.3 Medical Surveillance Programme

- 3.3.1 The contractor shall design and implement an appropriate medical surveillance programme for all employees. The medical surveillance programme shall be compiled from HRA report and medical histories. The medical surveillance programme shall include a risk based medical surveillance schedule for each employee.
- 3.3.2 The contractor shall ensure that the medical surveillance programme complies with the requirements of the Occupational Health and Safety Act and regulations
- 3.3.3 The scope of the medical surveillance programme shall include but not limited to the following aspects:
 - 3.3.3.1 Physical examinations
 - 3.3.3.2 Vision Screening (Snellen)
 - 3.3.3.3 Colour blindness
 - 3.3.3.4 Audiometry screening
 - 3.3.3.5 Spirometry
 - 3.3.3.6 Chest X-rays
 - 3.3.3.7 Biological monitoring
 - 3.3.3.8 Work at Height Medical
 - 3.3.3.9 Confined space Medical
 - 3.3.3.10 Driver Medical

3.3.4 Medical surveillance Examinations

- 3.3.4.1 The contractor shall conduct medical surveillance examinations in accordance with the requirements of the medical surveillance programme and the medical surveillance schedule.
- 3.3.4.2 Examinations shall be provided for the 100% of risk-exposed employees
- 3.3.4.3 The contractor shall brief employees regarding the medical surveillance programme and arrange to obtain employee consent prior to conducting any medical procedures. The contractor shall keep records of the employee consent in the Armscor Clinic.
- 3.3.4.4 The contractor shall arrange specialist referrals for examinations and tests arising from work related medical issues because of the medical surveillance programme.
- 3.3.4.5 The contractor shall issue to the client and each employee a suitability to work report for each employee as soon as the medical surveillance programme for the employee is completed.

3.3.5 Client Hr Management Support

- 3.3.5.1 The contractor shall conduct employee pre-employment medicals, exit medicals as requested by the client's HR department from time to time.
- 3.3.5.2 The contractor shall provide the services of an OMP to assist and advise the client's HR department to process medical boarding cases. The OMP will be part of the incapacity management team.

3.3.6 Workman's Compensation Cases

- 3.3.6.1 In liaison with the client, the contractor shall facilitate the reporting of all COID cases, arising from occupational injuries or diseases to the Compensation Commissioner.
- 3.3.6.2 To track and timeously follow up on all COID claims and payments for medical services rendered on behalf of employees and ex-employees.

3.3.7 Primary Health Care

- 3.3.7.1 The contractor shall provide a basic emergency primary healthcare service for all employees, including the dispensing of medicines in accordance with Department of Health permit in terms of section 22c.
- 3.3.7.2 Only items appearing on a medicine list approved by the client shall be dispensed from the clinic.
- 3.3.7.3 The contractor shall refer patients to a doctor or specialist where necessary at the employee's own cost.

4 FACILITY MANAGEMENT

4.1.1 Management

- 4.1.1.1 The contractor shall manage and staff the Armscor clinic, ensuring that the services specified in the contract are functional and available at all times during Armscor's normal working hours from Monday to Friday 07:30 until 16:20
- 4.1.1.2 The contractor shall ensure that all the times the clinic is staffed with an OHNP who is registered with the Health Professions Council of South Africa (HPCSA) The contractor shall provide the services of an OMP who is registered with HPCSA, two days per week.
- 4.1.1.3 The contractor shall arrange to provide a locum should normal OHNP/OMP be temporarily unavailable.
- 4.1.1.4 The contractor shall ensure that all medical waste shall be handled, stored, transported and disposed of in accordance with relevant legislation. The client shall be provided with Certificate of Safe Disposal for each batch of medical waste that is disposed. The contractor and a representative from the disposal site, confirming that the waste has been disposed of appropriately in line with legislation, shall sign each certificate.
- 4.1.1.5 The client undertakes to provide and maintain the clinic in terms of the Department of Health permit application form section 22c
- 4.1.1.6 The contractor shall ensure that the equipment used by the clinic (Contractor equipment as well as Armscor equipment) are calibrated. If the equipment falls out of calibration, the contractor shall calibrate all equipment. Calibration

of contractor's equipment shall be for the cost of the contractor, while calibration of Armscor equipment shall be for the cost of Armscor.

4.1.1.7 The contractor is to supply a list of all necessary consumables and equipment that is needed to enable the contractor to carry out the scope of the service as defined. This list will consist of items that will be provided by the contractor.

4.1.1.8 A list of equipment (asset) that Armscor will provide are displayed in the clinic.

5. EMPLOYEE WELLNESS

The contractor shall provide an employee wellness service to all employees. The service shall include but not limited to:

5.1 Chronic disease monitoring

5.2 HIV/AIDS counselling

5.3 COVID-19

5.4 Manage occupational rehabilitation in the return to work of employee who were on extended sick leave for reasons of ill health or injury

5.5 Develop medical wellness strategies in line with legislation and relevant protocols.

5.6 Investigate and provide report on excessive sick absenteeism as well as disability on a monthly basis

5.7 Manage and assist with work related clinical matters, e.g. incapacity management etc.

5.8 Comprehensive employee wellness services

5.8.1 Virtual and Telephonic Counselling -Counsellors must be available 24/7/365 to provide counselling in all 11 official languages on emotional and psychosocial problems and concerns

5.8.2 Healthy Lifestyle support services

5.8.3 Family counselling and Support Benefit

5.8.4 Counselling and support for Addiction

5.8.5 Care Calls to individual or group employees-

5.8.6 When the employer is concerned about the psychological wellbeing of one or a group of employees, arrange care calls to these employees.

5.8.7 Trauma Intervention -Support around a traumatic work related incident group interventions.

5.8.8 Financial and Legal Advice to employees on managing their finances and planning for their future as well as legal advice

5.8.9 Managerial Referrals - Formal referrals when a job performance problem exists as a result of challenges and personal problems concerns they are facing in the wake of our current reality, please complete the attached formal referral consent form with the employee and submit it to asknelson@kaelo.co.za

5.8.10 Managerial Support - Managerial coaching and support to help managers cope with difficult work circumstances

5.8.11 COVID-19 Support - COVID-19 support and advice related to prevention, diagnoses and treatment of COVID-19.

5.8.12 The above services must be confidential, and available to employees and their immediate family.

6. EMERGENCY PREPAREDNESS AND RESPONSE SUPPORT

- 6.1 The contractor shall provide an emergency medical first response service, which is commensurate with the potential injuries, which may be expected to occur in the workplace. The contractor shall provide support to Armscor first aiders when required.
- 6.2 The contractor shall provide medical consumables to first aiders in order for them to maintain optimum first aid box stock levels.
- 6.3 The contractor shall meet with Armscor first aiders on a monthly basis. The purpose of the meeting shall be to promote and improve Armscor existing first aid services and to develop the first aider skills and motivation.
- 6.4 The contractor shall be a member of the Armscor Emergency preparedness and response team.
- 6.5 The contractor shall be required to assist with Emergency Preparedness and Response planning processes
- 6.6 The contractor shall be required to liaise with external parties such as Department of Defence, Fire Department, local emergency services etc.
- 6.7 The contractor is expected to affiliate themselves with ambulance services

7. OCCUPATIONAL HEALTH MANAGEMENT, REPORTING AND RECORDKEEPING

- 7.1 The contractor shall manage an Occupational health management system capable of the following:
 - 7.1.2 Employee medical records keeping system
 - 7.1.3 Clinic inventory and stock management system
 - 7.1.4 Medical & medicine consumables register
 - 7.1.5 Medical surveillance scheduling according to an approved medical surveillance matrix
 - 7.1.6 Case follow up scheduling
 - 7.1.7 COID case tracking
 - 7.1.8 Letters of referral
 - 7.1.9 Identification and monitoring of occupational related conditions
 - 7.1.10 Off-site backup of all information
 - 7.1.11 Clinic services budget expenditure tracking
 - 7.1.12 Medical Record Archive
 - 7.1.13 Provide integrated management reports monthly and annually on the following aspects:
 - 7.1.13.1 Medical surveillance programme & suitability to work status
 - 7.1.13.2 Employee health status
 - 7.1.13.3 Employee health trend analysis
 - 7.1.13.4 Exceptions / abnormalities / deterioration
 - 7.1.13.5 Chronic disease
 - 7.1.13.6 Injury on duty
 - 7.1.13.7 COID case status
 - 7.1.13.8 The contractor will debrief the contract Project Manager regarding the status of all aspects of the contract as detailed in the specification document.
 - 7.1.13.9 Records of the clinic to be kept safe
 - 7.1.13.10 Non-disclosure to be signed off between the contractor and client.
 - 7.1.13.11 COVID-19 management

8. AUDIT OF CLINIC AND QUALITY SYSTEM

- 8.1 Armscor SHE department will conduct an annual compliance audit of the clinic activities according to the contract.
- 8.2 Armscor Quality department will conduct an annual audit on Occupational Health Programme Management, reporting and recordkeeping

9. SPECIALIST/ THERAPIST CONSULTATION

- 9.1 The contractor shall supply Occupational therapist consultation service for the employees functional work assessment as and when required
- 9.2 The contractor shall provide Psychological Specialist services for employee counselling as and when required.

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)

QUESTIONNAIRE

REPLIES

- 1 What is the request for bid number?
- 2 If applicable: Price basis of bid
(if not delivered into store)
- 3 Indicate which of the following applies:
- 3.1 The prices are fixed. ☐
- 3.2 The prices are not fixed (NB: See par 9 of A-Std-0010). ☐
- 4 Is the delivery period (commencement after receipt of order) fixed? Y/N

.....
.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

- 5 Foreign content:
- 5.1 What amount in foreign currency must be remitted overseas?
- 5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....
SA Rand and the date on which this is based? Date
- 6 Statutory costs:
- 6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?
- 6.2 If so, what is the amount payable in respect of
- a) Customs duty?
- b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

	AMOUNT	% OF TOTAL PRICE
7.1 FOB/FCA cost of item		
7.2 Sea/Air freight		
7.3 Insurance charges		
7.4 Clearance charges		
7.5 Customs duties		
7.6 Ad valorem customs duties		
7.7 Delivery costs from port/airport to your premises		
7.8 Local content (excluding (10.10)		
7.9 Delivery costs from your premises into store		
7.10 Balance (detail to be submitted)		
TOTAL		

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. MANDATORY B-BBEE REQUIREMENT:

1.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.

1.2 EMEs are exempted from compliance with the mandatory B-BBEE requirement.

2. COMPULSORY B-BBEE REQUIREMENTS**2.1 Pre-Qualification Criteria**

2.1.1 Pre-Qualification criteria will be applied to advance certain designated groups with specific bidding conditions that only one or more of the bidders may respond:

a) Stipulated minimum B-BBEE status level e.g. level 4

b) EMEs or QSEs

c) Sub-contract a minimum 30% of the value of the contract to one or more:

- (i) At least 51% black owned EMEs or QSEs
- (ii) At least 51% black youth owned EMEs or QSEs
- (iii) At least 51% black women owned EMEs or QSEs
- (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
- (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
- (vi) At least 51% black owned EMEs or QSEs by military veterans
- (vii) EMEs or QSEs

2.2 Sub-Contracting

a) For a contract above R30 000 000 (million), Armscor may apply subcontracting to advance designated groups.

b) The successful bidder must subcontract 30% of the contract value to one or more of the following:

- (i) At least 51% black owned EMEs or QSEs
- (ii) At least 51% black youth owned EMEs or QSEs
- (iii) At least 51% black women owned EMEs or QSEs
- (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
- (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
- (vi) At least 51% black owned cooperatives
- (vii) At least 51% black owned EMEs or QSEs by military veterans
- (viii) EMEs or QSEs

NB: Failure by the bidder to comply with the B-BBEE Mandatory and Compulsory Requirements as stated herein above will lead to disqualification.

3. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 3.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
- 3.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 3.3 Preference points for this bid shall be awarded for:

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

- 3.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

4. ALLOCATION OF B-BBEE POINTS

- 4.1 The B-BBEE points are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 4.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

5. PRINCIPLES**5.1 Valid proof of B-BBEE status is either of the following:****5.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 5.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths
- 5.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 5.1.1.3 Commissioner of Oaths credentials and signature are reflected.

5.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency**5.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****5.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.****5.2 Sub-Contracting****5.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.****5.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.**

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover (As at the latest financial year end)	R	Starting (Day, Month, Year)	Ending (Day, Month, Year)

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

DECLARATION OF INTEREST

1. Any legal person, including persons employed by Armscor or the State, or persons who act on behalf of Armscor or the State or person having a kinship with persons employed by Armscor or the State, including a blood relationship, may make an bid or bids in terms of this invitation. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Armscor or the State, or to person who acts on behalf of Armscor or the State, or to persons connected with or related to them, it is required that the bidder or his authorized representative signing the KD17 document shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where-
 - the bidder is employed by Armscor or the State or acts on behalf of Armscor or the State; and/or
 - the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bidder(s), or where it is known that such a relationship exists between the person of persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

* Delete whichever is not applicable

2. Are you or any person connected with the bidder directly or indirectly, (i.e. connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues) employed by Armscor or the State?

*YES / NO

2.1. If yes, state particulars.

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

3. Do you, or any person connected by kinship or marriage or associated in an enterprise, business, partnership or as colleagues with the bidder, directly or indirectly have any relationship or association (family, friend, other) with a person employed in the Department of Defence or South African Police Service, Correctional Service or Armscor, and who may be involved with the evaluation or adjudication of this bid.

*YES / NO

3.1. If yes, state particulars.

.....
.....

4. Are you, or any person connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the Department of Defence, South African Police Service, Correctional Service or Armscor, who may be involved with the evaluation or adjudication of this bid?

*YES / NO

4.1. If yes, state particulars.

.....

.....
Signature of Declarant

.....
Bid number

.....
Date

.....
Position of Declarant
(See Paragraph 1)

.....
Name of Company or Bidder

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____ % Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black people living with disabilities % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :							
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Mr. A.L Mmbengwa			CONTACT PERSON	Mr. A.L Mmbengwa		
TELEPHONE NUMBER	012 428 3610			TELEPHONE NUMBER	012 428 3610		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	scmbids@armscor.co.za			E-MAIL ADDRESS	scmbids@armscor.co.za		
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							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No (IF YES ENCLOSE PROOF)		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

ANNEXURE 1 TO KD25

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 "Armscor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Foreground IP" is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Shared" or "Jointly Owned" or "Co-owned" IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to proper manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- "Background IP" provides a form to capture all background IP information
- "Historic IP" provides a form to capture all historic IP information.
- "Foreground IP" provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: