

## Invitation to Tender

**Tender Name: Supply and Delivery of Gas Chromatography with tandem mass spectrometry (GC-MS/MS)**

**Tender Number: RFP/LAB/GC-MS/MS/2023/02**

<b>Date of Issue</b>	Wednesday, 13 September 2023
<b>Online Briefing Session</b>	Wednesday 29 September 2023 (refer to 3.10)
<b>Closing Date &amp; Time</b>	Thursday 12 October 2023 @ 11h00am
<b>Bid Validity Period from date of Closure</b>	150 Days
<b>Method of Submission</b>	Physical Submission in Tender box: PPECB Head Office, Main Reception and An electronic submission, that must be stored via Microsoft OneDrive
<b>Tender Enquiries</b>	Portia Jonginyanga E-mail: <a href="mailto:PortiaJ@ppecb.com">PortiaJ@ppecb.com</a>  Tel: +27 21 930 1134
<b>PPECB business hours</b>	08:15 – 16:45
<b>Category</b>	Laboratory Equipment



**PPECB**

[www.ppecb.com](http://www.ppecb.com)

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### **CONFIDENTIALITY AND PROPRIETARY NOTICE**

*This document contains information which is proprietary and confidential to the PPECB.*

*No part of the content may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for purpose of submitting a tender bid, without prior written permission from PPECB.*

*All copyright and intellectual property rights herein vests in PPECB.*

*Unauthorized use of the PPECB's Logo and/or branding in any proposal document is strictly prohibited. No PPECB branding or co-branding may be used in any submission documentation or proposal without the explicit permission of the PPECB's Marketing and Communication Department.*

## 1 Invitation to Tender

Bidders are invited to tender for the **Supply, Commissioning, Servicing, and Maintenance of Gas Chromatography system with a Triple Quadrupole Mass Spectrometer detector (GC-MS/MS)** to improve efficiencies, lead times and increase sample volume capacity to the PPECB laboratory in Centurion.

Bidders must comply with the instructions of all the requirements of this Invitation to Tender. Non-compliance may lead to a tender not being considered by the PPECB.

The bid and accompanying documents must be carefully parcelled, sealed, and delivered as per the instructions in this document no later than the closing date and time specified on the invitation to tender cover (page 1).

## 2 PPECB Background

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture, Land Reform and Rural Development who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 020 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the Department of Agriculture, Land Reform and Rural Development has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored, and transported at specific temperatures and optimum conditions.

Please visit the PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

## 3 Conditions of Tender and Tender Instructions

### 3.1 Central Supplier Database

Bidders are required to register on the Central Supplier Database ([Welcome - Central Supplier Database Application \(csd.gov.za\)](http://Welcome-Central-Supplier-Database-Application(csd.gov.za))) and to include their Master Registration Number (Supplier MAAA Number) in SBD1 in order to enable the PPECB to verify the supplier's tax status, company registration, bank details, directors and shareholders.

### 3.2 Cost of proposal preparation

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this invitation, including post submission tender activities, such as responding to clarification questions, preparing for, and conducting presentations and demonstration, responding to PPECB due diligence requirements, etc.

### 3.3 Questions from bidders & additional tender information

Each Bidder must ensure that they are familiar with the Tender Documents and understand the obligations that will apply if the Tender is accepted by the PPECB.

Should the Bidder wish to clarify aspects of this Tender or the acquisition process, they must contact, via email, the officials listed on the Tender cover page. The Bidder must ensure that they use the Tender Number and Name as reference in any communication with the PPECB.

Any queries relating to the Tender Documents must be sent no later than **seven (7) days** before the closing date of Tender. No questions will be responded to after the deadline for submission of questions.

### **3.4 Changes to the specification**

Should it be necessary to revise any part of this specification document, an addendum setting out such revisions will be published on the E-Tenders and the PPECB website.

Any amendment or change of any nature made to this Tender Documents shall only be of force and effect if it is in writing, signed by a PPECB authorized signatory and added to this Tender as an addendum.

### **3.5 Clarification from bidders following tender submission.**

PPECB may request written clarification, documentary evidence or further information regarding any aspect of this Bidder's tender submission. The Bidder must supply the requested information in writing within the time frames stipulated by the PPECB, otherwise the proposal may be disqualified.

### **3.6 Declarations of Interest**

Bidders must make full disclosure where interest exists or may exist between parties under the proposed contract. In the event that a conflict of interest exists between the most advantageous Bidder and the PPECB, and this was not disclosed, the said Bidder's bid will not be accepted. The next most advantageous Bidder will be awarded the contract.

### **3.7 Tender Award.**

The award of the tender is subject to receiving approval from the Executive Committee and the Board of the PPECB.

### **3.8 Bidder's Acceptance of Tender Conditions**

By submitting a proposal in response to this Tender, the Bidder acknowledges and accepts all the terms and conditions herein and the evaluation process and criteria.

### **3.9 Document Ownership**

This document and the information contained within it are for vendor use only, for the purposes of preparing a response to this Tender. The document is not to be duplicated and distributed, nor is its information to be disclosed to any third party without PPECB's written permission.

### **3.10**

3.10.1 The briefing session will be conducted online via Microsoft Teams from 11h00-13h00

3.10.2 Should the bidder intend to attend session, please **RSVP** to [PortiaJ@ppecb.com](mailto:PortiaJ@ppecb.com) at least two days prior to the session using the Tender Number and the Name as the Reference

### **3.11 Bidder's Authorised Signatory**

Proposals submitted by companies must be signed by a person or persons duly authorised thereto. The Bidder must provide proof of authority to sign this bid (e.g., resolution of board of directors, etc).

### **3.12 Joint Ventures, Consortium or Trusts**

Bidders must submit proof of the existence of joint ventures and/or consortium arrangements. PPECB will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium

arrangement. In the B-BBEE Codes, these are referred to as incorporated joint ventures or unincorporated joint ventures (such as a consortium).

The joint venture and/or consortium agreements must clearly set out the names and roles and responsibilities of the Lead Partner in the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. In addition, provide the following information:

- Entity(is) that will be guaranteeing contract performance.
- Date of Joint Venture formation, if applicable; and
- Details regarding the nature of the agreement between the Joint Venture Partners including the proposed percentage division of work between the constituent members. Each party to the Tender, if that party is a subsidiary company, is required to give details of the extent to which the holding company and related subsidiaries and associates are prepared to provide guarantees.

### **3.12.1 Preference Points for Joint Ventures, Consortiums or Trusts**

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

### **3.13 Proposal Withdrawal**

Should the Bidder withdraw the proposal before the proposal validity period expires, PPECB reserves the right to recover any additional expense incurred by PPECB having to accept any less favourable proposal or the additional expenditure incurred by PPECB in the preparation of a new Tender and by the subsequent acceptance of any less favourable proposal.

### **3.14 Extension of Proposal Validity Period**

Should the evaluation of the proposals not be completed within the validity period, PPECB has discretion to extend the validity period. Upon receipt of the request to extend the validity period of the bid, the Bidder must respond within the required timeframes and in writing on whether or not it agrees to hold its original proposal responses valid under the same terms and conditions for a further period.

### **3.15 Reference Checks**

In the evaluation of proposal, PPECB reserves the right to conduct independent reference checks.

### **3.16 Additional Information**

PPECB reserves the right to obtain additional information from the bidder after the bid closing date to clarify aspects of the bidder's proposal.

Should such a request be made, the bidder must respond within the timeframe specified in the request. Should a bidder fail to respond or respond after the specified deadline, the bidder's proposal will no longer be considered for further evaluation.

### **3.17 Rejection of proposal**

3.17.1 PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Scope of the Terms of Reference.

3.17.2 PPECB may reject a bid if does not comply with the instruction of submission of the proposal referred to above

3.17.3 No tender will be awarded if the proposed solution does not meet the technical compliance criterion as set out in the tender documents.



### **3.18 Data Protection**

The bidder herewith consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication, and appointment of a successful bidder. Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid. The bidder consents that PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/ industry or any accredited/certification bodies. Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB. The personal information collected for the purpose of this bid will be retained for a period of three years after the bid has been awarded. The personal information of the successful bidder must be retained in accordance with the PPECB's document retention policy.

Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

### **3.19 Disclaimer**

This specification document is an invitation for tender only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its tender response, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this Tender. The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the tender, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### **3.20 Confidentiality**

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this Tender. This confidentiality clause extends to bidder's partners or consortium members whom you may decide to involve in preparing a response to this Tender.

For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of PPECB (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

The receiving party shall take all such steps as may be reasonably necessary to prevent PPECB's confidential information coming into the possession of unauthorized third parties. In protecting the receiving party's confidential information, PPECB shall use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

Any documentation, software or records relating to confidential information of PPECB, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

- shall be deemed to form part of the confidential information of PPECB,
- shall be deemed to be the property of PPECB.
- shall not be copied, reproduced, published, or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and shall be surrendered to PPECB on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts thereof.

### 3.21 General legal conditions

The preparation of response will be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.

While information in this Tender document has been prepared in good faith, it does not purport to be totally comprehensive, nor to have been independently verified. PPECB does not accept any liability for its adequacy, accuracy, or completeness, nor does it make representation or warranties with respect to information contained in it, or upon which the Tender is based.

Prior to submitting the proposal, Bidders should satisfy themselves of the accuracy and completeness of all the information submitted. Bidders should be confident that the pricing submitted is sufficient for the company to meet all its obligations in terms of this Tender document and any contract that may result from this Tender process. Failure to do so may lead to disqualification.

### 3.22 Tender submissions

Bidders are required to submit detailed proposals to demonstrate their ability to provide the services they will deliver on this Tender. A detailed specification of the services required by PPECB is contained herein.

For further tender instructions, refer to Tender submission instructions, refer to Section 5.

## 4 Terms of Reference

### 4.1 Background

The PPECB seeks to appoint a supplier for the supply of the Gas Chromatography with Tandem Mass Spectrometry (GC-MS/MS) and provide service and maintenance of the machine.

### 4.2 Scope of Service

Bidders are invited to tender for the supply, delivery, commissioning, servicing, and maintenance of the Gas Chromatography with Tandem Mass Spectrometry (GC-MS/MS). Below is the minimum specification for the required Equipment:

Minimum Requirements of GC-MS/MS:		Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
1.	<b>General Specification and Requirement</b>			
1.1	The following specifications outlines the Gas Chromatography system with a Triple Quadrupole Mass Spectrometer detector (GC-MS/MS) that must be controlled through a single data acquisition.			
1.2	One-year parts and service warranty for the major components of the system. Please indicate the parts that will be included on your proposal			

	Minimum Requirements of GC-MS/MS:	Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
1.3	The complete system (GC and Mass Spectrometry detector) as well as service & support must be provided by a single vendor.			
1.4	The successful bidder must provide at least 4 days of system and software training for 5 people			
1.5	The machine software must be Windows 10 compatible. Provide the specification of the computer that is compatible with windows 10.			
1.6	The full software package for the control of the system must be included. Software must be specific for use with the mass spectrometer and include a comprehensive reference database with MS data for pesticides - list to be provided (audit traceability).			
1.7	Must be able to integrate the system software into the laboratory's current LIMS (LabInfo) as part of set up.			
1.8	Must be able to purchase and load a supplementary software license onto another computer for additional data processing.			
1.9	Suppliers must provide at least 3 local references who are currently using similar GC-MS/MS systems for targeted analysis/ multiresidue analysis.			
<b>2.</b>	<b>Specification</b>			
2.1	The GC must feature a colour screen to provide easy accessibility to the GC instrument control and all parameters associated with it.			
2.2	The colour display of the GC must have built in maintenance walk through guides, instrument, and consumable health tracking (complete with alert notifications) to assist with preventative maintenance.			
2.3	The colour display of the GC must be capable of supporting multimedia files for maintenance and troubleshooting (video and images) which can be updated via the integrated USB port.			
2.4	The screen of the GC must display all relevant data, including all temperature and pressure/flow parameters, type of carrier gas, carrier gas column pressure, flow rates, split flow, detector gas flow rates, all detector parameters and instrument health counters for consumables.			
2.5	The screen of the GC must allow direct control of instrument parameters including all temperature and pressure/flow parameters, type of carrier gas, carrier gas column pressure, flow rates, split flow, detector gas flow rates and all detector parameters.			
2.6	The screen must provide a dedicated automated assisted leak check procedure.			
2.7	The instrument must provide the capability to calculate and implement the carrier gas linear velocity and the column void time.			
2.8	The GC interface must provide a maintenance log function which automatically records information at the time of maintenance which is then saved in a log file for permanent record.			



Minimum Requirements of GC-MS/MS:		Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
2.9	From the screen it must be possible to control the autosampler.			
2.10	From the screen it must be possible to access maintenance procedures.			
<b>3.</b>	<b>GC Oven</b>			
3.1	Operating temperature range must be from ambient +3 to 450 °C.			
3.2	The GC oven must allow for programmable temperatures including 32-ramps and 33-plateaus.			
3.3	The GC oven must have a maximum heating rate of at least 125 °C/min			
3.4	The GC oven must allow for cooling from 450 °C to 50 °C in less than 4 minutes.			
3.5	The oven temperature must be maintained within 0.01 °C of the set-point value, per 1°C ambient temperature.			
3.6	The oven must support a fast start-up to quickly start operations and for power savings: From power off conditions, programming the oven to 50 °C and with one injector and one detector installed and set to 250 °C, the GC reaches a ready condition in 3.5 minutes.			
3.7	The oven mainframe must include all the necessary electrical and gas connections for injectors and detectors without the use of tubing and wires to obstruct the oven top, especially where injectors and detectors are placed.			
3.8	Injectors and detectors positions must be clearly defined for a quick user-installation.			
3.9	The GC Oven must have an integrated light.			
<b>4.</b>	<b>Pneumatic controls</b>			
4.1	The electronic pneumatic controls must be integral part of injector and detector modules and must not be installed into the oven mainframe.			
4.2	The gas supply to the injectors and detectors must be provided such that no extra tubing, plumbing or wires are needed to operate electrical valves, and deliver carrier, detector and make-up gases to injectors and detectors.			
4.3	The digital carrier gas controller must allow operating in constant and programmed flow, pressure modes, constant linear velocity, and support surged pressure split/splitless injection.			
4.4	The pneumatic control must allow for setting of gas pressures in the range of 0 – 1050 kPa (0 – 152 psi).			
4.5	The pressure set point must be adjustable in increments of 0.01 kPa or 0.001 psi.			
<b>5.</b>	<b>Split/Spitless injector (SSL)</b>			

Minimum Requirements of GC-MS/MS:		Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
5.1	The Split/Splitless injector must be user-installable without requiring a field-service engineer or any special tools.			
5.2	The inlet liner and septum must be accessible via a cold head, for which no tools are required, and all connections can be made by hand.			
5.3	The injector must permit large volume splitless injection (up to 50 microliters) without requiring pressure pulse to quantitatively recover the whole sample, and without any further hardware modification.			
5.4	The injector must allow timed closure/opening of the purge line.			
5.5	The maximum operating temperature of injector must be at least 400°C			
5.6	It must be possible to set the split ratio of the SSL injector between 0 and 12500.			
5.7	The split flow must be adjustable from OFF or 0 to 1250.0 mL/min in increments of 0.1 mL/min.			
5.8	The septum purge flow must be adjustable from 0.5 to 50.0 mL/min in increments of 0.1 mL/min.			
5.9	The pressure set point must be adjustable in increments of 0.01 kPa or 0.001 psi in all pressure ranges.			
5.10	The injector must provide a gas saving mode which reduces the split flow to a user-defined flow rate after a user-defined time.			
	<b>Triple Quadrupole GC-MS/MS Specifications</b>			
<b>6.</b>	<b>Ion Source</b>			
6.1	The ion source including ion-volume, source lenses and RF lens must be contained in a single source cartridge allowing easy removal of all these parts for routine maintenance.			
6.2	Instrument must allow removing the source without venting the mass spectrometer.			
6.3	Instrument must allow for the replacement of the filament without venting the mass spectrometer.			
6.4	The filament and electron beam must be in-line with the sample ions, for greater ionization efficiency.			
6.5	The filament must consist of an integrated, lens-protected dual filament assembly.			
6.6	The electron energy must be self-adjusted to the optimum value for the best sensitivity.			
6.7	The calibration gas pressure must be constant for optimal system tuning and should not be manually adjusted for tuning or troubleshooting.			

Minimum Requirements of GC-MS/MS:		Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
6.8	GC transfer line must have a settable temperature limit of up to 400°C, for ideal transfer of components from GC to MS.			
<b>7.</b>	<b>Quadrupole Mass Analyzer</b>			
7.1	The mass range must be 1.2 –1100 amu (u).			
7.2	The resolution must be = 1.0 amu over the entire mass range.			
7.3	The quadrupole analyzer must support fast scanning at 20,000 u/sec.			
7.4	The acquisition rate for SRM transitions must allow for measurement of more than 800 SRM per second.			
7.5	The acquisition rate for Full Scan mode must allow for more than 97 scans/sec written to disk when scanning over a range of 125 u.			
7.6	The minimum SRM dwell time must not be greater than 0.5 ms.			
7.7	The quadrupole rods must be made of inert, non-coated material or an equivalent technology.			
7.8	The quadrupole rods must not require dedicated heating.			
<b>8.</b>	<b>Collision Cell</b>			
8.1	The collision cell must use high-speed optics for maximum ion transmission.			
8.2	The collision energy must be adjustable in the range of 0 – 60 eV in user-programmable increments of 1 eV.			
8.3	The collision cell must support minimum SRM dwell time of 500 µs.			
8.4	The collision cell must have the capability to run with argon collision gas and SRM installation specifications run using this gas.			
<b>9.</b>	<b>Detection System</b>			
9.1	Mass spectrometer must be a benchtop tandem quadrupole mass spectrometer (triple quadrupole mass spectrometer)			
9.2	The detection system must provide electronic dynamic range greater than nine orders of magnitude (>10 <sup>9</sup> ).			
<b>10.</b>	<b>Vacuum System</b>			
10.1	The vacuum system must include 3.3 m <sup>3</sup> /hr rotary-vane oil fore-pump.			
10.2	The vacuum system must consist of an extended capacity (300 L/s) turbomolecular pump.			
<b>11.</b>	<b>Instrument Control</b>			

Minimum Requirements of GC-MS/MS:		Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
11.1	<p>The instrument control must support the following scan modes:</p> <ol style="list-style-type: none"> <li>MS Mode: full scan (FS), SIM and FS/SIM simultaneous within a single sample injection, timed-SIM (t-SIM), FS/t-SIM simultaneous within a single sample injection.</li> <li>MS/MS Mode: full scan (FS), SRM and FS/SRM simultaneous within a single sample injection, timed-SRM (t-SRM), FS/t-SRM simultaneous within a single sample injection.</li> <li>Product ion scan</li> <li>Precursor ion scan</li> <li>Constant neutral loss scan</li> </ol>			
11.2	The instrument control must have the ability to alternate between Full Scan MS and SRM/SIM target analysis on successive scans.			
11.3	In Full Scan/SRM or Full Scan/SIM mode, the instrument control must acquire all data into a single file with the ability to be parsed into separate views by the data system.			
11.4	<p>The instrument control must include an automated SRM method development tool, which allows for automated, user-selectable criteria-guided SRM method development.</p> <p>This feature must include the following:</p> <ol style="list-style-type: none"> <li>Precursor ion optimization</li> <li>Product ion optimization</li> <li>SRM optimization in which mass filtering occurs on the first and third quadrupoles according to the selected precursor and product ions, while the collision energy is automatically stepped either using standard (0 – 60 eV in 5 eV steps)</li> </ol>			
<b>12.</b>	<b>Sample Management</b>			
12.1	Autosampler must be able to make use of standard 2ml sample vials.			
12.2	Autosampler must be able to accommodate a minimum of 150x 2ml sample vials.			
12.3	Injection volume range must be from 0.1-10ul as standard.			
<b>13.</b>	<b>Service and Support</b>			
13.1	The GC-MS/MS must come standard with 1year instrument warranty covering electronics, hardware, and mechanical components.			
13.2	Supplier must be able to provide customer support through qualified application support specialists and service through qualified service engineers. Contact by service and support personal must be provided within 24 hours of a service/support request being logged.			
13.3	A minimum of two qualified application specialists must be available to assists with training, support of the instrument, software, and methods. Application support personnel must be permanently employed with the company. Please attach CV's and training certificates.			

	Minimum Requirements of GC-MS/MS:	Comply to Specifications		
No.	Description	YES	NO	Reference Page and Section No.
13.4	A minimum of two qualified service engineers must be available to assist with service and repairs of the instrument. Service engineers must be based in the Gauteng region. Please attach CV's and training certificates.			

**Note: Note: The bidder needs to provide hardware specifications and pricing to the PPECB, who reserves the right not to consider the provided PC quotations. The hardware can be procured internally by the PPECB.**

The above technical requirement will be attached as Addendum A, please indicate accordingly, and return the document.

#### 4.3 Scope of Service

Bidders are invited to tender for the supply, delivery, commissioning, servicing, and maintenance of Gas Chromatography system with a Triple Quadrupole Mass Spectrometer detector (GC-MS/MS). Below is the minimum specification for the required Equipment with a 3-year warranty.

The above technical requirement will be attached as Addendum A, please indicate accordingly, and return the document.

### 5 Instructions for Submitting Tender Response

#### 5.1 General Submission Instructions

5.1.1 The tender must be submitted in **dual** format:

5.1.1.1 A **hard copy** submission, which must be delivered to the designated PPECB Tender Box (refer section 5.3 for physical submission instructions); and

5.1.1.2 An **electronic** submission, which must be stored via Microsoft OneDrive and shared with the email address specified in section 5.4 (refer to section 5.4 for further instructions on the electronic submission)

5.1.2 The hardcopy submission (in the tender box) and the electronic submission (via email) must be delivered to the designated addresses **before**

5.1.3 In the event of a conflict between the contents of the electronic submission and the hard copy submission, the hard copy submission will take precedence.

5.1.4 No late bid responses will be considered.

5.1.5 The tender must be submitted on the Forms of Tender incorporated herein. The forms must be duly signed by each Bidder and submitted in the sequence listed in paragraph 5.2

5.1.6 Envelope submission: Two Envelopes

5.1.7 Proposals must consist of two parts, each of which is submitted in a separate package clearly marked:

**5.1.8 Envelope 1 – Technical Proposal: RFP/LAB/GC-MS/MS/2023/02- Supply and Delivery of Gas Chromatography with tandem mass spectrometry (GC-MS/MS) (No Pricing in this envelope)**

Bidders must submit one (1) signed, completed original of the Technical Proposal, together with one (1) electronic copy (in PDF format) via Microsoft One Drive (unencrypted). The



envelope must contain all information and documentation relating to the tender. Refer to Structure of the Proposal below.

5.1.8.1 **No pricing** information must be included in Envelope One (Non-compliance will result in automatic disqualification).

**5.1.9 Envelope 2 – Pricing Proposal: RFP/LAB/GC-MS/MS/2023/02 - Supply and Delivery of Gas Chromatography with tandem mass spectrometry (GC-MS/MS)**

Bidders must submit one (1) signed, completed original Price Proposal (pricing schedule/schedule of rates as applicable), together with one (1) electronic copy (in MS-Excel format) via One Drive (unencrypted). No technical information must be included in Envelope Two.

## 5.2 Structure of the Proposal

### Envelope 1: Technical Proposal –

1.	Bidder's Cover letter on Company Letterhead
2.	Table of Contents Page
3.	Bidders written technical proposal, providing evidence/support for technical evaluation
4.	Specification document, with the declaration section on page 17, completed and signed by the bidder
5.	SBD 1 – Invitation to Submit Proposal
6.	SBD 4 – Bidder Declaration
7.	SBD 6.1 – Specific Goals
8.	Valid B-BBEE Certificate ** For a Joint Venture or Consortium, the consolidated B-BBEE certificate of the joint venture or consortium must be submitted (refer paragraph 3.12.1.).
9.	Tax Compliance Pin / Tax Clearance Certificate
10.	In case of a proposal from a joint venture, consortium or subcontracting, the following must be submitted: <ul style="list-style-type: none"> <li>• Joint Venture Agreement including split of work and rand value signed by both parties.</li> <li>• The Tax Clearance Certificate / Proof Tax Compliance of each joint venture member.</li> <li>• Proof of ownership/shareholder certificates/copies of Identity document; and</li> <li>• Company registration certificates</li> </ul>

### Envelope 2: Pricing Proposal

1.	SBD 3.3 – Pricing Schedule
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## 5.3 Physical Submission - Tender Packaging and Delivery

5.3.1 The Technical and Pricing Proposal must be split into two separate envelopes, both sealed, which must then be placed together in an outer envelope or parcel, which must also be sealed.

5.3.2 The outer envelope or packaging must be sealed and marked with the following information:

**Tender: RFP/LAB/GC-MS/MS/2023/02 - Supply and Delivery of Gas Chromatography with tandem mass spectrometry (GC-MS/MS)**

**Venue:** THE PERISHABLE PRODUCTS EXPORT CONTROL BOARD (PPECB)  
45 Silverboom Avenue  
Platteklouf

- 5.3.3 The sealed Tender submission documents must be placed in the Tender Box in the main reception area at the PPECB Head Office no later than the closing date and time stipulated in the Tender Summary Information (refer cover page).
- 5.3.4 Failure to comply with these instructions will result in the tender being considered ineligible.

#### **5.4 Electronic Submission**

- 5.4.1 An electronic copy must be submitted online via Microsoft OneDrive and shared with email address ppecb-procurement@ppecb.com.
- 5.4.2 The electronic submission must be structured in the same sequence as the physical submission (Individually filed in folders and named accordingly)
- 5.4.3 The electronic copy must be in PDF format with all the relevant documents signed as per hard copy original, but the electronic version must also have the completed pricing matrix in EXCEL format, unencrypted.

### **6 Evaluation Process and Criteria.**

The tender evaluation process will be conducted in compliance with the relevant Supply Chain acts (including, the Public Finance Management Act of 1999, Preferential Procurement Policy Framework Act of 2000, etc.), its associated Regulations, and PPECB's Procurement and Preferential Procurement Policies.

The bids will be evaluated based on the following stages and further described below:

- Stage 1 – Administrative Evaluation.
- Stage 2 – Pre-qualification Criteria
- Stage 3 – Functional / Technical Evaluation.
- Stage 4 – Price and Preference Evaluation; and
- Stage 5 – Objective Criteria (Risk) Evaluation.

Should a bidder fail on any of the previous stages, they will be disqualified and not be considered for any of the follow-on stages. These different stages are further described below.

#### **6.1 Administrative Evaluation**

- The bidders will be evaluated on the returnable documents for administrative compliance and to confirm if the bidder meets all the terms and conditions of bid as referenced in this document, including all annexures.

#### **6.2 Functional / Technical Evaluation**

- This bid will be evaluated on functionality. The functional / technical evaluation is further subdivided in the following sub-stages.

#### **6.3 Demonstration of the proposed equipment**

- Bidders that have successfully met the evaluation criteria of Stage 2 above will be invited to continue with Stage 3 to present the proposed equipment.

#### **6.4 Pre-Qualification Evaluation Criteria**

In their responses, bidders must state whether (or not) they comply with each of the requirements below and provide a comment substantiating their claim or provide a cross reference where in their quotation/proposal they address this requirement.

If a Bidder does not comply with any requirement in the table below, they will be disqualified and not be considered for further evaluation.

No.	Pre-Qualification Evaluation Criteria	Comply	Comments / X-Ref in Proposal
1.	<b>Training Provision</b> The bidder must confirm that they will provide extensive training to PPECB staff which will include but not limited to the following: <ul style="list-style-type: none"> <li>a) Covering basic operation (e.g., running the instrument, creating methods, processing data, and generating tests reports, etc.) and maintenance</li> <li>b) Covering intermediate operations (e.g., methods optimisation, statistical data processing, setting conformity parameters, etc.) and basic maintenance</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> No	

#### 6.4.1 Weighted/Rated Technical Evaluation

Bidders will be evaluated based on the following Weighted/Rated Technical/Functional Evaluation Criteria.

No.	Technical Evaluation	Min. Points	Max. Points
1.	<b>Equipment: Gas Chromatography system</b> <ul style="list-style-type: none"> <li>a) Gas Chromatography system with a Triple Quadrupole Mass Spectrometer detector (GC-MS/MS) – <b>10 points</b></li> <li>b) The screen of the GC must display all relevant data, including all temperature and pressure/flow parameters, type of carrier gas, carrier gas column pressure, flow rates, split flow, detector gas flow rates, all detector parameters and instrument health counters for consumables -<b>5 points</b>.</li> <li>c) The screen of the GC must allow direct control of instrument parameters including all temperature and pressure/flow parameters, type of carrier gas, carrier gas column pressure, flow rates, split flow, detector gas flow rates and all detector parameters. -<b>5 points</b></li> <li>d) the Instrument allows replacement of the filament without venting the mass spectrometer. – <b>10 points</b>  the Instrument does not allow replacement of the filament without venting the mass spectrometer. – <b>5 points</b></li> <li>e) The instrument must allow for the removing of the ion source without venting the mass spectrometer. – <b>10 points</b></li> <li>f) The instrument must be vented when removing the ion source – <b>5 points</b>.</li> <li>g) The Split/Splitless injector must be user-installable without requiring a field-service engineer or any special tools – <b>10 points</b>.</li> <li>h) The inlet liner and septum must be accessible via a cold head, for which no tools are required, and all connections can be made by hand – <b>10 points</b>.</li> <li>i) The oven mainframe must include all the necessary electrical and gas connections for injectors and detectors without the use of tubing and wires to</li> </ul>	90	125

No.	Technical Evaluation	Min. Points	Max. Points
	<p>obstruct the oven top, especially where injectors and detectors are placed - <b>10 points.</b></p> <p>j) The system must be able to detect and quantify 100 pesticides in food matrices in a single GC-MS/MS method with a run time of 35 mins or less – <b>10 points.</b></p> <p>k) Please include application notes as reference – <b>10 points</b></p> <p>l) The calibration gas pressure must be constant for optimal system tuning. The analyst must not have to adjust the calibration gas pressure for tuning or troubleshooting – <b>10 points.</b></p> <p>m) The MS must have features that reduce background noise before reaching the quadrupoles. – <b>10 points</b></p> <p>The instrument control must support the following scan modes:</p> <p>n) MS Mode: full scan (FS), SIM and FS/SIM simultaneous within a single sample injection, timed-SIM (t-SIM), FS/t-SIM simultaneous within a single sample injection. – <b>1 point</b></p> <p>o) MS/MS Mode: full scan (FS), SRM and FS/SRM simultaneous within a single sample injection, timed-SRM (t-SRM), FS/t-SRM simultaneous within a single sample injection. – <b>1 point</b></p> <p>p) Product ion scan– <b>1 point</b></p> <p>q) Precursor ion scan– <b>1points</b></p> <p>r) Constant neutral loss scan– <b>1 point</b></p>		
2.	<p><b>Supply and after sales service</b></p> <ul style="list-style-type: none"> <li>Must integrate the system software into the laboratory's current LIMS (Lab Info) as part of set up – <b>15 points.</b></li> <li>Contact by service and support personal must be provided within 24 hours of a service/support request being logged – <b>10 points.</b></li> <li>Must be able to purchase and load a supplementary software license onto another computer for additional data processing. Include as optional in quote – <b>10 points.</b></li> <li>The complete system (GC and Mass Spectrometry detector) as well as software, service &amp; support must be provided by a single vendor- <b>5 points.</b></li> <li>Evidence of suitably qualified service engineers and application specialists must be provided i.e., proof of training for Instrumentation and Software – <b>5 points</b></li> </ul>		45
3.	<p><b>Certification:</b></p> <ul style="list-style-type: none"> <li>The Instrument must comply with applicable ISO standard requirements and bidder must provide proof/certificates – <b>10 points</b></li> </ul>		10
4.	<p><b>Guarantee and Warranty</b></p> <p>The bidder must specify the duration of the applicable guarantee and warranty that will be provided for the Instrument and its components.</p> <ul style="list-style-type: none"> <li>GC components.</li> <li>MS components.</li> <li>Pump.</li> <li>Computer.</li> <li>UPS.</li> </ul> <p>3-year warranty to include all components listed – <b>10 points</b></p>		10

No.	Technical Evaluation	Min. Points	Max. Points
	<ul style="list-style-type: none"> <li>Less than three years more than 1 year to include all components listed – 5 points.</li> <li>Less than 1 year to include all components listed – <b>0 points</b></li> </ul>		
5.	<b>Client Reference</b> Three written customer contactable references not older than 2 years who has operational systems with the exact configuration as the systems tendered for. (The references will be contacted to arrange site visits). Please refer to Annexure A to complete checklist <ul style="list-style-type: none"> <li>3 Written Customer References – <b>15 Points</b></li> <li>2 Written Customer References – <b>10 points</b></li> <li>1 Written Customer Reference – <b>5 Points</b></li> </ul>		15
6.	<b>Purchase Order Delivery Lead-time</b> The bidder must confirm lead time for Supply and Delivery from purchase order date: <ul style="list-style-type: none"> <li>4-6 Weeks – <b>10 points</b></li> <li>6-8 Weeks – <b>5 points</b></li> <li>8 or more Weeks – <b>0 points</b></li> </ul>		10
7.	<b>Servicing and Maintenance Plan</b> <ul style="list-style-type: none"> <li>a) The bidder must provide a detailed service level agreement that reflects the servicing and maintenance schedule. – <b>10 points</b></li> <li>b) The supplier must attend to service and maintenance calls within 24 hours from the time of logging the call. – <b>10 points</b></li> </ul>		20
8.	<b>Payment Terms</b> The bidder must confirm in writing the acceptance of 30 days payment terms from statement, following satisfactory delivery, commissioning of the Instrument – <b>10 points</b>		10
	<b>Total Points</b>		<b>245</b>

The minimum threshold for the technical evaluation is 200 points out of 245 points and any bid that obtain points below 200 points and does not meet the subminimum threshold on point 5 will be disqualified.

#### **Functional Threshold**

The minimum functional threshold is 205 Points. Bidders who score less than this threshold will be disqualified and not be considered for any further evaluation on stage 3 for Demonstration. In addition to the overall score, the bidders must also score higher than the individual sub-minimum points per criteria, where applicable.

#### **VERY IMPORTANT:**

- Technical documents must be arranged in sequence of the above criteria in a pack with clearly marked sections according to the headings listed above.
- Complete the “Bidder page reference and page number” in the table above to ensure that your responses to the technical evaluation can be located.

#### **Stage 3 – Demonstration**

#	Criteria		Max. Points
1	Software must be user friendly	Quick setup of sequence preferably using an existing template	2
		Max of 3 steps to develop a method	2



		Have an intelligent tuning solution to simplify tuning of instrument	2
2	Software must allow for user login and password	Login only	1
		Password only	1
3	Software must ensure traceability of user	User ID indicated on chromatogram - who acquired the data	1
4	Software must allow administrator privileges	At least one analyst must have administrator privileges to be able to create and edit user profiles etc.	1
5	Provide evidence of accuracy for matrix match calibration standards and quality control sample (100 actives)  Samples provide by PPECB laboratory:  <ul style="list-style-type: none"> <li>Groundnut sample (spiked 5ppb and 100ppb) and calibration range</li> <li>Citrus fruit sample (spiked 5ppb and 100ppb) and calibration range</li> </ul>	Hard copy of Calibration curve - indicating R <sup>2</sup>	2
		Accuracy of each active must be between acceptable range of 70 - 120%	5
		Number of actives detected	5
		S/N ratio > 8 for injected standards Check the run time.	1
		<= 34.24min >34.24 min	2 1
6	Edit a sequence	Addition and removal of samples to a sequence that is already running without stopping the run	2
7	Processing	Ability to manually integrate peaks of each active during processing	2
	<b>Total Points</b>		<b>30</b>

The minimum threshold for the technical evaluation is 26 points out of 30 points and any bid that obtain points below 26points will be disqualified.

#### 6.5 Stage 4 – Price and Specific Goals

All Bidder(s) that pass all previous stage of evaluation (acceptable Bidder(s)) will qualify to be further evaluated on Price and Specific Goals (80/20).

Description	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each specific goal stipulated below and provide supporting evidence.

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	

2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 5</b> EME = 5 QSE = 5 Enterprises with turnover above R50m = 1	
<b>Total Specific Goals</b>			<b>20</b>	

## 6.6 Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 1) The risk of fruitless and wasteful expenditure to the PPECB.
- 2) The risk of an abnormally low bid.
- 3) The risk of a material irregularity.
- 4) The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5) The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

## 7 Financial Proposal

**Points awarded for price.**

**Note: Respondents are required to complete and return Pricing Schedule. The Bidder's Proposal must set out all pricing assumptions, including the applicable foreign currency exchange rates, applicable indices, and the like.**

Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

All prices must be Fixed and inclusive of VAT. No variation, to the accepted quote, will be allowed unless the service provider has obtained prior written approval from PPECB.

### 7.1 Notes on Quantities and Pricing

- a) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.
- b) Please note that should you have offered a discounted price(s), PPECB will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- c) Suppliers must submit a price schedule in which they set out the total cost breakdown of the prices they have quoted in their Proposals.
- d) Please take note that the specified volumes are estimates and subject to change due to the seasonal resourcing fluctuations of the PPECB.

- e) Errors and omissions will not be accepted and only the total price submitted in your bid will be considered.
- f) The Tender must be quoted in its entirety in the pricing schedule No portion may be left blank – failure to quote on all components will disqualify you from the tender process.
- g) Please ensure that a detailed description accompanies the pricing schedule that describes how the pricing has been derived.

## **8 General Conditions of Contract and Special Conditions of Contract**

**8.1** The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this tender (Refer **Annexure B**).

8.1.1 PPECB may not amend the GCC but may supplement this with its own Special Conditions of Contract (SCC), which commence **at Paragraph 8.2**.

8.1.2 Where there is a conflict between the GCC and the SCC the provisions of the SCC shall prevail.

### **8.2 Special Conditions of Contract**

8.2.1 The PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.

8.2.2 The PPECB needs to be formally informed of any change/replacement of approved resources.

8.2.3 The replacement/Back-up resources need to be evaluated (by means of submitting a CV and relevant qualification as per this specification) and approved by the PPECB prior to commencement of work.

8.2.4 Non-Disclosure of Information

8.2.5 The successful Bidder will be required to sign a formal agreement with the PPECB.

8.2.6 A Bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.

### **8.3 Insurance**

8.3.1 The successful bidder will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all descriptions issued in connection with this Tender.

8.3.2 Upon award of contract and prior to beginning work, the successful bidder must provide proof of insurance. Insurance must be maintained for the duration of the contract.

8.3.3 Bidders are required to provide a sample certificate of insurance that indicates your company's limitations of liability as part of your tender response.

8.3.4 The bidder to submit a copy of public liability insurance.

### **8.4 Assignment and Cession**

8.4.1 A Bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party.

8.4.2 A Bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.

### **8.5 News and press releases**

Bidders or their agents shall not make any news releases concerning this Tender or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

### **8.6 Quality**

- 8.6.1 The quality of the products/services delivered shall not differ from that specified in Point 7 of this document.

## **8.7 Payment**

- 8.7.1 The PPECB shall pay the Price to the appointed Bidder in accordance with the contract signed pursuant to the award of this tender, which payment shall be subject to:
- 8.7.1.1 the Price being in accordance with the agreed quotes and as per the contract.
  - 8.7.1.2 the Products/Services being received and accepted by the PPECB in terms of the contract.
  - 8.7.1.3 Goods and Services VAT being included in the Price.
  - 8.7.1.4 A correct purchase order number being quoted on the tax invoice.
- 8.7.2 The **Payments terms** shall be 30 Days from invoice date.

## **8.8 Subcontracting will not be applicable for this Tender.**

## **8.9 Legal Jurisdiction**

The laws of the Republic of South Africa shall govern this Tender and any subsequent agreement entered into. Bidders accept hereby that the courts of the Republic of South Africa shall have jurisdiction.

## DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

Tender No: **RFP/LAB/GC-MS/MS/2023/02 - Supply and Delivery of Gas Chromatography with tandem mass spectrometry (GC-MS/MS)**

I hereby undertake to render services described in the attached Tender documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in the Tender mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

The bidder herewith consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication, and appointment of a successful bidder. Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid. The bidder consents that PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/ industry or any accredited/certification bodies. Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB. The personal information collected for the purpose of this bid will be retained for a period of three years after the bid has been awarded. The bidder further consents to retention of its information including personal information pursuant to this Agreement and agrees that such information may be stored on a private/public cloud hosted in Western Europe/European Union for the relevant retention periods as may be provided for in the PPECB's retention policy.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

DESIGNATION .....

WITNESSES:

1 .....

2 .....