



PART A (SBD 1)
INVITATION TO BID INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E2/2022/2023	CLOSING DATE:	13 JANUARY 2023	CLOSING TIME:	11:00
DESCRIPTION:	SUPPLY AND DELIVERY OF SANITARY TOWELS TO VARIOUS EDUCATION DISTRICT OFFICES FOR ELIGIBLE GIRLS FROM GRADE 5 TO 12 IN QUINTILE 1 PUBLIC ORDINARY, SPECIAL AND FARM HOSTEL SCHOOLS AND SPECIAL CARE CENTRES				
PERIOD:	TWO YEARS FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire, BLOEMFONTEIN, 9301 (THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	K Rampai		CONTACT PERSON	L. Dippenaar:: or BE Qwleana: (specification enquiries)	
TELEPHONE NUMBER	051-4041873		TELEPHONE NUMBER	051 404 8236/051 404 8756	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za		E-MAIL ADDRESS	L.DeWit@fseducation.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] *BBBE CERTIFICATE MUST BE VALID AT TIME WHEN BID CLOSE. Please note that there are two types of sworn affidavits namely these for:					



1) EME suppliers (where the total annual revenue for the latest financial year was R10 million or less) AND
 2) QSE suppliers (where the total annual revenue for the latest financial year is between R10 million and R50 million)
 Please ensure that you complete and submit the correct sworn affidavit according to your total annual revenue. The department will not take responsibility if information was wrongly declared. See paragraph 20 of the Standard Conditions for consequences on false information.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
 DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
 IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW

PART B (SBD 1)
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. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **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.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

.....

.....

.....



STANDARD BID CONDITIONS

1. PRICES SBD 3.1/ Bill of quantities

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 Bid prices to be indicated on the relevant SBD 3.1 form unless otherwise requested by the Department.
- 1.3 The pricing schedule **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.4 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the National Treasury Practice Note no 7 of 2009/2010 (SCM – Declaration of Interest). Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 5:**
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2017: Should be completed and signed by service provider if points are claimed.
- 2.5 **SBD 6.2:**
The Declaration certificate for Local Production and content for designated sectors should be completed and signed if the content of this bid fall in the designated group of local production as identified by National Treasury.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.6 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.7 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.8 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction



C. BID FORMS

- 2.9 The bid forms should not be retyped or redrafted.
- 2.10 Only the bid documents issued by the Department of Education Free State must be used.
- 2.11 Bid documents to be completed in full.
- 2.12 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 2.13 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.14 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.15 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.16 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.17 **LATE BIDS**
Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

3. FORMS TO CLAIM POINTS FOR B-BBEE (SBD 6.1 FORM)

- 3.1 Where points are claimed for B-BBEE Status Level of Contribution the SBD 6.1 form, to be completed in full and signed by the bidder. A **VALID** AND **ORIGINAL/ORIGINAL CERTIFIED BBBEE** Status Level Verification Certificate should be attached.
- 3.2 BBBEE Status Level Verification Certificates should be issued by the agencies as stipulated in Par 6.4 of the Standard Conditions.
- 3.4 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their **consolidated B-BBEE status level certificate** as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.



4. **NO BRIEFING SESSION WILL BE CONDUCTED.**

5. **EVALUATION CRITERIA**

5.1 **STAGE 1: PRE-QUALIFYING CRITERIA FOR PREFERENTIAL PROCUREMENT**

- **B-BBEE STATUS LEVEL CONTRIBUTION (LEVEL 1-3)**
(PRE-EVALUATION CRITERIA FOR PREFERENTIAL PROCUREMENT DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017: Regulation 4(1)(a))

Only bidders with BBBEE status level of Contribution 1-3 will qualify.

- Bidders are required to submit proof of B-BBEE status level of contributor. Proof includes a valid B-BBEE status level verification certificate or a valid sworn affidavit signed by the EME/QSE representative and attested by Commissioner of oaths.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.

5.2 **STAGE 2: FUNCTIONALITY CRITERIA**

- **FUNCTIONALITY EVALUATION (SEPARATE FROM PRICE): 60 POINTS**
- Detailed functionality points allocations is outlined in the document. (See pages 16 to 22)
 - The bidder must score at least **36 out of 60** for functionality to qualify for further evaluation

5.3 **STAGE 3 OF EVALUATION CRITERIA:**

- **SPECIAL BID CONDITION: SAMPLES (COMPULSORY TO SUBMIT)**

Compulsory to submit 1 pack unscented sanitary towels on/ or before the closing date.

Potential bidder/s must also submit SANS 1043 compliance certificate confirming the quality, usability and "strength/ durability of the sample submitted

Failure to submit a SANS 1043 compliance certificate and a sample will lead to disqualification of your bid.

- Samples shall be dispatched to the address mentioned in the bid documents so as to reach the department **on the closing date and time of the bid.**

NB: Failure to submit **samples** within the specified time, and as specified in the required specification will lead to automatic disqualifications of your bid.

- All samples provided will be for the account of the bidder.
- **Bid documents shall not be included in parcels containing samples and samples must not be included in the bid document. (Samples and bid documentations must be separate.)**
 - **Bid documents** (i.e. SBD forms, CSD printout report, BBBEE certificate/affidavit and documents submitted for functionality evaluation) should be deposited in the **Bid Box** situated at the N8 Gateway Office Park, Plot 22, C/O Rudolf Greyling & AW Louw Avenue, Estoire, Bloemfontein, 9301
 - **THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3.**

- **Samples** should be submitted to N8 Gateway Office Park, Plot 22, C/O Rudolf Greyling & AW Louw Avenue, Estoire, Bloemfontein to:
 ✓ **Ms KS Maphisa**

NB: Bidders should ensure that they sign the sample register when samples are submitted.

- Samples must comply with the specifications as well as the following requirements:
 - a. Samples should be **clearly marked**
 - b. Each sample must be **clearly labelled indicating:**

- i. the trade name of company (bidder)
- ii. the bid number

(If the above is not clearly indicated on your sample it will not be taken into consideration)

- Where a contract (bidder) is awarded on the grounds of evaluation of a representative sample, such sample will be kept for the contract period and will be regarded as the contract sample. Unsuccessful bidders will be called upon to remove their samples at their own cost.
- NB: Successful service provider/s must ensure that they deliver same items with the same quality as their supplied samples. In the event of any deviation of the supplied sample, the service provider (bidder) must make a written application to the department for consideration. Failure to do so will result in to contract be terminated and legal action (taken or instituted) against the service provider.
- Although precautions will be taken to safe-guard samples the department accepts not responsibility for the samples, which may be damaged during the evaluation process or may be lost.
- Samples shall be supplied by a bidder at his/her own expense and risk.
- All samples provided, which must be returned to the bidders must be removed on request of the Department at the bidders own expense and risk within the specified period. On failing to comply with, the bidder will forfeit ownership and the sample shall forthwith be disposed of at the discretion of the Department.

5.4 STAGE 4: EVALUATION ON PRICE AND PREFERENCE (80/20 preference point system)

- 5.4.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2017 Regulation 3(a)(ii) "if it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

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

$$P_s = 80/90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- 5.4.2 Points will be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.4.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit a valid **ORIGINAL/ORIGINAL CERTIFIED BBEE** verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath or sworn affidavit issued by DTI .
- 5.4.4 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:
- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
 - (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.
- 5.4.5 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 5.5 Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.**
- 5.6 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.
- 5.7 Failure on the part of the Bidder to comply with the above paragraphs will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 5.8 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 preference points for B-BBEE.
- 5.9 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.
Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 5.10 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

6. JOINT VENTURE AGREEMENT

- 6.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document.**
- 6.2 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture** will render the bid non-responsive and your offer will be **disqualified.**

- 6.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 6.4 It is expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.

7. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

8. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

9. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents (**120 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

10. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

11. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

12. QUALIFICATIONS OF BIDDERS

- 12.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 12.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 12.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 12.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

13. COMPLIANCE TO CONTRACT

- 13.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 13.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

14. JOB CREATION

- 14.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 14.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:

- 14.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:

- 14.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

15. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

16. MAXIMUM DELIVERY PERIOD

As indicated in specification.

17. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

18. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**19. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
**A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.****

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.



According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

20. VALID TAX MATTERS

It is a condition that the Tax matters of the successful bidder/s are in order.

Submit the following documentation:

Submit a **Centralized Supplier Database (CSD) report** which proof valid and compliant tax matters (in case of Joint Venture a CSD print out report for each party in the JV should be submitted).

21. SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

22. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

23. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____ in my capacity as _____ of
_____(Company), hereby certifies that I take note and accept the
above-mentioned Standard Conditions, Special Conditions of the Contract and the General
Conditions of a Contract. I further declare that the information submitted is correct.

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____

Fax of company: (____)_____



SPECIFICATION

SPECIFICATION: SUPPLY AND DELIVERY OF SANITARY TOWELS TO VARIOUS EDUCATION DISTRICT OFFICES FOR ELIGIBLE GIRLS FROM GRADE 5 TO 12 IN QUINTILE 1 PUBLIC ORDINARY, SPECIAL AND FARM HOSTEL SCHOOLS AND SPECIAL CARE CENTRES

PERIOD: DATE OF APPROVAL FOR TWO YEARS

Supply of Sanitary Towel of:

- 1 pack of individually wrapped with wings, ten units in a pack sanitary towels
- 30 % of the whole quantity should be for light to medium flow and 70 % for medium to heavy flow (Exact quantities will be provided quarterly per order.)
- **Unscented only**
- Strictly SANS 1043 approved

Delivery should be done beginning of each school term for the full term (3 months) supply at designated district office/s as per the attached address list.

Packaging should be 100 sanitary pads per box (10 pads per packet x 10 packets per box) and it must be clearly indicated on the box whether it is for light to medium or medium to heavy flow.

Term 1: 1st week of school opening for term 1

Term 2: 1st week of school opening for term 2

Term 3: 1st week of school opening for term 3

Term4: 1st week of school opening for term 4

SPECIAL CONDITION:

Sample:

Compulsory to submit 1 pack unscented sanitary towels on/ or before the closing date.

Potential bidder/s must also submit SANS 1043 compliance certificate confirming the quality, usability and “strength/ durability of the sample submitted.

Samples must be labelled with Company name.

Failure to submit a SANS 1043 compliance certificate and a sample will lead to disqualification of your bid.

Please note: The successful bidder should ensure that quality of sanitary towels delivered be the same as the sample submitted with the bid. Failure to deliver the same quality will lead to termination of the contract.

PRICING SCHEDULE

Bid Allocation/ Awarding shall be per item and delivery costs must be included on the item price.

The packaging must be 100 units per box for ease of counting on delivery and distribution thereafter. Boxes should be marked: light to medium flow or medium to heavy flow.

Delivery address: Refer to the list attached.

If deliveries are made on behalf of supplier, consignment must be clearly mark which appointed contractor is responsible for delivery.

Please Note:

Quantities for year 2 will be provided beginning of each financial year according to the learner enrolment.

Quantities are subjected to change.

The Department has the right to appoint one service provider per item (8 service providers) or one service provider for more than one item.

The Department has the right to negotiate prices with shortlisted service providers.

Enquiries:

BE Qwelane – 051 404 8756

L Dippenaar – 051 404 8236

Sanitary Dignity Programme Distribution Points

DISTRICT	CONTACT PERSON	CONTACT DETAILS	DELIVERY ADDRESS
Motheo	Ms. T Masisi	082 716 9870	Saambou building Charlotte Maxeke St, Bloemfontein
Lewjeleputswa	Ms. M Shomaele	082 229 6057	Old Child Guidance Clinic Building Welkom
Xhariep	Ms .M Motsabi	082 842 2706	N8 Building, Rudof Greyling Avenue, Noordhoek
Fezile Dabi	Ms. S Rasegoete	082 920 6394	District office, Totius Street Sasolburg
Thabo Mofutsanyane	Ms. T Molotsi	073 310 5810	Education District office. Bethlehem, Education District office QwaQwa.



FUNCTIONALITY CRITERIA



EVALUATION / ADJUDICATION CRITERIA E2/2022/2023

1. The bid will be evaluated as follows:
 - 1.1 Assessment on Functionality (**Separate from price**): **60** points
 - 1.2 Assessment on price: **80** points
 - 1.3 B-BBEE grading: **20** points
2. The value of this bid is estimated to not exceed R50 000 000 and therefore the **80/20** system shall be applicable.
3. **PRE-QUALIFICATION REQUIREMENTS/FUNCTIONALITY CRITERIA**
All bids will be subject to **Pre-Qualification** and will be required to achieve a **minimum score of 36 points for functionality** in total to be further evaluated for price.

NB: Bidders who score below 36 Points out of 60 Points in the assessment of functionality will not be considered.

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

FUNCTIONALITY CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																								
TRACK RECORD THAT WILL INDICATE CAPABILITY AND CAPACITY IN DELIVERY OF GOODS	Total = 20 points																											
	<p><u>Signed Appointment letter/purchase order/contractual agreement (Maximum 10 points)</u></p> <p>1 Appointment letter/purchase order/ contractual agreement which stipulate a value of delivery from above R200 000 to R750 000</p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from above R750 000 to R1 million</p> <p>1 Appointment letter/order which stipulate a value of delivery from above R1 million to R2 million</p> <p>1 Appointment letter/order which stipulate a value of delivery of above R2 million</p>	<p>→4 points</p> <p>→6 points</p> <p>→8 points</p> <p>→10 points</p>	<p><u>Annexure A1</u></p> <p>Signed Appointment letter/proof of contractual agreement/purchase order in the name of the bidder for similar goods delivered. (hygiene products)</p> <p>The appointment letter/purchase order should:</p> <ul style="list-style-type: none">• Be on the letterhead of the department/company and in case of purchase order the department should be reflected.• Should indicate the description/details <p>The following should reflect on the required documentation</p> <ul style="list-style-type: none">• Date of appointment/date of order should be indicated• Value of contract/order• Contactable reference	<p><u>APPOINTMENT LETTER/PURCHASE ORDER attached? Circle YES or NO.</u></p> <table><tr><td>YES</td><td>NO</td></tr></table> <p><u>IS FOLLOWING INDICATED? Circle YES or NO.</u></p> <table><tr><td>Signed?</td><td>YES</td><td>NO</td></tr><tr><td>On letter head/indication of department/company ordered</td><td>YES</td><td>NO</td></tr><tr><td>Description/details of goods delivered/service rendered?</td><td>YES</td><td>NO</td></tr><tr><td>Date</td><td>YES</td><td>NO</td></tr><tr><td>Value of contract</td><td>YES</td><td>NO</td></tr><tr><td>R</td><td></td><td></td></tr><tr><td>Contact details</td><td>YES</td><td>NO</td></tr></table> <table><tr><td>POINTS SCORED</td><td>/ 10</td></tr></table>	YES	NO	Signed?	YES	NO	On letter head/indication of department/company ordered	YES	NO	Description/details of goods delivered/service rendered?	YES	NO	Date	YES	NO	Value of contract	YES	NO	R			Contact details	YES	NO	POINTS SCORED
YES	NO																											
Signed?	YES	NO																										
On letter head/indication of department/company ordered	YES	NO																										
Description/details of goods delivered/service rendered?	YES	NO																										
Date	YES	NO																										
Value of contract	YES	NO																										
R																												
Contact details	YES	NO																										
POINTS SCORED	/ 10																											

Part 12.1: Notifiable Documents					FREE STATE PROVINCE																							
FUNCTIONALITY CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																								
	<p>AND</p> <p>Signed Reference letter which stipulate a minimum value as indicated (Maximum 10 points):</p> <p>1 Reference letter which stipulate a value of delivery from above R200 000.00 to R750 000.00</p> <p>1 Reference letter which stipulate a value of delivery from above R750 000.00 to R1 million</p> <p>1 Reference letter which stipulate a value of delivery from above R1 million to R2 million</p> <p>1 Reference letter which stipulate a value of delivery of above R2 million</p>	<p>→4 points</p> <p>→6 points</p> <p>→8 points</p> <p>→10 points</p>	<p><u>Annexure A2</u></p> <p>1) <u>Signed reference letter from referees (corresponded with the appointment letter/s) for similar goods delivered (hygiene products)</u></p> <p>2) <i>The letter must comply with all the under-mentioned criteria for points to be allocated:</i></p> <ul style="list-style-type: none">• Date of letters should not be older than 5 years• Value of service must be stipulated• Letters should be on official letterhead/s of institution to whom services were rendered/project was carried out.• Quality of service must be stipulated. <p>3.) The reference letter should be addressed to the company that bid.</p>	<p><u>REFERENCE LETTERS attached?</u> <u>Circle YES or NO.</u></p> <table><tr><td>YES</td><td>NO</td></tr></table> <table><tr><td>Does letters correspond with the appointment letters?</td><td>YES</td><td>NO</td></tr><tr><td>Is it signed?</td><td>YES</td><td>NO</td></tr><tr><td>Is quality indicated?</td><td>YES</td><td>NO</td></tr><tr><td>Is it addressed to the bidder?</td><td>YES</td><td>NO</td></tr><tr><td><u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> Date of letter: _____</td><td><u>Indicate value</u> R _____</td><td>YES NO</td></tr><tr><td colspan="2">On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client:</td><td>YES NO</td></tr><tr><td colspan="2">POINTS SCORED</td><td>/ 10</td></tr></table>		YES	NO	Does letters correspond with the appointment letters?	YES	NO	Is it signed?	YES	NO	Is quality indicated?	YES	NO	Is it addressed to the bidder?	YES	NO	<u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> Date of letter: _____	<u>Indicate value</u> R _____	YES NO	On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client:		YES NO	POINTS SCORED		/ 10
YES	NO																											
Does letters correspond with the appointment letters?	YES	NO																										
Is it signed?	YES	NO																										
Is quality indicated?	YES	NO																										
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<u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> Date of letter: _____	<u>Indicate value</u> R _____	YES NO																										
On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client:		YES NO																										
POINTS SCORED		/ 10																										

FUNCTIONALITY CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																														
				TOTAL POINTS SCORED	/ 20																													
LOCALITY	<p>Total = 5 points</p> <p>Proof should be submitted that bidder is Free State based (physical Address).</p>																																	
	→5 points	<p><u>Annexure B</u></p> <p><u>Municipal/water/electricity account of the bidder's premises</u></p> <ul style="list-style-type: none"> The account must be in the bidders name/Directors' name/s. The account should not be older than 3 months <p><u>Or</u></p> <p><u>SIGNED Lease agreement:</u> In case of lease agreement originally certified copies of invoices/proof of payment by the tenant for the last three months as proof that the landlord has been paid by the tenant.</p> <table border="1"> <tr> <td>Is Municipal/water/electricity account attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Not older than 3 months</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Indicate date: _____</td> <td></td> <td></td> </tr> <tr> <td>Is it in bidder's name?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Town/city in FS: Indicate town _____</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> </table> <p style="text-align: center;"><u>Or</u></p> <table border="1"> <tr> <td>Is Lease agreement attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Is CERTIFIED copies of invoices/proof of payment by tenant for the <u>last three months</u> attached?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Is it in bidder's name?</td> <td><u>YES</u></td> <td><u>NO</u></td> </tr> <tr> <td>Town/city in FS: _____</td> <td></td> <td></td> </tr> </table> <table border="1"> <tr> <td>POINTS SCORED</td> <td>/5</td> </tr> </table>				Is Municipal/water/electricity account attached?	<u>YES</u>	<u>NO</u>	Not older than 3 months	<u>YES</u>	<u>NO</u>	Indicate date: _____			Is it in bidder's name?	<u>YES</u>	<u>NO</u>	Town/city in FS: Indicate town _____	<u>YES</u>	<u>NO</u>	Is Lease agreement attached?	<u>YES</u>	<u>NO</u>	Is CERTIFIED copies of invoices/proof of payment by tenant for the <u>last three months</u> attached?	<u>YES</u>	<u>NO</u>	Is it in bidder's name?	<u>YES</u>	<u>NO</u>	Town/city in FS: _____			POINTS SCORED	/5
Is Municipal/water/electricity account attached?	<u>YES</u>	<u>NO</u>																																
Not older than 3 months	<u>YES</u>	<u>NO</u>																																
Indicate date: _____																																		
Is it in bidder's name?	<u>YES</u>	<u>NO</u>																																
Town/city in FS: Indicate town _____	<u>YES</u>	<u>NO</u>																																
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Is it in bidder's name?	<u>YES</u>	<u>NO</u>																																
Town/city in FS: _____																																		
POINTS SCORED	/5																																	

FUNCTIONALITY CATEGORY		MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST		
WOMEN EMPOWERMENT	TOTAL = 20 POINTS			<u>Annexure C</u> Attach BOTH of the following: <ul style="list-style-type: none">• ORIGINALLY CERTIFIED ID of director/owner AND• ORIGINAL CERTIFIED CK1/company registration documents	Is there a % women ownership in the company?		
	25-49 % Woman owner/director in company	→ 5 points	YES NO				
	50-74% Woman owner/director in company	→ 10 points	Indicate the %women in the company %				
	75-99% Woman owner/director in company	→ 15 points	Is ORIGINALLY CERTIFIED ID attached?				
	100% Woman owner/director in company	→ 20 points	Is ORIGINALLY CERTIFIED CK1/company registration documentation attached?				
				POINTS SCORED			
				/20			
PEOPLE WITH DISABILITY	TOTAL = 5 POINTS			<u>Annexure D</u> • REPORT FROM CERTIFIED MEDICAL PROFESSIONAL, CERTIFIED ORIGINAL, INDICATING NATURE OF DISABILITY OF DIRECTOR/ OWNER	Is there a people with disability ownership in the company?		
		→ 5 points	YES NO				
			Is report from certified medical professional attached?				
			Is it originally certified?				
				POINTS SCORED			
				/5			
YOUTH	TOTAL = 5 POINTS			<u>Annexure E</u> Attach BOTH the following: <ul style="list-style-type: none">• ORIGINALLY CERTIFIED ID of director/owner AND• ORIGINAL CERTIFIED CK1/company registration documents	Is there a % youth ownership in the company?		
	Any % Youth (18-35 years) in company	→ 5 points	YES NO				
			Is ORIGINALLY CERTIFIED ID attached?				
			Is ORIGINALLY CERTIFIED CK1/company registration documentation attached?				
				POINTS SCORED			
				/5			

FUNCTIONALITY CATEGORY		MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST										
PROOF OF SOUND FINANCIAL STABILITY TO DELIVER SERVICE	Total = 5 points														
	No Financial Statement	→0 points	<p>ANNEXURE F</p> <p>Original certified and signed Audited financial statement signed off by a registered Chartered accountant <i>or</i> Original certified and signed Financial statement signed by registered accountant</p> <p><i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i></p> <p><i>And / Or</i> Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to <i>your</i> company. The credit provider should be registered with NCR.</p> <p><i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i></p>	<p>FINANCIAL STATEMENTS attached? CIRCLE YES or NO.</p> <table><tr><td>YES</td><td>NO</td></tr></table>		YES	NO								
	YES	NO													
	Unsigned/not certified Financial Statement not prepared by a Qualified Accredited Accountant	→0 points		<p>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</p> <table><tr><td>Signed?</td><td>YES</td><td>NO</td></tr><tr><td>Compiled by CA or accountant?</td><td>YES</td><td>NO</td></tr><tr><td>Is it originally certified?</td><td></td><td></td></tr></table>		Signed?	YES	NO	Compiled by CA or accountant?	YES	NO	Is it originally certified?			
Signed?	YES	NO													
Compiled by CA or accountant?	YES	NO													
Is it originally certified?															
Original certified and signed, sound and audited Financial Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provider	→5 points	<p>OR</p> <table><tr><td>IS LETTER FROM CREDIT PROVIDER ATTACHED?</td><td>YES</td><td>NO</td></tr><tr><td>IS IT ORIGINALLY CERTIFIED?</td><td></td><td></td></tr></table> <p>DOES LETTER COMPLY WITH THE FOLLOWING?</p> <table><tr><td>Is Credit amount stipulated</td><td>YES</td><td>NO</td></tr><tr><td>POINTS SCORED</td><td colspan="2">/5</td></tr></table>		IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO	IS IT ORIGINALLY CERTIFIED?			Is Credit amount stipulated	YES	NO	POINTS SCORED	/5	
IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO													
IS IT ORIGINALLY CERTIFIED?															
Is Credit amount stipulated	YES	NO													
POINTS SCORED	/5														
POINTS SCORED GRAND TOTAL		/60													



PRICING SCHEDULE

- **PRICES MUST BE ALL INCLUSIVE**
- **PRICES MUST INCLUDE VAT**

ITEM 1

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
1	Fezile Dabi	7 800	23 400	93 600	R	R

ITEM 2

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
2	Lejweleputswa Circuits 1-5	7 560	22 680	90 720	R	R

ITEM 3

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
3	Lejweleputswa Circuit 6-10	7 560	22 680	90 720	R	R

ITEM 4

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
4	Motheo	8 552	25 656	102 624	R	R

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ITEM 5

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
5	Thabo Mofutsanyana Circuit 1-5	10 050	30 150	120 600	R	R

ITEM 6

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
6	Thabo Mofutsanyana Circuit 5-10	10 050	30 150	120 600	R	R

ITEM 7

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
7	Thabo Mofutsanyana Circuit 11-16	10 050	30 150	120 600	R	R

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ITEM 8

ITEM #	TARGET	NUMBER OF Girls	Estimated quantity per term (No of girls by 3 months)	Estimated quantity per year (Quantity per term by 4 terms)	Year 1 Price per unit (1 pack of 10 towels)	Year 2 Price per Unit (1 pack of 10 towels)
8	Xhariep	5 652	16 956	67 824	R	R

Quote on all the above items but indicate on table below the two items/ target districts that you prefer. Please mark **a maximum of two (2)**:

ITEM NUMBER	TARGET	MARK WITH (X) ONLY TWO ITEMS
1	Fezile Dabi	
2	Lejweleputswa Circuits 1-5	
3	Lejweleputswa Circuit 6-10	
4	Motheo	
5	Thabo Mofutsanyana Circuit 1-5	
6	Thabo Mofutsanyana Circuit 5-10	
7	Thabo Mofutsanyana Circuit 11-16	
8	Xhariep	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SBD 3.1

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: **E2/2022/2023**
Closing Time **11H00 on 13 JANUARY 2023**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E2/2022/2023	SUPPLY AND DELIVERY OF SANITARY TOWELS TO VARIOUS EDUCATION DISTRICT OFFICES FOR ELIGIBLE GIRLS FROM GRADE 5 TO 12 IN QUINTILE 1 PUBLIC ORDINARY, SPECIAL AND FARM HOSTEL SCHOOLS AND SPECIAL CARE CENTRES
PERIOD	TWO YEARS FROM DATE OF APPROVAL
PRICE	PLEASE COMPLETE THE PRICING SCHEDULE ON PAGES 22 TO 24. COST PER UNIT 1 (PACK OF 10 SANITARY TOWELS) MUST BE ALL INCLUSIVE.
QUANTITIES	As per pricing schedule. Please note that the quantities indicated is an estimate. The department has the right to reduce the quantities depending on the availability of funds.

Does offer comply with specification? YES/NO (Make an x on your answer)

If not to specification, indicate deviation(s)

Is price Firm for contract period YES/NO (Make an x on your answer)

Delivery basis (all delivery costs **must** be included in the bid price)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SBD FORMS TO BE COMPLETED AND SIGNED:

- **SBD 1**
- **SBD 4**
- **SBD 6.1**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SBD 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not to exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

P_{min} = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

--

Contractor

--

Witness 1

--

Witness 2

--

Employer

--

Witness 1

--

Witness 2

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent

--	--

Contractor

Witness 1

Witness 2

Employer

Page 10 of 10

Witness 1

Witness 2

basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



**PROOF THAT TAX MATTERS ARE
IN ORDER:**

ATTACH:

- **PROOF OF REGISTRATION ON
CSD**

**PRINT OUT REPORT OF CSD
WITH PROOF OF COMPLIANT
TAX MATTERS**

- **TAX COMPLIANCE STATUS**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



IN CASE OF JOINT **VENTURE:**

ATTACH SIGNED JOINT VENTURE AGREEMENT (signed by both parties)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH VALID **AND ORIGINALLY** **SIGNED/** **ORIGINAL** **CERTIFIED BBBEE** **CERTIFICATE/** **SWORN AFFIDAVIT**

AND ENSURE THAT YOU COMPLETE AND SIGN THE SBD 6.1
FORM

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A1:

SIGNED APPOINTMENT LETTER/

PURCHASE ORDER

(Ensure that the letters comply with criteria)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A2:

SIGNED REFERENCE LETTERS

(Ensure that the letters comply with criteria)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE B:

- **MUNICIPAL ACCOUNT**

OR

- **ORIGINAL/ORIGINAL CERTIFIED**

LEASE AGREEMENT

(In case of lease agreement **originally certified copies** of invoices/proof of payment by the tenant for the last three months as proof that the landlord has been paid by the tenant.)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE C&E:

- **Original certified ID
and**
- **Originally certified
company registration
documents**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE D:

**ORIGINAL CERTIFIED REPORT FROM
CERTIFIED MEDICAL PROFESSIONAL
INDICATING NATURE OF DISABILITY
OF DIRECTOR/OWNER (IF APPLICABLE)**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



CHECK LIST:			
SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARDIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 6.1	Preference points claim form	To be completed and signed by the service provider in order to claim points	
SBD 3.1	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: <ul style="list-style-type: none"> • Indicate price • Complete questions on the form 	
PLEASE ENSURE/PROOF THAT TAX MATTERS ARE IN ORDER BY SUBMITTING THE FOLLOWING DOCUMENT:			
TAX MATTERS TO BE IN ORDER			
CSD PRINT OUT SARS PIN	Service provider must proof valid tax matters by providing: <ul style="list-style-type: none"> • Each party to a Consortium/Joint Venture must submit a separate valid Tax Clearance Certificate/CSD printout report with the bid. • CSD printout report with compliant tax matters. • Tax compliance status 		
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
JOINT VENTURE AGREEMENT (if applicable)			
Joint Venture agreement <i>(Compulsory if applicable)</i>	In the event that a joint venture bid is submitted a signed joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement (signed by all the parties) will lead to disqualification of the bid.		
PLEASE ENSURE THE FOLLOWING:			
SPECIFICATION, SPECIAL CONDITIONS AND FUNCTIONALITY CRITERIA			
<ul style="list-style-type: none"> • Please ensure that you attach ALL documents as requested in specification, special conditions and functionality criteria. 			
ENSURE THAT YOU ATTACH AN ORIGINAL SIGNED/ORIGINAL CERTIFIED COPY OF YOUR BBBEE CERTIFICATE			
ENSURE THAT YOU SUBMIT A SAMPLE AND COMPLIANCE CERTIFICATE			

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Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2