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## DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

## REPUBLIC OF SOUTH AFRICA

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

The Manager

Reference no: 19/1/9/1/84TD (23)

Date: \_\_\_\_\_

Enquiries: \_\_\_\_\_

Tel no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Sir / Madam

## REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE

## CLOSING TIME AND DATE FOR BIDS IS 11:00 on the date as specified in the document

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

- ! The conditions contained in the attached annexures apply.
- ! The bid must be submitted in a sealed envelope with the name and address of the bidder with the bid number closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
- ! ***Bids submitted per mail must be sent per registered mail. The Bid must still reach this office before the closing date and time. Failure to do so will invalidate the bid.***
- ! The bid will be valid for a period of **90** days after the closing date.
- ! The attached forms/annexures, if completed in detail and returned, will form part of your bid.

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

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

Yours faithfully

*Brigadier A Fourie*  
ACTING COMPONENT HEAD: PROCUREMENT & CONTRACT MANAGEMENT  
A FOURIE

BRIGADIER

Date: 2023/11/14

# PLEASE NOTE<sup>2</sup>



BID NO: 19/1/9/1/84TD (23)  
CLOSING TIME: 11:00 ON 2023/12/14

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

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

NOTED BY THE BIDDER:

.....  
SIGNATURE: BIDDER

.....  
DATE



## BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/84TD (23)

**DESCRIPTION:** BID NO. 19/1/9/1/84TD (23): SUPPLY, COMMISSIONING AND TRAINING OF GAS CHROMATOGRAPHY- MASS SPECTROMETER (GC-MS) – HEADSPACE INSTRUMENT INCLUDING SERVICE AND MAINTENANCE FOR A FIVE (05) YEAR PERIOD: AT THE FORENSIC SCIENCE LABORATORY: SCIENTIFIC ANALYSIS SECTION: GAUTENG (PRETORIA)

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1,4 and 6.1)	x		
2	Pricing Schedule	x		
3	Central Supplier Database Profile	x		
4	Applicable Capability / Test Report / SABS or Compliance Certificate	N/A		
5	Profit Margin	x		
6	Special Requirements and Conditions	x		

**BIDDER:** \_\_\_\_\_  
 NAME IN PRINT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

**BID MANAGEMENT:** \_\_\_\_\_  
 NAME IN PRINT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

**NOTICE!!!! NOTICE!!!!**

**ALL BID DOCUMENTS MUST BE HANDED IN AND  
REGISTERED AT SECURITY OFFICE BY THE PERSON  
HANDING IN THE DOCUMENTS AT 1117 CRESSWELL ROAD  
SILVERTON, PRETORIA SCM: ON OR BEFORE 2023-12-14  
BY 11:00 AM**

**A COMPULSORY BRIEFING SESSION WILL BE HELD ON  
2023-11-29 @ 10:00 AT THE FORENSIC SCIENCE  
LABORATORY, 270 PRETORIA ROAD**

**T**

**PART A**  
**INVITATION TO BID**

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

BID NUMBER:	19/1/9/1/84TD (23)	CLOSING DATE:	2023-12-14	CLOSING TIME:	11:00 AM
DESCRIPTION:	BID NO. 19/1/9/1/84TD (23): SUPPLY, COMMISSIONING AND TRAINING OF GAS CHROMATOGRAPHY- MASS SPECTROMETER (GC-MS) – HEADSPACE INSTRUMENT INCLUDING SERVICE AND MAINTENANCE FOR A FIVE (05) YEAR PERIOD: AT THE FORENSIC SCIENCE LABORATORY: SCIENTIFIC ANALYSIS SECTION: GAUTENG (PRETORIA)				

**2. BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX**    **3. BID RESPONSE DOCUMENTS MAY BE POSTED TO:**  
SITUATED AT:

DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE 117 CRESWELL ROAD SILVERTON PRETORIA 0184	DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X254 PRETORIA 0001
--	--

**4. BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**    **5. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

**6. 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 NUMBER: MAAA

CENTRAL SUPPLIER DATABASE REGISTRATION REPORT	[TICK APPLICABLE BOX]			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
[IF YES, ENCLOSURE PROOF]			[IF YES, ANSWER PART A:8]

**8. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO 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.		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### **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. THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.
- 1.3. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.4. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.5. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.6. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.7. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

#### **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.

#### **3. GENERAL**

- 3.1. 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 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:** .....

**SUPPLIER TO  
COMPLETE**

Are you a NEW supplier?	YES	<b>KINDLY REGISTER ON NATIONAL TREASURY CSD: <a href="http://WWW.CSD.GOV.ZA">WWW.CSD.GOV.ZA</a> AND OBTAIN A CSD SUPPLIER NUMBER</b>
Are you an EXISTING Supplier?	YES	<b>KINDLY PROVIDE YOUR CSD AND POLFIN SUPPLIER NUMBER</b>
Supplier Number in CSD		
Supplier Number in POLFIN		

**OFFICE USE ONLY**

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

**C. CHECKLIST OF DOCUMENTS**

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



## **SPECIAL CONDITIONS OF CONTRACT**

**BID NO: 19/1/9/1/84TD (23): SUPPLY,  
COMMISSIONING AND TRAINING OF  
GAS CHROMATOGRAPHY- MASS  
SPECTROMETER (GC-MS) –  
HEADSPACE INSTRUMENT  
INCLUDING SERVICE AND  
MAINTENANCE FOR A FIVE (05) YEAR  
PERIOD: AT THE FORENSIC SCIENCE  
LABORATORY: SCIENTIFIC ANALYSIS  
SECTION: GAUTENG (PRETORIA)**

**CLOSING DATE AND TIME OF BID:**

**2023-12-14 @ 11h00**

**BID VALIDITY PERIOD: 90 DAYS**



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## **1. ABBREVIATIONS**

**BAC:** Bid Adjudication Committee

**B-BBEE:** Broad-Based Black Economic Empowerment

**CPA:** Contract Price Adjustment

**ISO:** International Organisation for Standardisation

**QC:** Quality Control

**ROE:** Rate of Exchange

**SABS:** South African Bureau of Standards

**SANAS:** South African National Accreditation System

**SBD:** Standard Bidding Document

**STATS SA:** Statistics South Africa

**VAT:** Value- Added Tax



**2. BID DOCUMENT CHECK LIST**

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



### 3. SCOPE

The South African Police Service requires prospective suppliers to submit bids for the Supply, Delivery, Commissioning, training, service and maintenance of Gas Chromatography Mass Spectrometry (GC-MS)-Headspace for five (05) years at the Forensic Science Laboratory: Scientific Analysis Section: Pretoria, in accordance with specification 323270/56/2023 and shall commence on the date of signature of contract by both parties.

### 4. SECTION A

#### 4.1 LEGISLATIVE AND REGULATORY FRAMEWORK

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

#### 4.2 BID INFORMATION/BRIEFING SESSION

A compulsory briefing meeting will be held on 2023- 11-29 at 10:00. The meeting will be at the Forensic Science Laboratory, 270 Pretoria Road. During the meeting briefing certificated will be handed out that must be signed by the Chairperson of the meeting, this certificate must be submitted with your bid document, failure to submit this certificate will invalidate your offer and you will be disqualified.



It is your responsibility to peruse the document before the meeting because no questions will be answered after the meeting.

**NO LATE COMERS WILL BE ACCOMMODATED AND YOU WILL BE ASKED TO LEAVE THE MEETING IF YOU ARE NOT ON TIME.**

#### 4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3	Phase 4
<b>Administrative and Mandatory Bid Requirements</b>	<b>Technical Compliance</b>	<b>Price and Specific goals</b>	<b>Technical Demonstration /Due diligence</b>
Compliance with Mandatory and Administrative Bid requirements. SBD forms must be completed and signed.	Compliance to technical requirements / specification.	Bids evaluated in terms of the 80/20 Preference system.	Operational demonstration indicating the Compliance with Specification

##### 4.3.1 PHASE 1: ADMINISTRATIVE AND MANDATORY BID REQUIREMENTS

###### 4.3.1.1 ADMINISTRATIVE AND OTHER BID REQUIREMENTS

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

**ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED**

		Indicate Comply or don't comply
Invitation to Bid – SBD 1	YES – Please complete and sign the supplied form.	
Declaration of Interest – SBD 4	YES – Please complete and sign the supplied form.	
Preference Point Claim Form <b><u>SBD 6.1</u></b>	YES – Generally, non-submission will lead to a zero score preference points.	
General Conditions of Contract	Yes – Bidders <u>must only</u> <u>familiarise</u> themselves with the content of the document.	
Special Conditions of Contract	YES - Bidders must sign acknowledgement that they <u>familiarise</u> themselves with the content of the document.	
Cost components	YES – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.	
Tax Clearance Requirements	YES – The <u>CSD</u> and the <u>tax status pin</u> are the approved method that will be utilized to verify tax compliance.	
Central Supplier Database registration	YES – Please submit CSD report to prove registration and preference points.	



#### 4.3.1.2 MANDATORY REQUIREMENTS

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

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

Details of relevant qualifications and experience of the locally available service personnel on the specified system must be provided with the bid reply.	YES – To be submitted with the bid document.	
The bidder must provide a written statement from the original instrument manufacturer confirming that the product offered has a useful and fully supported life of at least ten (10) years after commissioning.	YES – To be submitted with the bid document.	
A brochure or supporting documents stating all technical specifications of the products on offer must be submitted with the bid documents.	YES – To be submitted with the bid document.	



<p>The bidder must provide a training plan as per specification 323270/56/2023 with the bid document.</p>	<p><b>YES</b> – To be submitted with the bid document.</p>	
<p>Proof that the Certified Reference Material (CRM) provided by the bidder for verification/validation is produced in line with the relevant ISO guidelines (ISO 34 / ISO 35 / ISO 80) must be submitted with the bid documentation.</p>	<p><b>YES</b> – To be submitted with the bid document.</p>	
<p>The installation, service maintenance personnel must be factory trained on the specific model of instrument on offer and written proof/ Certificate from the manufacturer confirming this must be handed in as part of bid documentation.</p>	<p><b>YES</b> – To be submitted with the bid document.</p>	
<p>Bidder Sourcing products from a third party must submit the authorisation declaration letter of the third party, see paragraph 7.1 of the Special Conditions of the Contract outlining all requirements as required in the letter. See Annexure "A".</p>	<p><b>YES</b> – To be submitted with bid document</p>	



A written document from the manufacturer of the instrument must be submitted with the bid documents to confirm the 10 years instrument lifetime technical support and availability of spare parts, software and compatible computers.	YES – To be submitted with the bid document.	

#### 4.3.2 PHASE 2: TECHNICAL COMPLIANCE

This phase entails the evaluation of bids for technical compliance.

##### **South African National Standards and/or Private Specifications**

- a) Items must comply with standards and/or specifications as per South African Police Service Spec 323270/56/2023 included in the bid document.
- b) Bidders must enquire at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

##### **STANDARDS:**

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191,



Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za Website: www.sabs.co.za and follow the "Search/Buy Standards" link

**South African National Accreditation System (SANAS):**

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

**4.3.3 PHASE 3: PREFERENCE POINT SYSTEM AND PRICE**

i. **Preference points system 80/20**

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

The bid price (maximum 80 points) – Specific goals (maximum 20 points)

b) The following formula will be used to calculate the points for price:

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Price of tender under consideration; and

P min = Price of lowest acceptable tender.

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



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

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



- n) In terms of this bid specifically the bidder will be evaluated purely on the criteria attached in the table above as no pricing is required for this bid.

#### 4.3.4 PHASE 4: TECHNICAL DEMOSTRATION/ DUE DILIGENCE

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

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

Specific Due diligence requirements pertaining to this bid:

- Identified physical official premises indicating established company with provision for services Requested.
- Confirmation of physical address as per SBD1.
- Verification of systems to conduct required services, in place and sufficient staff compliment.
- Verification of vehicle fleet to conduct services.
- Verification of the systems to conduct required services, in place and sufficient staff compliance.

All information provided in the bid document will be verified.

Operational demonstration of the instrument on offer.

#### 5. VALUE ADDED TAX



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

## 6. PRICING STRUCTURE AND SCHEDULE

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

## 7. OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID

### 7.1 AUTHORISATION DECLARATION/ LETTER FROM THE MANUFACTURER

Any bidder the actual manufacturer and will be sourcing goods or services from another company must submit an unconditional letter from the company(ies) or supplier(s) confirming firm supply arrangement(s) in this regard, which has to accompany the bid at the closing date and time of bid. The said company or supplier must:

- Confirm that it has familiarised itself with the item description, specifications and bid conditions