

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SSA/02/2023-24	CLOSING DATE:	06 OCTOBER 2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
R50 DELMAS ROAD					
MUSANDA COMPLEX					
JOE NHLANHLA ROAD					
RECEPTION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	TONDANI MDUNGE				
TELEPHONE NUMBER	+27 (12) 547 5070				
FACSIMILE NUMBER	-				
E-MAIL ADDRESS	tondiR@ssa.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					
TOTAL BID PRICE Inc. VAT					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	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

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

[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]			
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]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. 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 PIN 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:

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

TABLE OF CONTENTS

Invitation to Bid (SBD 1)

Part 1 – Conditions of Bid

Part 2 – Specifications

Part 3 – Bid Forms and relate documentation

Schedule A – Government Procurement: General Conditions of Contract

Schedule B – Application for Tax Clearance Certificate (SBD 2)

Schedule C – Pricing Schedule (NOT APPLICABLE)

Schedule D – Declaration of Interest (SBD 4)

Schedule E – Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)

Schedule F – Certificate of Independent Bid Determination (SBD9)

Schedule G – Qualifications and experience

Schedule H – Organizational type

Schedule I – Organizational Structure

Schedule J – Details of Bidder's nearest office

Schedule K – Financial Particulars

Schedule L – Preference Points Claim Forms (SBD 6.1)

Schedule M – Security Clearance Requirements

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

SSA	State Security Agency.
Invitation to bid	Invitation to bid comprising <ul style="list-style-type: none">○ The cover page and the table of content and definitions○ Part 1 which details the Conditions of Bid○ Part 2 which details the Terms of Reference relating to the service○ Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract
Services	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
Specifications/ Terms of Reference	Specifications or terms contained in Part 2 of this invitation to bid;

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 1

CONDITIONS OF BID

1. BACKGROUND AND INTRODUCTORY PROVISIONS

- 1.1 Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. OFFER AND SPECIAL CONDITIONS

- 2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3) with its bid. Bidders must take careful note of the conditions of award.

- 2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

- 2.3 **It is a requirement that Tax matters of a service provider must be complaint with SARS when submitting, during and at the award of this tender.**

- 2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

- 3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.
- 3.3 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

- 4.1 Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s and email stipulated. Bidders are given until two (2) days before the closing date to forward enquiries regarding the tender.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

5. COMPULSORY BID BRIEFING/SESSION

- 5.1 There will be **NO** briefing session for this tender.

6. TAX CLEARANCE

- 6.1 The bidder should have complaint tax matters with SARS when submitting bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3 – Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

7. DECLARATION OF INTEREST

- 7.1 The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

8. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 8.1 The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3 – Schedule E

9. QUALIFICATIONS OF BIDDERS

- 9.1 Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

10. PARTNERSHIPS AND LEGAL ENTITIES

- 10.1 In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

11. CONSORTIUM / JOINT VENTURE

- 11.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 11.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

- 11.2.1 It shall be signed so as to be legally binding on all consortium members;
- 11.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 11.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
- 11.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 11.2.5 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
- 11.2.6 Each party to the Consortium must be tax compliant with SARS.
- 11.2.7 Preference points will only be awarded when a consolidated BBBEE Certificate is submitted.
- 11.2.8 **Parties should be registered on the Central Supplier Database**

12. ORGANISATIONAL PRINCIPLES

- 12.1 The bidder should submit a clear indication of the envisaged authorized organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I

13. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

- 13.1 The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form must be submitted together with the bid.

14. FINANCIAL PARTICULARS

- 14.1 Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule K.

15. PREFERENCE POINTS CLAIM FORMS

- 15.1 Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2017 to be completed and signed by the bidder to the extent applicable and returned with this bid.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

16. VALIDITY

- 16.1 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

17. ACCEPTANCE OF BIDS

- 17.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.
- 17.2 The SSA reserves the right to award the bid in wholly or in part thereof.

18. NO RIGHTS OR CLAIMS

- 18.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- 18.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

19. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 19.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.
- 19.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

20. ACCURACY OF INFORMATION

- 20.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

- 20.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

21. COMPETITION

- 21.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 21.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 21.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.
- 21.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 21.5 Part 4 (Schedule F) should be completed and duly signed.

22. RESERVATION OF RIGHTS

- 22.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-
- 22.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
- 22.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 22.4 Reject all responses submitted by bidders and to embark on a new bid process.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

23. SUBMISSION CHECK-LIST

1.1	Bid Document (This Document - All pages Completed, Initialed and signed by Bidder)
1.2	Invitation to bid (Completed and signed) (SBD 1)
1.3	General Conditions of Contract (Schedule A)
1.4	Original and valid Tax Clearance Certificate as stipulated (SBD 2) (Schedule B)
1.5	Pricing Schedules (SBD3.1) (Schedule C) (Not applicable)
1.6	Declaration of Interest (SBD 4) (Schedule D)
1.7	Declaration of Bidder's Past Supply Chain Management Practices Invitation to bid (SBD 8) (Schedule E)
1.8	Certificate of Bid Determination (SBD 9) (Schedule F)
1.9	Qualifications and Experience - completed and signed (Schedule G)
1.10	Organizational Type (Schedule H)
1.11	Organizational Structure (Schedule I)
1.12	Details of Bidder's nearest office (Schedule J)
1.13	Financial Particulars (Schedule K)
1.14	Preference Points Claim Forms (SBD 6.1) (Schedule L)
1.15	Security Clearance Requirements (Schedule M)
1.16	JV or Consortium Agreement where applicable

24. SECURITY REQUIREMENTS

- 24.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub-Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.
- 24.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract. The Bidders and their sub-Bidders will be re-vetted for every event during the period of contracting (3 years).

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

25. EVALUATION CRITERIA

- 25.1 Bids will be evaluated looking at capacity of the supplier to deliver supplies at the right quality and right location.
- 25.2 Only bids that demonstrated clearly to the SSA that the minimum requirements and specifications are met (see part 1 – Conditions of Award) will be considered for further evaluation.

26. PERIOD FOR THIS PROJECT

- 26.1 A service level agreement (SLA) should be signed between the SSA and the service providers for a period of three (3) years.



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

PART 2

SPECIFICATION

1. INTRODUCTION

- 1.1. The State Security Agency (herein referred to as SSA or the Department) seeks proposals from experienced **Pharmaceutical Wholesalers and/or Distributors** to be listed on a panel of service providers to provide medication to the SSA Pharmacy situated at Rietvlei Pretoria for a period of three (3) years.

2. BACKGROUND

- 2.1. The scope of pharmacy practice includes more traditional roles such as compounding and dispensing medications, and it also includes more modern services related to health care, including clinical services, reviewing medications for safety and efficacy, and providing drug information. Pharmacists, therefore, are the experts on drug therapy and are the primary health professionals who optimise use of medication for the benefit of the patients.
- 2.2. The Wholesaler distribution forms part of the supply chain of pharmaceutical products manufactured. The wholesaler will be responsible for the effective and efficient safe handling, storage and distribution of such products ensuring the quality of the process

3. SCOPE OF WORK AND DELIVERABLES

- 3.1 The Service Providers that are appointed to the panel will assist SSA as and when required to provide medicines prescribed by the doctors for the members of the SSA.
- 3.2 Service providers who meet the evaluation criteria provided below will be placed on a panel where-in all medication will be sourced using the **Single Exit Price (SEP)**.
- 3.3 All the medicine that is registered on the MIMS document, and as updated every month will have to be made available for the members of the SSA, which will include bulk buying.
- 3.4 Delivery time must be within three (3) hours of placement of order.
- 3.5 One or two deliveries daily/every day.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

- 3.6 Company must have the full range of ethical drugs.
- 3.7 Companies must be located within the province of Gauteng.
- 3.8 Service providers will be rotated and business be distributed equally, but preference will be given to the wholesaler who has stock on hand when satisfying patient prescriptions.
- 3.9 Deliveries must conform to cold chain distribution requirements, if applicable. Normal storage conditions (21 degree Celsius) must not be exceeded.
- 3.10 Labels and package inserts for medicines must comply with the medicines and related substances Act.
- 3.11 All solutions and injectable preparations are to be supplied sterile.
- 3.12 Containers for medical preparations must contain the quality and mechanical hazards of handling, transportation, prevent leakage and provide appropriate level of protection from environmental conditions.
- 3.13 Medication must be acceptable to the SSA at the point of delivery

4. BID REQUIREMENTS

Service Provider Skill, Experience, Management by SSA, Time Frames and Formal Contract.

4.1 Time Frame and Formal Contract

- (i) Successful bidder(s) will be required to enter into a formal contract with SSA. The applicant is expected to be available to commence with the contract on signing of the contract (commencement date).

4.2 Special Conditions, Bid Submission Requirements and Bid

The supplier/s should be compliant with the legal requirements of South African Medicines Control Council (MCC) as per the terms of medicines and related substance Act 101 of 1965 [22c (1) (b)].

Medicines offered by the bidders must be registered on [S15] of the medicines and related substances Act.

Bidders must submit a certified copy of a valid certificate of registration as a responsible pharmacist with South African Pharmacy Council.

Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions are available on the National Treasury website (www.treasury.gov.za).

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

4.3 Technical Proposal

This part must contain at least the following:

- (i) Covering letter signed by the Service Provider, *inter alia*:

Accepting the Rules of Bidding, Evaluation of Bids, and Bid Evaluation Criteria set out in the Terms of Reference;

The Bidder needs to indicate to us that he is responding as a Prime contractor, joint venture, consortium or partnership and list the parties concerned.

Attach an original Tax Clearance Certificate issued by South African Revenue Services (SARS)

Providing full contact details for the Service Provider and whether it is a member of an association of pharmaceutical companies (if applicable), if so, name of association and area where headquarters is situated.

The name, facsimile and telephone number of the Accounts Executive or Project Coordinator who will be in direct contact with SSA regarding the accounts (& modus operandi/procedures), an indication of his experience in SAP processes and the extent of his language competencies.

The following statement must be included in the letter:

[We hereby certify that all statements made with regard to this proposal are made by [enter name of applicant here] are accurate and factual, and that we are aware that SSA reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-compliant].

4.4 Bid Evaluation Methodology

Phase 1: The evaluation will look at the compliance to (4.2) Rules of Bidding, Bid Submission Requirements for bidder who do not comply with any of the listed items will be disqualified.

Phase 2: The evaluation will be based on the scoring the submitted proposals where-in the successful applicants must obtain at least **80** points to be listed on the preferred panel of service providers. The contract will be awarded according to the BEE level of the service provider. The first three service providers that have high level of BBBEE will be in the panel.

A Bid Evaluation Committee will be established by the SSA comprising of internal representatives . The committee will evaluate all bids received on or before the closing time and date, according to the criteria indicated herein. The evaluation Committee will

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

make a recommendation to the Bid Adjudication Committee and Director General for appointment of the preferred bidder.

The Bid Evaluation Committee reserves the right to call bidders to complete any outstanding elements of their bids, make presentations of their bids, and/or present Best and Final Offers, if required.

This tender will be evaluated in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), Paragraph 4 (1-5). The following are the number of points that will be awarded for the evaluation of the proposals, and the minimum qualifying score for listing onto the panel of service providers:

Category	Maximum points	Minimum Qualifying Score
1. Terms of Reference (Incl. Technical/Functional Proposal)	100	80

The Technical Proposals received will be evaluated in compliance to the complete Terms of Reference for which the minimum qualifying score will be **80 points** and only those bids that subsequently achieve **80 points** or more will qualify to be part of the panel of the preferred service providers.

The decision of SSA will be final. If the full complement of three suppliers are not suitable, SSA reserves the right to lower the qualifying companies to a number not less than two.

The tender value will be divided equally amongst the winning panel of companies on a rotational basis, in a financial year cycle.

Any bidder, which fails to submit any element of the Bid Submission Requirements set herein, may, at the discretion of the Evaluation Committee, be rejected as unsuitable for evaluation and will therefore not be further considered.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

5. Evaluation Criteria

The following score sheet or criteria shall apply for scoring by the evaluation committee members in scoring compliant/qualifying bids meeting the minimum requirements.

No.	Criteria	Comply	Not Comply	Allocated points
Technical/Functional Requirement				
1	Locality:			
	No Submission			5
	Radius of 0 – 100 Km			5
2	Utilises Single Exit Price			5
	No			0
	Yes, Single Exit Price			5
3	Company complies with full range of ethical drugs with minimum out of stocks (provide three references)			30
	No Submission			0
	50% of Ethical drugs			15
	Full range of Ethical drugs			30
4	Deliveries daily/everyday			10
	Provides no delivery			0
	Provides delivery once a day			5
	Provides delivery twice a day			10
5	Complies with valid statutory warehouse regulations and South African Pharmacy Council registration			20
	No Certification			0
	Warehouse Certification			20
6	Business Standing operations in Pharmacy			10
	Less than 5 years			0
	More than 5 years			10
7	Delivery time must be within 3 hours of placement of order.			5
	No Submission			0
	Within Three hours or more of ordering			5
8	Insurance coverage of wholesale premises			
	No Submission			0

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

	Proof of wholesale premises/business provided	5			5
9	Credit return policy(copy of return policy as proof)				10
	Handling fees for returns	0			
	No handling fees for returns	10			
	Minimum Qualifying Score			80	
	TOTAL Technical points				100

6. Utilization Of The Panel

- 6.1 Service providers will be rotated and business be distributed equally, but preference will be given to the wholesaler who has stock on hand when satisfying patient prescriptions.
- 6.2 The evaluation of the proposals would be done in accordance with the PPPFA regulations of 2022.

PART 3

Schedule A

General Conditions of Contract and Special Conditions of Contracts

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

NB: SEE ATTACHED GENERAL CONDITIONS OF CONTRACT

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule B

Application for Tax Clearance Certificate

TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING:-

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF OFFERORS)

1. Name of taxpayer / bidder: _____
2. Trade name: _____
3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--
1. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--
2. Income tax reference number:

--	--	--	--	--	--	--	--	--	--
3. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--
4. PAYE Employer's registration number

--	--	--	--	--	--	--	--	--	--

(If applicable)

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

Signature of contact person requiring Tax Clearance Certificate:

Name: _____

Telephone Number: Code: _____ Number: _____

Address: _____

DATE: ____/____/____

PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule D

DECLARATION OF INTEREST

SBD4

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 CompanyRegistrationNumber:
.....
 - 2.5 Tax Reference Number:
.....

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

2.6 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

2.7 Are you or any person connected with the bidder
presently employed by the state? **YES/NO**

27.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

2.10 Are you, or any person connected with the bidder, **YES/NO**
 aware of any relationship (family, friend, other) between
 any other bidder and any person employed by the state
 who may be involved with the evaluation and or adjudication
 of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Names	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule E

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
SBD 8**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE
 AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

PART 3

Schedule F

**CERTIFICATE OF INDEPENDENT BID DETERMINATION
SBD 9**

1. This Standard Bidding Document (SBD) must form part of all bids¹
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. Disregard the bid of any bidder if that bidder or any of its directors have abused the institution's Supply Chain Management system and or committed fraud or any other improper conduct in relation to such system.
 - b. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

³ 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.

SBD 9

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule G

QUALIFICATION AND EXPERIENCE

1. Details of the extent of the company activities and business, e.g. branches etc:

2. A list of existing and/or previous contracts relating to similar services:

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

3. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....

SIGNATURE OF (ON BEHALF OF) COMPANY

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule H

ORGANIZATION TYPE

PARTNERSHIP/CLOSED CORPORATION/COMPANY
(delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____
ADDRESS : _____
ID NUMBER: _____
2. NAME : _____
ADDRESS : _____
ID NUMBER: _____
3. NAME : _____
ADDRESS : _____
ID NUMBER: _____
4. NAME : _____
ADDRESS : _____
ID NUMBER: _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule I
ORGANIZATIONAL STRUCTURE

- 1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)**

This image shows a full page of white paper with horizontal black lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines in total, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

In the presence of:

1. _____
2. _____

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule J

DETAILS OF SUPPLIER'S OFFICE

1. Physical address of supplier's office

2. Telephone No of office: _____

3. Time period for which such office has been used by supplier:

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITAL LETTERS

In the presence of:

1. _____

2. _____

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

PART 3

Schedule K

FINANCIAL PARTICULARS

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	<u>FINANCIAL POSITION OF BIDDER</u> I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided. In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.
NAME OF FINANCIAL INSTITUTE	
ADDRESS	
TEL.NO	
CONTACT PERSON	

SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITALS

In the presence of : 1.

2.

PART 3

Schedule L

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

SBD 6.1

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 exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for 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.

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

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) **“prices”** 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;

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

3. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

4.1 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

5. BID DECLARATION

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

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

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

6.1 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.

7. SUB-CONTRACTING

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

(***Tick applicable box***)

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

7.1.1 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 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 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:



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

PART 3

Schedule L

SECURITY CLEARANCE REQUIREMENTS

Security Clearance: Documentation Requirement for Companies

1. In terms of The National Strategic Intelligence Act 39 of 1994 as amended by the National Strategic Intelligence Act 67 of 2002 section 2A, members of the SSA may, in a prescribed manner, gather information relating to criminal records, financial records, personal information or any other information which is relevant to determine your security competence.
2. Please submit certified copies of the following documentation:
 - **Audited Financial Statements (To include Income Statement ,Balance Sheet, & Cash Flow Statements for a period of two years)**
 - **Bank statements of all accounts held, covering the last six (6) months.**
 - **Company Registration Certificate**
 - **Name Change Certificate / Amended Founding Statement (If Applicable)**
 - **List of Employees /Contractors who require access to the premises AND Identity Documents**
 - **Name & Contact details of Auditing / Accounting Firm**
 - **List of 5 major creditors and contact details**
 - **Letters declaring Members or directors involvement in associated businesses (Names and registration numbers of all companies associated with the Members / Directors)**
 - **Three (3) Letters of Recommendation**

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

DECLARATIONS

- A. Does the business meet the government's Black Economic Empowerment requirements as per the relevant industry charter?

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

- B. Do you declare that the business is NOT a BEE front company?

Yes: No:

If NO Explain:

.....
.....
.....
.....
.....

- C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

- D. Do any of the above mentioned in Declaration C have any financial interest in the business?

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

E. Do you declare that the company is currently in a stable and sustainable financial position

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

F. Has the business done any work for a foreign government institution intelligence agency?

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?

Yes: No:

If YES Explain:

.....
.....
.....
.....
.....

SSA/02/2023-24: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PHARMACEUTICAL MEDICINES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY

CONFIDENTIAL

THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

Company:

Respondents name:

I.D. number:

Position:

Date:

Signature: