

**TERMS OF REFERENCE FOR UNIFORM AND PROTECTIVE CLOTHING APPOINTMENT OF A SUITABLE SERVICE PROVIDER(S) ON A JUST-IN-TIME (JIT) CONTRACT TO DESIGN, MANUFACTURE, SUPPLY, DELIVER, AND PACKAGING PROTECTIVE CLOTHING, CORPORATE CLOTHING, UNIFORM, AND FOOTWEAR FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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## 1 BACKGROUND

In terms of the Departmental Uniform and protective clothing policy, some officials are required to wear uniforms, protective clothing / corporate clothing as part of their day-to-day operations to maintain the Department's image.

## 2 PURPOSE

The Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) seeks to appoint a suitable service provider to design, package, supply, and deliver uniform and protective clothing for Departmental Officials and Departmental activities, as and when required, for a period of thirty-six (36) months.

## 3 LEGISLATIVE AND REGULATORY FRAMEWORK

- 3.1 This bid and all contract documents emanating thereof will be subject to the General Conditions of Contract (GCC) issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2022 Regulations. The Special Conditions of Contract (SCC) are supplementary to those of GCC; however, where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 3.2 This bid is subject to all applicable industry-related legislation, particularly the stipulated minimum threshold percentage for local production and content for the Textile, Clothing, Leather, and Footwear sector set at 100%.

### 3.3 Standard Bidding Documents.

Bidders are required to submit legislative documents to comply with the policy, ensuring uniformity in government procurement reform processes. It is also a requirement for bidders to submit the other legislative documents as detailed below:

- **SBD 1**, which is the Invitation to Bid Form.
- **Proof of authority**, which is a company resolution for the capacity under which this bid is signed as per SBD 1.
- **Annexure B**: Pricing schedule, bidders must quote for each size.
- **SBD 4**: Bidder's Disclosure.

## 4 DELIVERY

Items requested will be delivered to the following addresses:

1. The Department of Economic Development, Environmental Affairs and Tourism, Chungwa House Building, 2<sup>nd</sup> Floor, Bhisho.

## 5 SPECIFICATION

Suitable service provider (s) will be required, inter alia, to supply the goods as specified in the specification below.

Unit price must include delivery costs.

Table 1: SECURITY, CLEANERS/DRVIRES, ADMIN STAFF

Females			
	Color	Sizes	Unit Price per size
Ladies Office Golf Shirts	Olive/Khaki/Navy/White/Black	28 30 32 34 36 38 40 42 44 46 48 50 52	
Long-sleeve Blouse	Olive/Khaki/Navy/White/Black	28 30 32 34 36 38 40 42 44 46 48 50 52	
Dress	Olive/Khaki/Navy/White/Black	28 30 32 34 36 38 40 42	

		44 46 48 50 52	
Shirt	Olive/Khaki/Navy/White/Black	28 30 32 34 36 38 40 42 44 46 48 50 52	
Slax	Olive/Khaki/Navy/White/Black	28 30 32 34 36 38 40 42 44 46 48 50 52	
<b>OPTIONAL</b>			
Cap	Olive Green	One size fits all	
Beanie	Olive Green	One size fits all	
Cricket hat with adjustable strings	Olive Green	One size fits all	

SECURITY, CLEANERS/DRVIRES, ADMIN STAFF (Females)			
	Color	Sizes	Unit Price per size
Fleece Guide Jackets	Khaki	XS S M L XL 2XL 3XL 4XL 5XL	
Padded Jacket	Olive	XS S M L XL	

		2XL 3XL 4XL 5XL	
T-Shirt	Khaki	28 30 32 34 36 38 40 42 44 46 48 50 52	
Jersey with epaulettes	Khaki	XS S M L XL 2XL 3XL 4XL 5XL	
Cap	Khaki	One size fits all	
Scarf	Khaki	One size fits all	
Bush Hat	Khaki	One size fits all	
Balaclava	Khaki	One size fits all	
Gloves	Olive Green	One size fits all	
Socks	Khaki	One size fits all	
Two-piece overall (5 loops)	Khaki	XS S M L XL 2XL 3XL 4XL 5XL	
Safety Boots (OHS approved - Jim Green Bantam Shoes with STC)	Brown	1-12	

**TABLE 2: PROGRAMME 3**

No.	Items	Specifications	Quantity	Sizes	Unit Price
<b>Protective clothing (Size chart defined in Appendix 1 unless otherwise specified.)</b>					

No.	Items	Specifications	Quantity	Sizes	Unit Price
1.	1 Piece reflective conti suit, (acid resistant/ flame retardant)	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 4)		XS S M L XL 2XL 3XL	
2.	1 Piece MX40 (acid resistant/ flame retardant)	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 5)		XS S M L XL 2XL 3XL	
3.	Reflective conti suit jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 6)		S M L XL 2XL 3XL	
4.	Reflective conti suit pant	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 7)		XS S M L XL 2XL 3XL	
5.	MX40 jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 8)		XS S M L XL 2XL 3XL	
6.	MX40 pant	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 9)		XS S M L XL 2XL 3XL	
7.	Ranger Trouser, (Combat longs)	See Appendix 2, (Image 1)		<b>Sizing as per Appendix 1, (EMI Uniform: Technical specifications Manual – Page 9):</b> XS S M L	

No.	Items	Specifications	Quantity	Sizes	Unit Price
				XL 2XL 3XL	
8.	Ranger Long Sleeve Shirt, (Combat Long Sleeve Shirt)	See Appendix 2, (Image 2)		<b>Sizing as per Appendix 1, (EMI Uniform: Technical specifications Manual – Page 84):</b> XS S M L XL 2XL 3XL	
9.	Web Belt	See Appendix 2, (Image 3)		One size fits all, (Waist size in cm)	
10.	Short Hose Socks	See Appendix 2, (Image 4)		One size fits all	
11.	Head Gear (Ranger)	See Appendix 2, (Image 5)		<b>Sizing as per Appendix 1, (EMI Uniform: Technical specifications Manual – Page - 92):</b> XS S M L XL 2XL	
12.	Olive Jersey with Epaulets and Elbow Pads (Male)	See Appendix 2, (Image 6)		XS S M L XL 2XL 3XL	
13.	Olive Jersey with Epaulets and Elbow Pads (Female)	See Appendix 2, (Image 6)		XS S M L XL 2XL 3XL	
14.	Khaki Green Jersey - cardigan (Female)	Wool jersey, button front, khaki, and ribbed cuffs and hem.		XS S M L	

No.	Items	Specifications	Quantity	Sizes	Unit Price
				XL 2XL 3XL	
15.	Army boot	See Appendix 2, (Image 7)		3 4 5 6 7 8 9 10 11 12	
16.	Safety boot	See Appendix 2, (Image 13 with specification following.)		3 4 5 6 7 8 9 10 11 12	
17.	Fireman's boot	See Appendix 2, (Image 14 with specification following.)		3 4 5 6 7 8 9 10 11 12	
<b>Field wear</b>					
18.	Men's Field Shirt with Epaulettes	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 42)		XS S M L XL 2XL 3XL	
19.	Men's Field Shirt without epaulettes	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 42)		XS S M L XL 2XL 3XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
20.	Ladies Field Shirt with Epaulettes	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 43)		XS S M L XL 2XL 3XL	
21.	Ladies Field Shirt	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 44)		XS S M L XL 2XL 3XL	
22.	Men's Zip Off Tech Pants	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 46)		XS S M L XL 2XL 3XL	
23.	Ladies Zip Off Tech Pants	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 47)		XS S M L XL 2XL 3XL	
24.	Men's Cargo trouser	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 48)		XS S M L XL 2XL 3XL	
25.	Men's Field trouser	See Appendix 2, (Image 11 and following specification)		<b>Sizing as per Appendix 1, (EMI Uniform: Technical specifications Manual – Page - 9):</b> XS S M L XL 2XL 3XL	
26.	Ladies Cargo Trouser	See Appendix 1, (EMI Uniform: Technical		XS S M	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		specifications Manual – Page 49)		L XL 2XL 3XL	
27.	Men's Cargo Short	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 50)		XS S M L XL 2XL 3XL	
28.	Men's Short Field	See Appendix 2, (Image 12 and following specification)		<b>Sizing as per Appendix 1, (EMI Uniform: Technical specifications Manual – Page - 9):</b> XS S M L XL 2XL 3XL	
29.	Ladies Cargo Short	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 51)		XS S M L XL 2XL 3XL	
30.	Sleeveless Hunter Jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 52)		XS S M L XL 2XL 3XL	
31.	Sleeveless Hunter Jacket (Hooded)	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 53)		XS S M L XL 2XL 3XL	
32.	Eggshell jacket male	<ul style="list-style-type: none"> <li>• Softshell Jacket,</li> <li>• Material – Hydro-repellent technology, (breathable and durable water-</li> </ul>		XS S M L XL 2XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		repellent/ resistant,) 95% recycled polyester <ul style="list-style-type: none"> <li>• Internal zipped pocket</li> <li>• Adjustable hem</li> <li>• YKK zips</li> <li>• Hooded zip on option</li> </ul>		3XL	
33.	Eggshell jacket female	<ul style="list-style-type: none"> <li>• Softshell Jacket,</li> <li>• Material – Hydro-repellent technology, (breathable and durable water-repellent/ resistant,) 95% recycled polyester</li> <li>• Internal zipped pocket</li> <li>• Adjustable hem</li> <li>• YKK zips</li> </ul> Hooded zip on option		XS S M L XL 2XL 3XL	
34.	Bush Jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 55)		XS S M L XL 2XL 3XL	
35.	Parka jacket (male)	<ul style="list-style-type: none"> <li>• Military style NATO jacket,</li> <li>• Full length zip with button flap covering quality built for warmth, and durability.</li> <li>• <b>Outer Shell:</b> Heavy-duty, tightly woven cotton blend or satin. Designed to be highly wind-resistant and water-repellent.</li> <li>• <b>Lining:</b> Many feature a removable faux-fur or quilted synthetic liner for extreme cold. Others (like some</li> </ul>		XS S M L XL 2XL 3XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		<p>Dutch variants) are unlined for breathability.</p> <ul style="list-style-type: none"> <li>• <b>Pockets:</b> Multiple utility pockets. Traditional designs feature four exterior pockets (two chest, two hip) often with angled or snap-flap designs.</li> <li>• <b>Closure:</b> Full-length front zipper secured by a button or snap-closure storm flap to block out wind.</li> <li>• <b>Fit Adjustment:</b> Drawstrings at the waist and hem, along with button-adjustable cuffs for heat retention</li> </ul>			
36.	Parka jacket (female)	<ul style="list-style-type: none"> <li>• A longer length hooded, heavyweight ladies parka jacket,</li> <li>• Material 100% cotton and lined with polar fleece inner.</li> <li>• Full length zip, brass press studs, and</li> <li>• two side pockets.</li> </ul>		XS S M L XL 2XL 3XL	
37.	Men's Down Jacket	See Appendix 2, (Image 19 and following specification.)		XS S M L 1XL 2XL 3XL 4XL 5XL 6XL	
38.	Women's Down Jacket	See Appendix 2, (Image 20 and following specification.)		XS S M L 1XL 2XL 3XL 4XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
39.	Pre-Shaped Cap	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 58)		XS S M L XL 2XL 3XL	
40.	Cuffed Beanie	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 60)		XS S M L XL 2XL 3XL	
41.	Wide Brim Hat	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 62)		XS S M L XL 2XL 3XL	
42.	Leather belt (Brown)	See Appendix 2, (Image 9 and following specification)		One size fits all, (Waist size in cm)	
43.	Socks (Full hose)	See Appendix 2, (Image 9 and following specification.)		One size fits all, (Need to provide for large and small feet.)	
44.	Socks (Half hose)	See Appendix 2, (Image 10 and following specification.)		One size fits all, (Need to provide for large and small feet.)	
45.	Boot (Field)	See Appendix 2, (Image 8 and following specification)		3 4 5 6 7 8 9 10 11 12 13	
46.	Epaulets	See Appendix 2, (Image 15 with the specification following.)		As per spec provided in pairs.	
<b>Smart casual</b>					
47.	Men's S/S Golfer	See Appendix 1, (EMI Uniform: Technical		XS S M	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		specifications Manual – Page 14)  <b>In addition to the Uniform:                      Technical specification:                      Olive green/ khaki options                      need to be provided for.</b>		L XL 2XL 3XL	
48.	Ladies S/S Golfer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 15)  <b>In addition to the Uniform:                      Technical specification:                      Olive green/ khaki options                      need to be provided for.</b>		XS S M L XL 2XL 3XL	
49.	Men's S/S Golfer with piping	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 16)  <b>In addition to the Uniform:                      Technical specification:                      Olive green/ khaki options                      need to be provided for.</b>		XS S M L XL 2XL 3XL	
50.	Ladies S/S Golfer with piping	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 17)  <b>In addition to the Uniform:                      Technical specification:                      Olive green/ khaki options                      need to be provided for.</b>		XS S M L XL 2XL 3XL	
51.	Men's L/S Golfer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 18)  <b>In addition to the Uniform:                      Technical specification:                      Olive green/ khaki options                      need to be provided for.</b>		XS S M L XL 2XL 3XL	
52.	Ladies L/S Golfer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 19)  <b>In addition to the Uniform:                      Technical specification:</b>		XS S M L XL 2XL 3XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		<b>Olive green/ khaki options need to be provided for.</b>			
53.	Men's Fleece Jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 20)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		XS S M L XL 2XL 3XL	
54.	Ladies Fleece Jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 21)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		XS S M L XL 2XL 3XL	
55.	Dry Mac Jacket	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 22)		XS S M L XL 2XL 3XL	
56.	Men's bodywarmer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 24)		XS S M L XL 2XL 3XL	
57.	Ladies bodywarmer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 25)		XS S M L XL 2XL 3XL	
<b>Formal</b>					
58.	Men's Formal S/S Shirt	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 28)  <b>May also be a pilot shirt:</b>		XS S M L XL 2XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		<ul style="list-style-type: none"> <li>• <b>2 square chest pockets with flap and concealed button</b></li> <li>• <b>Epaulettes</b></li> <li>• <b>White 100% Polycotton</b></li> <li>• <b>In addition to the Uniform: Technical specification: olive green/ khaki options need to be provided for.</b></li> </ul>		3XL	
59.	Ladies Formal S/S Shirt	<p>See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 29)</p> <p><b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b></p>		XS S M L XL 2XL 3XL	
60.	Men's Formal L/S Shirt	<p>See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 30)</p> <p><b>May also be a pilot shirt:</b></p> <ul style="list-style-type: none"> <li>• <b>2 square chest pockets with flap and concealed button</b></li> <li>• <b>Epaulettes</b></li> <li>• <b>White 100% Polycotton</b></li> <li>• <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b></li> <li>• <b>May also be a pin striped shirt, (dark khaki with lighter khaki pin stripes.)</b></li> </ul>		XS S M L XL 2XL 3XL	
61.	Ladies Formal L/S/ Shirt	<p>See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 31)</p> <p><b>In addition to the Uniform: Technical specification: Olive green/ khaki options</b></p>		XS S M L XL 2XL 3XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
		<b>need to be provided for. May also be a pin striped shirt, (dark khaki with lighter khaki pin stripes.)</b>			
62.	Ladies ¾ Sleeve Shirt	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 32)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		XS S M L XL 2XL 3XL	
63.	Men's Blazer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 33)  <b>In addition to the Uniform: Technical specification: Olive green option need to be provided for.</b>		XS S M L XL 2XL 3XL	
64.	Ladies Blazer	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 34)  <b>In addition to the Uniform: Technical specification: Olive green option need to be provided for.</b>		XS S M L XL 2XL 3XL	
65.	Men's Pleated Formal Trouser	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 36)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		XS S M L XL 2XL 3XL	
66.	Ladies Formal Trouser	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 37)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		XS S M L XL 2XL 3XL	

No.	Items	Specifications	Quantity	Sizes	Unit Price
67.	Ladies Straight Leg Formal Trouser	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 38)		XS S M L XL 2XL 3XL	
68.	Ladies Skirt	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 39)		XS S M L XL 2XL 3XL	
69.	Men's/ Ladies ties	See Appendix 1, (EMI Uniform: Technical specifications Manual – Page 40)  <b>In addition to the Uniform: Technical specification: Olive green/ khaki options need to be provided for.</b>		One size fits all, <b>(Males and females use different ties.)</b>	
70.	Leather belt (Black)	See Appendix 2, (Image 9 and following specification. The colour changes in the specification from brown to black)		One size fits all, (Waist size in cm)	
71.	Socks (Half Hose – Black)	See Appendix 2, (Image 9 and following specification. The colour changes in this specification from Khaki to black.)		One size fits all, (Need to provide for large and small feet.)	
72.	Formal Shoes Men's (black)	See Appendix 2, Image 17 and following specification.  <b>In addition to the Uniform: Technical specification: brown options need to be provided for.</b>		3 4 5 6 7 8 9 10 11 12 13	
73.	Formal Shoes Men's (black)	See Appendix 2, Image 18 and following specification.  <b>In addition to the Uniform: Technical specification: brown options need to be provided for.</b>		3 4 5 6 7 8 9	

No.	Items	Specifications	Quantity	Sizes	Unit Price
				10 11 12 13	
74.	Formal Shoes Ladies (black)	See Appendix 2, (Image 16 and following specification.)  <b>In addition to the Uniform: Technical specification: brown options need to be provided for as well as heel/ wedge size.</b>		3 4 5 6 7 8 9 10 11 12 13	
75.	Male and female formal L/S Shirt	Stripped shirt		XS S M L XL 2XL	

**NOTE:**

1. The supplier must be prepared to provide items that are oversized to the sizes provided if required. (Pricing will need to be determined outside the bid and may, if need be, be subject to three quotations.)
2. The supplier must be prepared to provide items that are not provided or included in the attached template that may be needed/required by the Department from time to time. (Pricing will need to be determined outside the bid and may, if need be, be subject to three quotations.)
3. During the assessment of the bid, applicants will be required to provide sample garments to the Bid Assessment Committee, where each item will be assessed for compliance with the specification and manufacturing quality. DEDEAT will retain the garments for the validity of the tender and thereafter return them to the successful bidder upon completion of the tender period. (Unsuccessful applicant garments submitted with the tender document will be returned to the applicant within a month of the bid being awarded.)
4. Please note that the garments retained by DEDEAT will be utilised to ensure compliance with the garment specification and quality control. Any dispute arising from garments that vary from the provided samples will be at the successful bidder's expense. (Adjudication of a quality control dispute must be addressed in accordance with the appropriate DEDEAT supply chain policy.)
5. Pricing strategy must be determined and fixed for the whole period of the tender's validity.

6. The service provider will provide embroidery for uniform and protective clothing for all departmental units as per the specifications required by that particular unit (EMI, **Environmental Management**, Departmental logo, and specific logos for related units).
7. The appointed service provider must conform to the DEDEAT Brand Guidelines.

## 6 Evaluation criteriaClothingClothing

### Mandatory requirements

- Complete and signed SBD 4 (declaration of interest).
- Resolution authorising a particular person to sign the bid documents.
- Bidder must attend the compulsory bid briefing.

### Proposal Requirements

Samples of fabric prescribed in the specifications may be requested by the Department from bidders who score 70% or more on functionality.

Proof of prior experience managing similar contracts must be in the form of a letterhead from clients with verifiable telephone numbers and physical addresses.

Proof of institutional support must also be in writing.

### Bid Evaluation Process

The following evaluation criteria will be applied:

Proposals will be evaluated in two phases.

#### First phase:

- Functionality

#### Second phase:

- Price and Preference (80/20 Principle will be applied)

### Conditions

Proposals will be evaluated in two phases. In the first phase, the bid documents will be evaluated individually on separate score sheets by a representative evaluation panel in accordance with the evaluation criteria set out in these Terms of Reference.

This criterion will be broken down into a rating as follows:

0 = Weak      1= Poor2=Fair      3= Good      4 = Very Good 5= Excellent

#### First phase of the evaluation (Functionality)

The following criteria are to be used to determine the bidders' ability to deliver the required services.

Bidders must score 70 (70%) points out of 100 (100%) and above to qualify for the second phase of the evaluation, which is the PPPFA (Price and Preference points). Bidders who failed to obtain 70 points out of 100 points will be eliminated and will not be considered for the second phase.

The elements that will be considered for determining quality/functionality are:

CRITERIA	APPLICATION OF THE CRITERIA	WEIGHT/100
Bidders Experience	<p>Bidders must have experience in supplying and delivering similar goods. (Please attach proof of completion/ reference letter from previous or current employer(s). Such a letter of reference or completion certificate must indicate the amount, duration, employer, and contact details.</p> <p>+3 proof of completed projects with contactable references = 5 +2 proof of completed projects with contactable references = 3 1 proof of completed projects with contactable reference = 1</p>	20
Methodology	<p><b>Distribution plan (must detail how these goods will be delivered): = 5</b></p> <ul style="list-style-type: none"> <li>➤ mode of transport and packaging (attach proof of ownership)</li> <li>➤ lead time (delivery within 30 days on receipt of an order)</li> <li>➤ Communication (how would you ensure effective and efficient communication)</li> <li>➤ Repair and replacement plan</li> <li>➤ Proof of institutional support/infrastructure (what facility does the firm produce internally or outsource its services). If produced internally, provide proof and address where the facility can be inspected. If outsourced, provide a letter of arrangement or manufacturer's authorisation and other documents confirming the existence of the manufacturer, as well as the address.</li> </ul> <p><b>Distribution plan (must detail how these goods will be delivered to the regions): failure to submit the above requirements as detailed = 0</b></p>	30
Financial capability	<ul style="list-style-type: none"> <li>➤ Letter of good standing or bank rating of C (DATED AND STAMPED), not older than 3 months = 5</li> <li>➤ Failure to meet the above = 0</li> </ul>	30
Local Footprint	<p>The company must attach proof (water/electricity, lease agreement, certificate of occupation) of existence in the Eastern Cape, where the company operates:</p> <ul style="list-style-type: none"> <li>➤ If proof is provided = 5</li> <li>➤ No proof = 0</li> </ul>	20

6.1.1 **Second phase of the evaluation criteria**

In terms of the revised Preferential Procurement Regulations 2022, the Department will utilize the following specific goals as required by section 2(1) (d) of the Preferential Procurement Policy Framework Act:

- (a) Historical Disadvantaged Individuals (HDI): see details below:

To enforce the implementation of RDP goals and to ensure local economic development for procurement above, the Department of Economic Development, Environmental affairs and Tourism shall allocate preference points to any of the following categories:

- HDI black people
- HDI youth
- HDI women
- HDI with disabilities
- HDI living in rural underdeveloped areas or township
- HDI living in Eastern Cape province
- A co-operative or non-profit organization which is at least 51% owned by black people.
- HDI who are Military veterans

Bids shall be evaluated on 80/20 principle. Preference points will be allocated as per below table

Specific Goals	Allocation of points
HDI women	5
HDI with disabilities (attach medical evidence)	5
HDI youth	5
HDI who are Military Veterans	5

## 7 SPECIAL CONDITIONS OF THE BID

Where the specification is silent on any matter, the relevant stipulations addressing such matter and which appear in the Supply Chain Management prescripts, General Condition of Contract 2010 (GCC), and Treasury regulations, etc., shall take precedence.

- Services rendered outside the scope of this project without the prior approval of the Project Manager and Manager: Supply Chain Management will not be reimbursed.
- Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the price quoted by the supplier in his/her bid, except for any price adjustment authorised in SCC or in the purchaser’s request for validity extension.
- Failure to comply with the specification as set out in the tender document shall constitute a material breach, and the department reserves the right to cancel the contract.
- The department will issue an official purchase order for the goods required under this contract. No work should be undertaken without an official purchase order that is addressed to the successful bidder.
- The correct purchase order number must be shown on every invoice.
- There will be a compulsory briefing session; failure to attend will result in your bid being regarded as non-responsive.
- The department reserves the right to conduct site inspection before/ after, or during the contract.
- The department reserves the right not to award the contract or cancel at any time and shall not be bound to accept the lowest or any bid offer.
- The department reserves the right to negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including price, without offering the same opportunity to any other bidder who has not been awarded the status of the preferred bidder.
- The department reserves the right to accept part of the bid rather than the whole bid.
- Bidders who do not comply with the mandatory requirements may be disqualified.
- The department reserves the right to correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the process.

- The goods supplied under the contract shall be fully inspected and insured in a freely convertible currency against loss or damage incidentally to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the specification and SCC.
- The supplier shall make delivery of the goods in accordance with the terms specified in the contract.
- The tender will be awarded subject to a legally enforceable contract being entered into between the preferred bidder and DEDEAT, which will impose material terms and conditions of the contract applicable to the parties in rendering the intended services.
- DEDEAT will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.
- The National Treasury must clear the service provider as per section 28 of the Prevention and Combating of Corrupt Activities Act (Act 12 of 20)
- Bidders must comply with all procurement conditions of the department, including the provision of SARS.
- Preferential Procurement Policy Framework Act (PPPFA) principles shall apply.
- Price index under this contract will serve as a guide. Companies that do not comply with the price index shall not be eliminated in the bidding process.
- The amount or the price quoted by the bidder shall be firm for a period of twelve months. Only price adjustments in line with the Consumer Price Index (CPI) will be made, provided that proof of CPI is provided, and the bidder gives the department a month's notice before implementation.
- The department reserves the right to order any other office uniform and protective clothing-related items that are not listed in the specification as the need arises during the term of the contract.
- Any additional costs incurred by the bidder because of the shortcomings in the bidder's specifications not pointed out by the bidder will be for the bidder's own expense.
- The bidder should not qualify the bid with their own conditions of bid. Any qualification to the terms and conditions of this bid may result in the disqualification of the bidder's proposal.
- Any information in the bid response of proprietary nature shall be clearly and specifically marked as such.
- Working hours for delivery are strictly from 8:30 to 15:30 from Monday to Friday, where goods are required.
- Payment will only be made as per order in line with the specification.
- The bidder, including their staff, must always heed the security arrangements applicable to the place of delivery and obey the instructions of the officer responsible.
- Any change of information provided in the tender documents that may affect the delivery of services should be brought to the department's attention as soon as possible. Failure to comply may result in termination of the contract.
- Tenderer's presenting information intentionally incorrect or fraudulent will result in disqualification or in the contract being terminated immediately, and will be dealt with in terms of disciplinary procedures as prescribed in the GCC
- All additions to the bid documents, i.e., appendices, supporting documents, pamphlets, photographs, technical specifications, and other supporting documentation shall be neatly bound as part of the bid.
- The appointed bidder must submit samples for approval to the relevant project manager of the items required before manufacturing the bulk
- The Department reserves the right to conduct a site inspection during the bid evaluation process and after to determine the bidder's capability and ability to deliver the requirements of this type of contract
- Should the bidder, after the bid has been awarded, not comply with the conditions set, the Department will deal with that in accordance with GCC.
- No material or information derived from the provisioning of the services under these may be used for any purpose other than that of the department, except where authorised by the Department in writing to do so.

- The Department reserves the right to appoint the second recommended bidder without re-advertising the tender should the first recommended bidder fail to fulfil the contract obligation. However, approval should be sought and granted by the delegated official or departmental committee.

### COMMUNICATION

- The department shall elect the employer representatives, vice versa, in writing, who will be responsible for communicating with the successful bidder to ensure the successful execution of all manufacturing activities required to produce a final product from design to delivery.
- The elected departmental representatives will have some of the responsibilities, including but not limited to placing orders with the successful bidder, inspection of items before the bulk of an order can be printed and ensuring that items delivered are of the right quality, are delivered in the right quantity, to the right place, at the right time and for the right price.
- The department shall give the successful bidder a reasonable time frame, which is Fifteen (15) working days, to allow the delivery of the final product to the place indicated by the employer.
- Where goods are needed in a shorter period, the successful bidder should be able to deliver items needed at the place of delivery indicated by the Department. However, that must be a mutual agreement between the employer and the successful bidder.

## 8 VALIDITY PERIOD

Proposals must remain valid for **90 days from submission**. Bids not valid for 90 days will not be considered.

## 9 CONTRACT PERIOD

The contract will be for a thirty-six (36) months period. A Service Level Agreement will be signed with a successful bidder.

## 10 RETURNABLE DOCUMENTS

*Table 1: Returnable documents*

Document	Conditions
Resolution authorising a particular person to sign the bid documents	
SBD 1 (invitation to bid)	
SBD3.3 (pricing schedule)	
SBD4 (declaration of interest)	
SBD6.1 (preference points claim form in terms of Preferential Procurement regulations 2022)	
Proof of CSD	

## 11 SUBMISSION OF PROPOSALS

All bids must be submitted in a sealed enveloped clearly marked with the bid number, description, name of the bidder addressed to Supply Chain Management.

Bids must be submitted in a Bid Box located at 2<sup>nd</sup> Floor, Chungwa House, Cnr Independence Avenue and Siwane Avenue, Bhisho.






The closing date ..... : Late Bids, faxed, facsimiled, email, telegraphic will not be considered.

**Publications**

Provincial Tender Bulletin  
News Papers  
21 Working days

<p><b>For technical information contact:</b> Mr V. Balman Tel: 079 884 3963 Email: Vuyani.balman@dedea.gov.za</p>	<p><b>For bid enquiries contact:</b> Assistant Manager: SCM Hlokoma Mtshotshisa Tel: 043 605 7153 e-mail: Hlokoma.mtshotshisa@dedea.gov.za</p>
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## 12 APPROVAL OF TERMS OF REFERENCE

NAME	V. Balman	D. Kentane	MS. K. MAYILE	S. JONGILE	M. MAMA				
POSITION	MANAGER: SUPPLY CHAIN MANAGEMENT	CHAIRPERSON: BID SPECIFICATION COMMITTEE	SM: SUPPLY CHAIN MANAGEMENT	CHIEF FINANCIAL OFFICER	HEAD OF DEPARTMENT				
ACTION	Compiler	Recommended		Recommended		Recommended		Approved	
		Yes	No	Yes	No	Yes	No	Yes	No
COMMENTS	Submitted for cons	Supported for pro	Supported	Recommended an	Approved				
SIGNATURE				 <small>S. Jongile (Jul 7, 2026 07:48:37 GMT+2)</small>	 <small>Mickey Mama (Jul 7, 2026 09:52:25 GMT+2)</small>				
DATE	06/07/2026	06/07/2026	07/07/2026	07/06/2026	07/07/2026				











# TERMS OF REFERENCE FOR UNIFORM AND PROTECTIVE CLOTHING


Final Audit Report


2026-07-07


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 Agreement completed.  
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