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**ABBREVIATIONS**

B-BBEE: Broad Based Black Economic Empowerment

BEC: Bid Evaluation Committee

CHW Community Healthcare Workers

CSD: Central Supplier Database

GCC: General Conditions of Contract

GDoH Gauteng Department of Health

GPT: Gauteng Provincial Treasury

NHI National Health Insurance

NT: National Treasury

PPPFA: Preferential Procurement Policy Framework Act

PPR: Preferential Procurement Regulation, 2022

QC: Quality Control

RFP: Request for Proposal

SABS: South African Bureau of Standards

SANS: South African National Standard

SARS: South African Revenue Services

SCC: Special Conditions of Contract

VAT: Value- Added Tax

WBPHCOT Ward based primary health care outreach team

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This document may be reproduced and distributed under the strict condition that the content hereof is not altered, unless the alteration has been done by authorised personnel stipulated by the GDOH and the normal GDOH document control procedures are followed.

##### **THE PURPOSE**

The purpose of the tender is to appoint a service provider to supply and deliver the community health care workers kit bags for the Gauteng Department of Health for a period of three years.

##### **THE BACKGROUND**

The Gauteng Department of Health supports the implementation of the National Health Insurance (NHI) to the uninsured population in the country through the Ward Based Primary Health Care Outreach Teams (WBPHCOTs). The WBPHCOTs provide health services to the communities and homes through the Community Health Workers (CHWs)

The Departments strategy supports early identification of people living with HIV and TB, and linkage to care and treatment. In this regard the department will make funding available to support the work done by the CHWs.

The CHWs have to go into homes to provide basic care such as wound dressing, bathing of patients, home delivery of medication and monitoring adherence to treatment. They will need tools of trade in the form of care kit bags with the content as stipulated in the specification

##### **LEGISLATIVE AND REGULATORY FRAMEWORK**

* 1. The General Conditions of Contract (GCC):

This bid and all contracts emanating from this tender will be subject to the General Conditions of Contract (GCC), as issued by National Treasury in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The general conditions are available on the [Government Procurement General Conditions of Contract 13102006.pdf](https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/Government%20Procurement%20General%20Conditions%20of%20Contract%2013102006.pdf)

* 1. The Special Conditions of Contract:

The Special Conditions of Contract (SCC) are supplementary to that of the General Conditions of Contract. Where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

* 1. Other legal prescripts:

1. The Constitution OF SA, Section 217
2. Broad-Based Black Economic Empowerment Act, 2003 (Act. No. 53 of 2003)
3. Public Finance Management Act, 1999 (Act No. 1 of 1999)
4. Preferential Procurement Policy Framework Act no. 5 OF 2000
5. Preferential Procurement Regulations, 2022
6. Open Tender Framework, 2019
7. Gauteng Finance Management Supplementary Amendment Act 6 of 2019
8. Criminal Procedure Act, 1977 (Act 51 of 1977).
9. Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

**NOTE: Should there be any updated version of any stated regulation or standard in this document; the updated version shall be applicable in practice.**

* 1. Applicable Quality Standards

**NB**: All the material / product offered must comply with the quality standards accredited by SANS/ISO 9001: Quality management system) approved by SABS or equivalent.

##### **THE FORMAT OF THE BID DOCUMENT**

The bidders must submit the bid in a lever arch file/envelope in the format, as per Table 1 below.

Table 1: The Bid Format

|  |  |
| --- | --- |
| **Part of Bid Submission** | **Required documents** |
| Part 1 | **Section 1: Technical Proposal of the tender**  All the documents included in Section 1 must be **read, completed,** **signed** and **dated** where applicable and submitted. Product information documents (e.g. catalogues, operating manuals, instruction leaflets, etc.), in English language.   * SBD 1: Invitation to Bid * SBD 4: Bidders Disclosure * SCM 07: Supply completed list of Samples and attach it to the bid document. * **Valid Letter of Commitment:**   If the bidder is not the original product manufacturer, a valid copy of the letter from the original product manufacturer, reseller or wholesale supplier that authorizes the bidder to resell the product must be attached. (Letter must be signed by both parties) for the bag.  **or**  If the bidder is a manufacturer (not sourcing products from another company), a confirmation letter stating that products will be produced and distributed from own facility should be attached. (Letter must be signed) for the bag.  **Other Required Documents (non-mandatory)**   * **Tax Clearance Requirements**   A printout via SARS e-Filing of the valid Tax Compliance Status (TCS) PIN, must be submitted with the bid documents at the closing date and time of the bid. In bids where consortia, joint ventures and sub-contractors are involved, each party must submit a separate PIN. The PIN, which is issued by the South African Revenue Services, can be used by third parties to verify the compliance status of the bidder online via SARS e-Filing.   * **Central Supplier Database Registration**   Bidder must be registered with CSD and provide the Supplier Master Registration Number (MAAA number) a copy of Central Supplier Database (CSD) Registration Summary Report |
| Part 2 | **All the supporting documents of proof required for the Functionality Evaluation**   1. Past and Present Contractual experience 2. Business profile 3. Implementation Plan |
| Part 3 | **Section 2: Financial Proposal of the tender**  Bidder to complete and submit the below   1. SBD 3.2 Price Schedule - Goods 2. Annexure A Price Schedule 3. SBD 6.1: Preference Points Claim Form in terms of the Preferential   Procurement Regulations 2022 |

##### **THE PRODUCTS SPECIFICATIONS**

Table 2: Specifications and Estimated quantities

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Item Description** | **Estimated Quantities for a year** |
|  | **HOME-BASED CARE KIT:**  1x water-resistant high-quality polyester Black Carry Bag, 45cm Height, 34cm Length, 22cm width. 1.1kg weight (see below diagram .1.) with padded back, 2 side pockets for bottle and umbrella pouch, pockets measurements are 12cm wide and 17cm in length and the pockets shall have rubber bands to hold things in place.  The bag should have three double zipper compartments (main compartment measurements 45cm Height, 34cm Length, 13cm width), with 1 zip front pocket with GDoH printed logo at the centre (logo size 12x3.5cm) and “Asibe Healthy” GP (logo size 12x3.5cm) should be below departmental logo, one padded top lifting handle, two adjustable back carrying handles with padding,    Diagram .1.  ***Items included per bag***:   * 1x Notebook A4, 192 pages * 6x Black Pens * 1 Upper arm digital and rechargeable blood pressure monitor with universal cuff in full working condition, including the batteries, approximate measurements of device (L x W x H) : 140mm x 100mm x 50mm. * 1 Glucometer with test strips * 1x Adult MUAC tape * 1x Child MUAC tape * 1x Yellow Raincoat poncho: one size fits all * 1x squeeze water bottle 750ml with horizontal branded departmental logo (size 12cmx3.5cm). * 1x large Umbrella * **Colours:** Black **Material:** nylon/polyester/pongee * **Sizes:** 28 (l) x 98 (w) – open * **Additional Info:** 8 Panel, 3-Fold, Windproof and Rubber Handle. Auto opens and closes. * 1x Branded with departmental logo (18cmx6cm) and 1x Branded with “asibe healthy” Logo (18cmx6cm). * 1x Black Outdoor Sun Protection Bucket Hat, with chin cord, branded Departmental Logo (size 12cmx3.5cm) and “Asibe Healthy” Logo (size 12cmx3.5cm) on opposite sides, material: polyester. * 1x A4 size Clip board for writing * 1x Small pack medical waste bags - size 30x30cm (50 quantity) * 1 Hand sanitiser with 70% alcohol (size 500ml) * 1x 1litre size sharps container * Disposable thermometers (box of 100) | **7705** |

##### **ESTIMATED QUANTITIES PER DISTRICTS**

* GDoH is divided into five (5) Districts, entities are clustered according to districts.
* Bidders **MUST ONLY SELECT ONE (1) PRIMARY DISTRICT**AS PROVIDED BELOW ON TABLE 3. **A BIDDER THAT SELECTS MORE THAN ONE PRIMARY DISTRICT WILL BE DISQUALIFIED**.
* **Bidders may select one (1) or more of the listed Districts as their secondary options.**
* The respective Districts are indicated as follows:

**TABLE 3: Districts and estimated quantities** (Packaging must be done per district)

|  |  |  |  |
| --- | --- | --- | --- |
| **Districts** | **Estimated Quantities per year** | **Primary District Option** | **Secondary District Option** |
| 1. Johannesburg | 2284 |  |  |
| 1. Ekurhuleni | 1430 |  |  |
| 1. Tshwane | 2249 |  |  |
| 1. Sedibeng | 1000 |  |  |
| 5. West Rand | 742 |  |  |

*NB: If a bidder fails to select a preferred choice on the table provided on table 3 above, the bidder will not be considered for further evaluation.*

##### **EVALUATION METHODOLOGY**

# The evaluation of the bids will be done in accordance with the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000), the Preferential Procurement Regulations, 2022, and the Gauteng Department of Health Preferential Procurement Policy in two stages:

Stage 1A: Mandatory Administrative Evaluation

Stage 1B: Functionality Evaluation

Stage 1C: Sample Evaluation

Stage 2: Price and Preferential Points Claim

The bids will be evaluated according to the 80/20 preference point system. The 80/20 system which is applicable to bids with a Rand value of up to R50 million (all applicable taxes included), where a maximum of 80 points will be allocated for price and a maximum of 20 will be allocated for specific goals.

|  |
| --- |
| **STAGE 1A: MANDATORY ADMINISTRATIVE EVALUATION** |

All bids received will be subjected to a mandatory administrative compliance in line with the below requirements. This phase is not scored and any bidder who fails to comply with any of the said mandatory criteria will be disqualified. All the documents included below must be **read, completed,** **signed** and **dated** where applicable and submitted.

**TABLE 4:** **Mandatory requirements**

|  |  |  |
| --- | --- | --- |
| **Item no** | **Description** | **Submitted (Yes/No)** |
| 1 | SBD 1: Invitation to Bid |  |
| 2 | SBD 4: Bidder’s disclosure |  |
| 3 | 1. **Valid Letter of Commitment:**   If the bidder is not the original product manufacturer, a valid letter from the original product manufacturer, reseller or wholesale supplier that authorizes the bidder to resell the product must be attached. (Letter must be on a letter head of the manufacture and signed by both parties) for only the bag.  **or**  If the bidder is a manufacturer (not sourcing products from another company), a confirmation letter stating that products will be produced and distributed from own facility should be attached. (Letter must be on their own letter head and signed) for only the bag. |  |

**If a bidder does not meet all the requirements as stated above the bid will be disqualified.**

|  |
| --- |
| **STAGE 1B: FUNCTIONALITY EVALUATION** |

Only bidders who have complied with mandatory administrative compliance Stage 1A will be evaluated for functionality stage 1B.

The Bid Evaluation Committee (BEC) responsible for scoring the bids will evaluate and score all bids based on the criteria, as per Table 5: The Functionality Evaluation Scoring.

The minimum threshold score of **41** for functionality shall apply. Bids with a score below the minimum threshold score shall be declared non-responsive and set aside.

Note: Bidders must, as part of the bid documents, submit supporting documents for all functionality requirements, as indicated here under.

**TABLE 5: The Functionality Evaluation Scoring Table**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Description** | **Weight** |
| 1. Past and Present Contractual track record | Bidders must provide testimonial /reference letters on the client’s letter head. the testimonial/ reference letters must be signed by a contactable reference delegate either from a public or private sector in South Africa, together with a copy of an corresponding award letter or purchase order, (Both the testimonial / reference letter and award/ PO should indicate the description of the similar product | **20** |
| a. 4 or more testimonial letters (together with a copy of a corresponding award letter or purchase order) = **(20)** |
| b. 3 testimonial letters (together with a copy of a corresponding award letter or purchase order) = **(15)** |
| c. 2 testimonial letters (together with a copy of a corresponding award letter or purchase order) = **(10)** |
| d. 1 testimonial letters (together with a copy of a corresponding award letter or purchase order) = **(5)** |
| e. If a bidder doesn’t submit any of the above requirements will be scored zero= **(0)** |
| 1. Staff Capacity | Bidder to submit business profile consisting of company details, list of employees appointed by the bidder with the work confirmation letter and their core roles in the ordering process. | **20** |
| 1. Business profile consisting of a Minimum of 8 employees (1 Supervisor, 4 Processing clerk and 3 drivers) = **(20)** |
| 1. Business profile consisting of a Minimum of 6 employees (1 Supervisor, 3 Processing clerk and 2 drivers) = **(15)** |
| 1. Business profile consisting of a Minimum of 4 employees (1 Supervisor, 2 Processing clerk and 1 drivers) = **(10)** |
| 1. If you don’t meet any of the criteria above, you will be scored zero **(0)** |
| 1. Transportation capable to deliver the products (bakkie, panel van or truck) | If the bidder is the owner of the vehicle/s, must submit a vehicle registration certificate/document for each transport as proof of ownership (must be in the name of company/ directors/ owner).  or  in a case of leased vehicle/s, the vehicle registration certificate/ documents should be accompanied by a lease agreement/ letter of intent indicating the vehicles registration number/s signed by both parties and duration of the lease should be for the period of three years. the registration should be in the name of the lessor. | 15 |
| 1. 3 or More vehicles (15 points) 2. 2 vehicles (10 points) 3. 1 vehicle (5 points) 4. No proof of transport (0 point) |
| **Total** | | **55** |
| **Minimum threshold** | | **41** |

**If a bidder does not meet all the requirements stated above the bid will be disqualified** **and not considered for further evaluation**.

|  |
| --- |
| **STAGE 1C: SAMPLE EVALUATION** |

Only bidders who complied with the functionality evaluation stage 1B will be considered for the sample evaluation.

Bidders must submit a fully completed SCM 07 and attach it to the bid document (listing the samples) along with the corresponding samples, upon request from the GDOH.

Only shortlisted bidders will be requested to submit the samples within 14 working days after being contacted by the department. All such bids received will be subjected to a mandatory sample evaluation.

Bidders are “required to submit sample as per Annexure A for the purpose of sample evaluation (“Yes” indicates that a sample is required, “No” indicates that there is no sample required). A bidder with a non-compliant specification of the kit bag with all the items will be disqualified. **failure to submit any items on Annexure A will leads to disqualification and** **A sample/s that is not indicated on the SCM 07 will not be accepted.**

All the samples must be delivered to Gauteng Department of Health, 45 Commissioner Street, Health Programmes unit.

All submitted samples of awarded items will be retained for the period of the contract.

Unsuccessful bidders will be contacted and will be required to collect their samples.

All the samples must be a true representation of the products, which will be supplied for the specific item/s.

**Submission of Samples**

Bids in respect of all required items for which samples were not submitted will be disregarded. It will not serve any purpose to bid for items for which samples cannot be submitted.

The submitted sample must contain all the specified item according to annexure A

**Packaging and marking of samples**

Samples that are submitted by the bidders or requested by the Department for evaluation must be submitted and marked according to the following requirements:

1. A list of the samples (SCM 07) must be attached.
2. Samples must be placed in a suitable packaging and clearly marked on the outside as follows:
3. The RFP/Tender number.
4. The RFP item number.
5. The Bidder’s /Agent name and address.
6. All samples including the labelling requirements must be a true presentation of the product that will be supplied during the contract period.
7. Proposals not supported by availability of samples, when requested, will be disregarded when not submitted and will not be evaluated further.

All submitted samples will be evaluated for compliance against the specifications on the table below. Bidders will type “YES or NO” to indicate the compliance or non-compliance with the specification per item.

**Table :6 Sample evaluation scoring methodology**

|  |  |  |
| --- | --- | --- |
| **ITEM No** | **LONG DESCRIPTION** | **Complying Yes/No** |
| 1. | 1x water-resistant high-quality polyester Black Carry Bag, 45cm Height, 34cm Length, 22cm width. 1.1kg weight with padded back, 2 side pockets for bottle and umbrella pouch, pockets measurements are 12cm wide and 17cm in length and the pockets shall have rubber bands to hold things in place.  The bag should have three double zipper compartments (main compartment measurements 45cm Height, 34cm Length, 13cm width), with 1 zip front pocket with GDoH printed logo at the centre (logo size 12x3.5cm) and Asibe healthy GP (logo size 12x3.5cm) should be below departmental logo, one padded top lifting handle, two adjustable back carrying handles with padding. |  |
| 2. | 1xNote book A4, 192 pages |  |
| 3. | 6x Black Pens |  |
| 4. | 1x Upper arm digital and rechargeable blood pressure monitor with universal cuff in full working condition, including the batteries, approximate measurements of device (L x W x H) : 140mm x 100mm x 50mm. |  |
| 5 | 1x Glucometer with test strips |  |
| 6. | 1x Adult MUAC tape |  |
| 7. | 1x Child MUAC tape |  |
| 8. | 1x Yellow Raincoat poncho: one size fits all |  |
| 9. | 1x squeeze water bottle 750ml with horizontal branded departmental logo (size 12cmx3.5cm). |  |
| 10. | * Colours: Black Material: nylon/polyester/pongee * Sizes: 28 (l) x 98 (w) – open * Additional Info: 8 Panel, 3-Fold, Windproof and Rubber Handle. Auto opens and closes. * 1x Branded with departmental logo (18cmx6cm) and 1x Asibe healthy Logo (18cmx6cm). |  |
| 11 | 1x Black Outdoor Sun Protection Bucket Hat, with chin cord, branded departmental logo (size 12cmx3.5cm) and Asibe Healthy Logo (size 12cmx3.5cm) on opposite sides, material: polyester. |  |
| 12 | 1x A4 size Clip board for writing |  |
| 13 | 1x Small pack medical waste bags - size 30x30cm (50 quantity) |  |
| 14 | 1x Hand sanitiser with 70% alcohol (size 500ml) |  |
| 15 | 1x 1litre size sharps container |  |
| 16 | Disposable thermometers (box of 100) |  |

**NB**: All the material / product offered must comply with the quality standards accredited by SANS or SABS.

**Failure to meet all the specification stated on table 6 above will result in the bid being disqualified and not evaluated further.**

|  |
| --- |
| **STAGE 2: PRICE AND PREFERENCE POINTS EVALUATION** |

The bids will be evaluated according to the 80/20 preference point system. The 80/20 system which is applicable to bids with a Rand value of up to R50 million, where a maximum of 80 points will be allocated for price and a maximum of 20 will be allocated for specific goals.

**Bidders are referred to:**

1. The SBD 3.2 Pricing schedule (Mandatory returnable)
2. Annexure-A for-pricing schedule (Mandatory returnable)
3. The SBD 6.1 Preference point claim.

Failure to submit SBD 3.2 and Annexure-A will lead to a bid being disqualified.

For this tender the Gauteng department of health will apply the specific goals as stated in Gauteng Department of Health Preferential Procurement Policy.

**TABLE 7**. The maximum points for this tender are allocated as follows:

|  |  |  |
| --- | --- | --- |
| The specific goals allocated points in terms of this tender | Number of points allocated (80/20) | Bidders are required to submit, together with their bids, the following to claim for points |
| **PRICE** | **80** |  |
| * + - 1. Enterprises which are at least 51% owned by historically disadvantage individuals. | **8** | * ID with BEE/CIPC/CSD registration documentation |
| * + - 1. The promotion of South African Owned Enterprises. | **2** | * Municipal account/sworn affidavit/ lease agreement - must be in the name of the enterprise/directors * **NB:** Municipal account must not be older than 3 months |
| * + - 1. The promotion of enterprises located in the Gauteng province for work to be done or service to be rendered in the Gauteng Province. | **10** | * Municipal account/sworn affidavit/ lease agreement - must be in the name of the enterprise. * **NB:** Municipal account must not be older than 3 months |
| **TOTAL POINTS FOR PRICE AND SPECIFIC GOALS** | **100** |  |

Failure by the bidder to complete SBD 6.1. (To claim points) and submit proof or documentation required in terms of this tender, will forfeit preference points claim for specific goals.

The GDOH reserves the right, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

##### **SPECIAL CONDITIONS**

* 1. **Cession**

Neither party shall have the right to cede any of its rights or delegate any of its obligations in terms of this contract to another person or organisation without the prior written approval of the other party.

* 1. **Payment Terms**

Section 38(1) (f) of the PFMA and Treasury Regulation 8.2.3 regulates the payment to suppliers within 30 days of invoice receipt. In support of this it is compulsory for the successful bidder/s, on award, to register for GPT Electronic Invoice Submission and Tracking

* 1. **Price Adjustment Periods**
     1. Contract price adjustment shall only be applied on an annual basis at the anniversary of the transversal contract from commencement date.
     2. Successful supplier shall furnish full particulars of the financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.
     3. The successful supplier shall submit an application, in writing and supported by documentary proof, to GDoH in (30) days before the effective date of any price adjustment.
  2. **The conditions of the bid award**
     1. The Gauteng Department of Health reserves the right to award the tender to multiple bidders.
     2. Bidders are required to register on the National Treasury Central Supplier Database prior to award.
     3. Bidders are required to be tax compliant prior to award
     4. The Gauteng Department of Health reserves the right to do due diligence evaluation of the selected bidder/s, to ensure the financial capacity to deliver and verification of all submitted documents legitimate.
     5. Gauteng department of health reserves the right to award various districts to one bidder or multiple bidders per district.
     6. Gauteng department of health reserves the right to award the tender to one bidder per district.
     7. The Gauteng Department of Health reserves the right to negotiate prices further with the recommended or successful bidders, where prices are above the market related in order to achieving a standardized and/or average price.
     8. The BEC reserves the right to discuss and made a decision where documents are not fully completed/Not signed and required proof is submitted/not submitted.
  3. **Travel**

The Gauteng Department of Health will not be liable for any other travel costs incurred by the bidder outside the quoted amount. Prices quoted must be furnished based on “rendered on site” across all the districts of the Gauteng Department of Health

* 1. **Counter conditions**

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

* 1. **Fronting**
     1. The Gauteng Department of Health supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemns any form of fronting.
     2. The Gauteng Department of Health, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
     3. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.
  2. **Contract period**

The contract shall be for a period of 3 years.

* 1. **Validity period**

Bids are held to be valid for a period of one hundred and twenty (120) days after the closing date. Should a bidder retract his offer without good reason, in the opinion of the Department, he may be held responsible for the cost of a possible re-tender.

* 1. **Mergers, take overs and changes in supplier detail.** 
     1. Where a contracted supplier merges with or is taken over by another, the contracted supplier must inform the Department of Health in writing immediately (within 7 days) of relevant details.
     2. The Department of Health reserves the right to agree to the transfer of contractual obligations to the new supplier under the prevailing conditions of contract or to cancel the contract.
     3. A contracted supplier must inform the Department of Health within 7 days of any changes of address, name or banking details.
  2. **Third parties**
     1. Participating authorities will not make a payment to or consult regarding orders with a third party.
     2. No third party is entitled to put an account on hold.
  3. **Guarantee**

The contractor shall fully guarantee all items against manufacturing defects due to factory defaults. Contractors are obliged to refund or replace the failed, unsafe, and defective goods without any charges.

* 1. **Quality standards**

Where the bidder is not the manufacturer, the bidder must ensure that product supplied shall comply with the regulatory requirements as verified by South African Bureau of Standards (SABS) or SANS or equivalent.

* 1. **Samples**
     1. Pre-award sample compliance

The items must comply with the specification and standards, as stated in the bid document. Samples of products offered must be submitted for evaluation to determine compliance with the specification and standards during the evaluation phase.

* + 1. Quality

All samples must comply with the SANS or Equivalent standards. Where specific specification / standards are applicable on materials and supplies, the quality of the products shall not be less than the requirements of such specification / standards.

The successful bidder/s will be required to submit samples upon request at the bidder’s costs.

All samples submitted must be a true representation of the item that will be offered during the contract period. Failure to comply will lead to contract termination with immediate effect.

**Unsuccessful bidders who have submitted samples will be requested to collect such items within 3 months of the commencement of the contract. Samples not collected within this 3-months period will be disposed of at the discretion of the department**.

* 1. **Deliveries**

The Gauteng Department of Health will not be responsible of any damages of any item on transit and during delivery.

* + 1. Delivery Basis

Firm lead times for delivery must be quoted for the duration of the contract period.

All deliveries must be done within eight weeks starting from the day of placement of the order.

* + 1. Delivery Quantities:

1. Quantities reflected in the bid forms/ToR are estimated quantities and no guarantee is given or implied as to the actual quantity that will be procured during the contract period.
2. The ordered quantities may not be exceeded. Any over-supply will not be accepted and will be returned to the supplier at their own expense.
   * 1. Delivery Adherence
3. Deliveries not complying with the order forms will be returned to the supplier at the supplier’s expense.
4. The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
5. The supplier(s) is responsible for the delivery of all contract items direct to all districts as and when ordered, as well as the cost of delivery.
   * 1. Delivery
6. Delivery of products must be made to the Gauteng Department of Health in accordance with the delivery address and instructions appearing on the official order forms of the participating districts.
7. In the event of the Department availing itself of the remedies provided for in paragraphs I the following conditions shall apply:
8. The supplier shall bear any adverse difference in price of the said supplies or services and these amounts plus any other damages, which may be suffered by the Department shall be paid by the supplier to the Department immediately on demand, or the Department may deduct such amounts from moneys (if any) otherwise payable to the supplier in respect of supplies or services rendered or to be rendered under the contract or under any other contract or any other amount due to him;
9. The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
10. The successful bidder(s) is responsible for the delivery of all contract items direct to all districts as and when ordered, as well as the cost of delivery.
11. Deliveries will be made between 8:00 – 15:00, unless otherwise specified.
12. Bidder must have their own transport for deliveries e.g. bakkie or panel van.
    1. **Invoicing**

Invoice/s in duplicate, showing purchase order number, item description, and the contract number, on the copy and the original must be sent to the Gauteng Department of Health Finance and one copy to the End-User.

* 1. **Authorization declaration**
* **Valid Letter of Commitment:**

If the bidder is not the original product manufacturer, a valid copy of the letter from the original product manufacturer, reseller or wholesale supplier that authorizes the bidder to resell the product must be attached. (Letter must be signed by both parties) for the bag.

**or**

If the bidder is a manufacturer (not sourcing products from another company), a confirmation letter stating that products will be produced and distributed from own facility should be attached. (Letter must be signed) for the bag.

* 1. **Supplier performance management**
     1. Supplier performance management will be the responsibility of end-user departments and where supplier performance disputes cannot be resolved between the supplier and the relevant purchasing institution, Gauteng Department of Health: Contract Management must be informed for corrective action.
     2. Supplier must advise the Directorate: Acquisition and Contract Management, Gauteng Department of Health immediately when unforeseeable circumstances will adversely affect the execution of the contract.
  2. **Purchase orders**
     1. Suppliers should note that central office is responsible for generating the order(s) as well as the payment(s) thereof.
     2. Suppliers should note that the order(s) will be placed as and when required during the contract period and delivery points will be specified by the relevant purchasing institution(s). The letter of acceptance constitutes a binding contract. Please note that no deliveries should be made unless an official and authorised order form has been received from the Gauteng Department of Health.
     3. The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and under no circumstances should the supplier deviate from the orders issued.
  3. **Customer service**
     1. Bidders are anticipated to provide after sales service support programme / initiative that will benefit the GDOH.
  4. **Product adherence / model change**
     1. it is required of the supplier to continue to supply the products awarded throughout the contract period.
     2. If the product is discontinued, Gauteng Department of Health, Directorate: Supply Chain Management: Contract Management must be notified of such an occurrence and an official amendment will be issued as approved by the Accounting Officer.
     3. If the product is recalled, Gauteng Department of Health, Directorate: Supply Chain Management: Contract Management must be notified of such an occurrence and an official communication will be issued.
     4. Suppliers are not required to deliver new products prior to approval of products changes by the Gauteng Department of Health.

##### **Tender enquiries**

**Bid documents queries:**

**Technical queries:**

Name: **Mr. Nnoke Rakgoale**

e-mail: [**nnoke.rakgoale@gauteng.gov.za**](mailto:nnoke.rakgoale@gauteng.gov.za)

**General enquiries:**

Name:

e-mail:

**N.B. All questions regarding the specification must be submitted 5 days before the closing date of the tender.**