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**DEPARTMENT: SOUTH AFRICAN POLICE SERVICE**

**REPUBLIC OF SOUTH AFRICA**

Private Bag X254, Pretoria, 0001,  
117 Cresswell Road, Silverton, Pretoria

The Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference no: 19/1/9/1/42TP (25)

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

Enquiries: Col Roos / Lt Col Malan

E-mail addresses: [RoosH@saps.gov.za](mailto:RoosH@saps.gov.za) /  
[MalanS@saps.gov.za](mailto:MalanS@saps.gov.za)

Sir / Madam

**REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE**

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

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

- The conditions contained in the attached annexures apply.
- Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender
- Only bid responses received on e-Tender will be considered.
- No manual responses will be accepted or considered
- The bid will be valid for a period of 90 days after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your bid.
- You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

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

Yours faithfully

**ACTING COMPONENT HEAD: PROCUREMENT AND CONTRACT MANAGEMENT**  
**A Du P BENTLEY**

**BRIGADIER**

Date: 2026-03-11

# PLEASE NOTE<sup>2</sup>



**BID NO: 19/1/9/1/42TP (25)  
CLOSING TIME: 11:00 ON 2026/04/20**

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

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

**NOTED BY THE BIDDER:**

.....  
**SIGNATURE: BIDDER**

.....  
**DATE**

A handwritten signature in black ink is located in the bottom right corner of the page.



## BID DOCUMENT CHECKLIST

**BID NO: 19/1/9/1/42TP (25)**

**DESCRIPTION: BID NO. 19/1/9/1/42TP (25): ACTIVATION OF DEMAND PROCESS FOR THE ESTABLISHMENT OF CONSULTANT ROSTER (PANEL OF CHARTERED ACCOUNTANTS) TO CONDUCT FORENSIC ACCOUNTING INVESTIGATIONS FOR A PERIOD OF TWO (2) YEARS IN SUPPORT OF CRIMINAL INVESTIGATIONS CARRIED OUT BY THE DIRECTORATE FOR PRIORITY CRIME INVESTIGATION**

**(Mark with Yes or No)**

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1, 4, 5 and 6.1)	x		
2	Pricing Schedule	x		
3	Central Supplier Database Report	x		
4	Profit Margin	x		
5	Special Requirements and Conditions of the Bid	x		

**BIDDER:**

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**BID MANAGEMENT:**

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**X = REQUIRED**

**YES = SUBMITTED / RECEIVED**

**NO = NOT SUBMITTED / NOT RECEIVED**

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

<b>OFFICE USE ONLY</b>				
RFQ received on:			Reason for rejection:	
<b>Accepted</b>		<b>Rejected</b>		
Supplier Number in POLFIN			Supplier Number in CSD	

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

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

**A COMPULSORY BRIEFING SESSION WILL BE HELD ON 2026-04-08 @ 10:00 at 3 LEEUBEKKIE STREET, PHUMALANI SINGLE QUARTERS, SILVERTON, PRETORIA.**

**ALL BID DOCUMENTS MUST BE UPLOADED ON THE E-TENDER PORTAL BY THE CLOSING DATE AND TIME, NO LATER THAN 2026-04-20 AT 11:00 AM. THE E-TENDER PORTAL WILL NOT ACCEPT THE DOCUMENTS AFTER THIS DATE AND TIME.**



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## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE					
BID NUMBER:	19/1/9/1/42TP (25)	CLOSING DATE:	2026/04/20	CLOSING TIME:	11H00
DESCRIPTION	BID NUMBER: 19/1/9/1/42TP (25): ACTIVATION OF DEMAND PROCESS FOR THE ESTABLISHMENT OF CONSULTANT ROSTER (PANEL OF CHARTERED ACCOUNTANTS) TO CONDUCT FORENSIC ACCOUNTING INVESTIGATIONS FOR A PERIOD OF TWO (2) YEARS IN SUPPORT OF CRIMINAL INVESTIGATIONS CARRIED OUT BY THE DIRECTORATE FOR PRIORITY CRIME INVESTIGATION				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM</b>					

**Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender**

**Only bid responses received by the South-African Police Service on e-Tender will be considered.**

**No manual responses will be accepted or considered by the South-African Police Service.**

**Bidders who submit manual responses will be disqualified.**

BIDDER'S 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					
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:		OR	CSD No:	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

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 PART B 3 BELOW ]
---	--	--	---

SIGNATURE OF BIDDER  .....	DATE: .....	
----------------------------------	-------------	--

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
--	--

TOTAL BID PRICE (ALL INCLUSIVE)	R
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ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:	ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT	SAPS
CONTACT PERSON	CPAC B DA SILVA
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	dasilvab@saps.gov.za

**SUBCONTRACTOR(S) SUPPLIER INFORMATION**

NAME OF BIDDER'S SUBCONTRACTOR(S)			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:	OR	CSD No:	
------------------------------------	----------	----	---------	--

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:

**IN CASES WHERE MORE THAN ONE SUBCONTRACTOR ARE UTILIZED, PLEASE COPY THIS PAGE OR ADD AN ADDITIONAL PAGE WITH THE NECESSARY SUBCONTRACTOR INFORMATION.**

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1 BIDDERS TO TAKE NOTE THAT THE BID DOCUMENTS MUST BE PRINTED, COMPLETED AND UPLOADED WITH ALL THE REQUIRED ATTACHMENTS AND OR MANDATORY DOCUMENTS ON E-TENDER.
- 1.2 ONLY BID RESPONSES RECEIVED ON E-TENDER WILL BE CONSIDERED.
- 1.3 NO MANUAL RESPONSES WILL BE ACCEPTED OR CONSIDERED
- 1.4 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).
- 1.5 BIDDERS AND SUBCONTRACTOR(S) MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES.
- 1.6 THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS AND SUBCONTRACTOR(S) MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS AND SUBCONTRACTOR(S) ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS AND SUBCONTRACTOR(S) MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 **IN BIDS WHERE SUB-CONTRACTOR(S) ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN AND CSD NUMBER.**
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**SPECIAL CONDITIONS OF CONTRACT**

**BID NUMBER: 19/1/9/1/42TP (25): ACTIVATION OF DEMAND PROCESS FOR THE ESTABLISHMENT OF CONSULTANT ROSTER (PANEL OF CHARTERED ACCOUNTANTS) TO CONDUCT FORENSIC ACCOUNTING INVESTIGATIONS FOR A PERIOD OF TWO (2) YEARS IN SUPPORT OF CRIMINAL INVESTIGATIONS CARRIED OUT BY THE DIRECTORATE FOR PRIORITY CRIME INVESTIGATION**

**CLOSING DATE AND TIME OF BID: 2026-04-20 @ 11h00**

**BID VALIDITY PERIOD: 100 DAYS**



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BAC: Bid Adjudication Committee

SG: Specific Goals

CPA: Contract Price Adjustment

ISO: International Organisation for Standardisation

QC: Quality Control

ROE: Rate of Exchange

SABS: South African Bureau of Standards

SANAS: South African National Accreditation System

SBD: Standard Bidding Document

STATS SA: Statistics South Africa

VAT: Value- Added Tax

MIB: Manufacturing Importer Builder

**2. BID DOCUMENT CHECK LIST**

NO.	DOCUMENT NAME	YES	NO
1	SBD 1 Invitation to bid		
2	Central Supplier Database Report		
3	SBD 4 Declaration of interest		
4	SBD 5 The National Industrial Participation Programme		
5	SBD 6 (1): Preference Points System		
6	Special Conditions of Contract		
7	General Conditions of Contract		
8	Mandatory documents (if applicable)		

**3. SCOPE**

The South African Police Service requires prospective suppliers to submit bids for the Bid No: 19/1/9/1/42TP (25): activation of demand process for the establishment of consultant roster (panel of chartered accountants) to conduct forensic accounting investigations for a period of two (2) years in support of criminal investigations carried out by the directorate for priority crime investigation **Specification 2874/2025** and shall commence on the date of signature of the contract by both parties.

**4. SECTION A****4.1 LEGISLATIVE AND REGULATORY FRAMEWORK**

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

**4.2 BID INFORMATION/BRIEFING SESSION**

A Compulsory Briefing Session will be held on 2026-04-08 @ 10:00.



Venue: 3 Leeubekkie Street, Phumalani Single Quarters, Silverton, Pretoria

### 4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3
<b>Mandatory Requirements &amp; Technical Compliance</b>	<b>Price and Specific goals</b>	<b>Administrative /Due diligence / Practical Demonstration</b>
Compliance with mandatory condition and technical Specification 2874/2025.	Bids evaluated in terms of the <b>80/20</b> principle.	Compliance with Administrative Bid requirements. SBD forms must be completed and Due diligence will be conducted at bidder's premises by SAPS.

#### 4.3.1 PHASE 1: MANDATORY REQUIREMENTS & TECHNICAL COMPLIANCE

##### 4.3.1.2 MANDATORY REQUIREMENTS

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

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

Provide at least three (3) reference letters of previous work done from any Government Department or state-owned entity for the period not older than 3 years.	YES / NO
Qualifications: Level of experience and suitable qualification of each individual (team members) should be submitted together with the bid document.	YES / NO



Company registration: All registration to regulatory bodies like SAICA, ICFP, ACFE, IIASA or any other relevant regulatory bodies should be included with the bid documents.	YES / NO
Certification of members: members of professional bodies who are certified should attach the certificate to confirm their certification.	YES / NO
Provide evidence of the document storage facilities/equipment (i.e., pictures).	YES / NO
Contract should specify under special conditions that in instances where the service provider is requested to testify in court and consult with the Prosecution, the payment of these services will be considered as consulting fees that will be based on the Auditor General South Africa (AGSA) published rates. A maximum of 40 hours will be allowed for the service provider to familiarise themselves with the case where there was a time lapse of more than a year between the finalisation of the report and the court date.	YES / NO
Pricing Schedule	YES / NO- Please complete the price in the pricing schedule on the closing date and time. <b>Please take note that lead times may be regarded as administrative and maybe requested if not completed</b>

#### 4.3.2 PHASE 1: TECHNICAL COMPLIANCE

This phase entails the evaluation of bids for technical compliance.

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

- a) Items must comply with standards and/or specifications as per South African Police Service **Spec 2874/2025** included in the bid document. Failure to comply with the specifications may result in disqualification.



Any deviation to the specification must be indicated on the deviation sheet.

- b) **If any reference is made in the South African Police Service Specification to another specification, then the Bidders must enquire** at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

**STANDARDS:**

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191, Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: [sales@sabs.co.za](mailto:sales@sabs.co.za) Website: [www.sabs.co.za](http://www.sabs.co.za) and follow the "Search/Buy Standards" link

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

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

**4.3.3 PHASE 2: PREFERENCE POINT SYSTEM AND PRICE**

**4.3.3.1 Preference points system 80/20**

- a) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the South African Police Service on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:  
The bid price (maximum 80 points) – Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price:

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

Were

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

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



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

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

**4.3.3.2 JOINT VENTURES AND CONSORTIUMS**

**a) Joint Venture/Consortium Participation**

Tenderers submitting an offer as a joint venture or consortium must include notarised Joint Venture Agreement (JVA) specific to this tender. The JVA must clearly reflect the following:

- The tender number and description,
- The percentage contribution of each party to the execution of the tender,
- The roles and responsibilities of each party,
- The decision-making and dispute resolution mechanisms,
- The management and distribution of funds,
- The conditions for termination of the joint venture.



- b) **Preference Points for Specific Goals**  
Joint ventures or consortiums wishing to claim preference points for specific goals must note that preference points will be awarded only in proportion to the percentage of the contract value managed or executed by individuals from each party who are actively involved in the management or control of the joint venture or consortium, as recorded in the JVA.
- c) **Declaration Requirement**  
Tenderers must declare in paragraph 4.5 of SBD 6.1 that their offer is submitted as part of a joint venture or consortium.
- d) **Evaluation of Preference Points**  
The allocation of preference points will be calculated as follows:  
The percentage shareholding for each specific goal shall be multiplied by the percentage contribution of that partner to the tender, as outlined in the JA;  
The results for all parties shall be aggregated to determine whether the joint venture or consortium meets the minimum requirement for any specific goal.
- e) **Non-Compliance**  
Failure to submit a notarised JA or to meet the conditions stated above may result in the bid being deemed non-responsive and be disqualified from further evaluation.

### PHASE 3: ADMINISTRATIVE / DUE DILIGENCE

#### 4.3.1.1 ADMINISTRATIVE BID REQUIREMENTS

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

ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED	
Invitation to Bid - SBD 1	<b>YES</b> – Please complete and sign the supplied form.
Declaration of Interest - SBD 4	<b>YES</b> – Please complete and sign the supplied form.
The National Industrial Participation Programme - SBD 5	<b>YES</b> – Please complete and sign the supplied form.
Preference Point Claim Form - SBD 6.1	<b>YES</b> – Generally, non-submission will lead to a zero score preference points.
Tax Clearance Requirements	<b>YES</b> – The <b><u>CSD</u></b> and the <b><u>tax status pin</u></b> are the approved method that will be utilized to verify tax compliance.
Central Supplier Database registration	<b>YES</b> – Please submit CSD report to prove registration and preference points.
General Conditions of Contract	<b>NO</b> – Bidders <b><u>must only familiarise</u></b> themselves with the content of the document.



Special Conditions of Contract	<b>YES</b> - Bidders must sign acknowledgement that they <b>familiarise</b> themselves with the content of the document.
Cost components	<b>YES</b> – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.
Authorisation Declaration Bidders sourcing services from a third party must submit the authorisation declaration letter of the third party. The said company or supplier must: <ul style="list-style-type: none"><li>• Confirm that it has familiarised itself with the item description, specifications and bid conditions.</li><li>• Bid number and description must be indicated on the letter issued from the manufacturer/third party.</li><li>• If the bid consists of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.</li><li>• It must be indicated in the above-mentioned letter that firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and manufacturer, company or supplier issuing such a letter has been finalized and</li></ul>	<b>YES/NO</b>

**terms and conditions mutually agreed upon.**

- Letter to be signed and dated.

If the bidder is not the actual manufacturer. The letter from the manufacturer must be submitted. If any information was omitted in the manufacturer's letter, the bidder may be awarded the opportunity to rectify the letter. Refer to Annexure B for requirements in terms of the letter.

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

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

**Due diligence requirements / goals**

- Capacity and capability.
- Confirmation of physical address as per SBD1.
- Verification of systems to conduct required services, in place
- Verification of staff compliment, including technical personnel (if applicable).
- Verification of vehicle fleet to conduct services.
- All information provided in the bid document will be verified.
- Due Diligence/ Site visit will be conducted at bidder's premises.

**5. VALUE ADDED TAX**

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

**6. PRICING STRUCTURE AND SCHEDULE**

- a) One price is required per item and prices quoted must be furnished on the basis of supply and delivery including Value Added Tax.



- b) The yearly prices MUST be all inclusive. This means, all direct and indirect related costs must be included in the prices and be firm for the period of one year.
- c) The pricing schedule will be accessible from the bid document. All prices must be submitted with the bid document.
- d) Conditional discounts offered will not be used for evaluation purposes.
- e) Pricing provided for term contracts must remain firm for the first year after signing of the contract. Contract price adjustments must be applied for.

#### 7. AUTHORISATION DECLARATION/ LETTER FROM THE MANUFACTURER

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

- confirm that it has familiarised itself with the item description, specifications and bid conditions
- If the bid consists of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.
- It must be indicated in the above-mentioned letter **that firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and manufacturer, company or supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon.**
- If the bidder is not the actual manufacturer. The letter from the manufacturer must be submitted. If any information was omitted in the manufacturer's letter, the bidder may be awarded the opportunity to rectify the letter.

Non-compliance with the above-mentioned special conditions would automatically invalidate the bid for such products offered."

The South African Police Service reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the South African Police Service will exercise any of the remedies available to it in the bid documents.

No agreement between the bidder and the third party will be binding on the South African Police Service.

An authorisation declaration with conditional arrangements will not be accepted. Bidders must ensure that all arrangements are agreed to before submitting a bid (refer to Annexure "B").

#### 8. RESPONSIVE BIDS

Bidders are required to submit responsive bids by completing all the prices, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items. In this



regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document

Non-compliance with this condition will invalidate the bid for the item(s) concerned.

**9. TAX COMPLIANCE REQUIREMENTS**

It is a condition of this bid that the tax matters of a successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted; Bidders are required to be registered on the Central Supplier Database and the South African Police Service shall verify the bidder's tax compliance status through the Central Supplier Database.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. The South African Police Service will not award a bid to any bidder whose tax matters are not in order.

**10. FORMAT AND SUBMISSION OF BIDS**

In order to simplify the evaluation process, Bidders are required to submit their bids electronically in the following manner: - (Take note of Paragraph 8, supra)

SECTION	REQUIRED DOCUMENTS
Section 1	Standard bidding documents (SBD 1, SBD 3.1 or 3.2 or 3.3, SBD 4, SBD 5, SBD 6.1 and CSD report
Section 2	Authorisation Declaration and item list (if applicable)
Section 3	Test reports (if applicable)
Section 4	Any other information (e.g. Company profile, Local economic development submission etc.)

**11. LATE BIDS**

Bids received after the closing date and time, electronically on the e-tender portal, will not be accepted for consideration.



**12. COUNTER CONDITIONS**

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

**13. FRONTING**

The SAPS supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the South African Police Service condemn any form of fronting.

The South African Police Service, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.

Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the South African Police Service may have against the bidder / contractor concerned.

**14. COMMUNICATION**

SAPS: Procurement and Contract Management with permission of the BAC may communicate in writing with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

Any communication to any other government official or a person acting in an advisory capacity for the South African Police Service in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

All communication between the bidder and the SAPS: Procurement Management MGP & Services must be done in writing.

**15. CONTACT DETAILS**

**BID ENQUIRIES**

Procurement Management MGP & Services



Address: 117 Cresswell Street, Weavind Park, Pretoria.

Tel: (012) 841 7041

E-mail: MalanS@saps.gov.za

**16. SECTION B**

**16.1 CONTRACT PERIOD**

The contract period shall be for a period of two (02) years.

**16.2 RIGHT OF AWARD**

The South African Police Service reserves its following rights:-

- To award the bid in part or in full,
- Not to make any award in this bid,
- Award the bid to more than one bidder for the same line item,
- Clarify further technical information from any bidder after the closing date,
- Verify information and documentation of the respective bidder,
- Not to accept any of the bids submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award
- To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the bid
- In the event that an incorrect award has been made to remedy the matter in any manner it may deem fit.
- To award a bid based on which bidder is offering the best value for money, even if such bid is not the lowest price.
- In the event that an incorrect award has been made or an error occurred during evaluation and adjudication phase, the South African Police Service reserves the right to remedy the matter in any manner it may deem fit.

**16.3 MULTIPLE AWARD**

The South African Police Service reserves the right to award the same item to more than one supplier to address product availability and compatibility. Due diligence will be applied to ensure that pricing is affordable, market related and aligned to end-user requirements.

The following will be taken into consideration when awarding through a multiple award:

- a) Capacity to meet volume demand as per bid requirements
- b) Estimated volume to be supplied



- c) Risk to departments if the item is not available
- d) Source of the finished product, raw material and manufacturing site
- e) Previous performance of the bidder

#### **16.4 NEGOTIATIONS**

The South African Police Service reserves the right to negotiate with the bidders prior to award and with the successful bidder(s) post award.

#### **16.5 QUALITY**

Where specific specifications and/ or standards are applicable on materials and supplies, the quality of products shall not be less than the requirements of the latest edition of such specifications and/or standards.

#### **16.6 DELIVERY AND QUANTITIES**

##### **16.6.1 DELIVERY BASIS**

Firm lead times for delivery must be quoted for the duration of the contract period. Transit and storage conditions applicable to the relevant products must be adhered to.

##### **16.6.2 QUANTITIES**

Quantities cannot be guaranteed.

#### **17. SECTION C**

##### **17.1 ROLES AND RESPONSIBILITIES**

###### **17.1.1 CONTRACT ADMINISTRATION**

The administration and facilitation of the contract will be the responsibility of SAPS Contract Management and all correspondence in this regard must be directed to the following address:  
The Head: Procurement and Contract Management Supply Chain Management  
Private bag x 254, Pretoria, 0001,  
Contractors must advise the SAPS Contract Management immediately when unforeseeable circumstances will adversely affect the execution of the contract.



Full particulars of such circumstances as well as the period of delay must be furnished to the Section Head Bid Management: Supply Chain Management: SAPS – email: [SmitJ3@saps.gov.za](mailto:SmitJ3@saps.gov.za) and Tel: 012-841 7119

### 17.1.2 SUPPLIER PERFORMANCE MANAGEMENT

Supplier performance management will be the responsibility of end-users of SAPS and where supplier performance disputes cannot be resolved between the contractor and the relevant purchasing institution, SAPS Contract Management must be informed for corrective action.

## 17.2 ORDERS AND DELIVERY

### 17.2.1 ORDERS

Contractors should note that the order(s) will be placed as and when required during the contract period and delivery points will be specified by the South African Police Service.

The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and under no circumstances should the contractor deviate from the orders issued.

The South African Police Service may request that a contractor to submit a sample for approval before mass production related to that order is finalised. The cost of this sample is for the contractor.

The South African Police Service is under no obligation to accept any quantity which is in excess of the ordered quantity.

### 17.2.2 DELIVERY

Delivery of goods must be made in accordance with the instructions appearing on the official order forms issued by purchasing institutions.

All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.

In respect of items awarded to them, contractors must adhere strictly to the delivery lead times quoted in their bids.

Deliveries not complying with the order forms will be returned to the contractor at the contractor's expense.

## 17.3 PRODUCT ADHERANCE / BRAND CHANGE

In the event where a bidder offers a specific brand against an item and the item is subsequently awarded to the bidder, it is required of the successful bidder to continue to supply the brand awarded throughout the contract period.



In the event that the brand is discontinued and or replaced with a new model, SAPS Contract Management must be notified of such an occurrence and upon approval, an official amendment will be issued. The contractor is required to submit supporting documents from the manufacturer substantiating the changes

It must be noted that the new brand will be required to undergo the evaluation process prior to receiving approval of the brand change issued by SAPS. The new brand must adhere to the technical specification for the item. The quality of the product must not be lower than the initial awarded product.

Furthermore, contractors are to take note that the price of the new brand should not be higher from the current contract price of the original product.

Contractors are not allowed to deliver a new brand other than the brand awarded to them prior to an approval of brand change from SAPS.

## 17.4 CONTRACT PRICE ADJUSTMENT

### 17.4.1 Formula

Prices submitted for this bid will be regarded as non-firm and subject to adjustment(s) in terms of the following formula, defined areas of cost and defined periods of time.

Applications for price adjustments must be accompanied by documentary evidence in support of any adjustment claim.

The following price adjustment formula will be applicable for calculating contract price adjustments (CPA).

$Pa = (1-V) Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + Dn \frac{Rnt}{Rno} + VP1 \right)$		
Pa	=	The new adjusted price to be calculated
V	=	Fixed portion of the bid price (15% or 0.15)
Pt	=	Original bid price. Note that Pt must always be the original bid price and not an adjusted price
(1-V)Pt	=	Adjustable portion of the bid price (85% or 0.85).
D1 – Dn	=	= Each factor (or percentage) of the bid price, e.g., material, labour, transport, overheads, etc. The total of the various factors (or percentages) D1 – Dn must add up to 1 (or 100%).



$R1t - Rnt$	=	= End Index. Index figure obtained from the index at the end of each adjustment period
$R1o - Rno$	=	Base Index. Index figure at the time of bidding.
$VPt$	=	15% (or 0.15) of the original bid price. This portion of the bid price 'remains fixed, i.e. it is not subject to price adjustment.

## 17.5 FORMULA COMPONENT DEFINITIONS

### 17.5.1 Adjustable amount

The adjustable amount is the portion of the bid price which is subject to adjustment. In this bid the adjustable amount is 85% of the original bid price. For example, if the bid price is R1000, then only R850 will be subject to adjustment.

### 17.5.2 Fixed portion

The fixed portion represents those costs which will not change over the adjustment period and ***DOES NOT*** represent the profit margin. In this bid the fixed portion is 15% of the original bid price. Using the same example as above, it would amount to R150 which will remain fixed over the contract period.

### 17.5.3 Cost components and proportions

- a) The cost components of the contract price usually constitute the cost of materials (raw material or finished product), cost of direct labour, cost of transport and those other costs which are inclined to change. The proportions are the contribution to the contract price of each of these cost components. In this bid the following cost components will be used to calculate contract price adjustments.
- b) Bidders are requested to submit the cost breakdown of the bid price for each item with their bid. Should the cost breakdown be the same for all items on the bid, please indicate it clearly in the bid document. Successful bidders will not be allowed to change the cost breakdown of bid prices during the tenure of the contract.



c) In a case where the same cost components are applicable to all items offered please fill out the Cost components document attached with the bid other than that cost components must be indicated on each line item when finalising pricing schedule.

<b>Cost Component</b>	<b>% Contribution</b>
D1- Imported Raw Material / Finished product (if applicable)	
D2 - Local Raw Material / Finished product (if applicable)	
D3 - Labour	
D4 - Transport	
D5 – Housing and utilities	
D6 – Other	
<b>TOTAL (Cost components must add up to 100%)</b>	<b>100 %</b>

#### 17.5.4 Applicable indices / references

The applicable index refers to the relevant market index, which is a true reflection of price movement(s) in the cost over time. In this bid the following indices or reference will be applicable:

<b>Cost component</b>	<b>Index Publication</b>	<b>Index Reference</b>
D1 – Imported Raw Material / Finished product (if applicable)	Supplier / Manufacturer invoice(s) and remittance	Documentary evidence to accompany claim.
D2 - Local Raw Material / Finished product (if applicable)	STATS SA P0142.1 (PPI) Table 1	Textiles, clothing and footwear– Clothing OR Documentary evidence to accompany claim
D3 - Labour	STATS SA P0141 (CPI), Table E OR Labour agreement <sup>2</sup>	Table E - All Items OR Labour agreement to be provided
D4 – Transport	STATS SA P0141 (CPI) Table E	Table E - Transport – Other Running Cost



D5 – Housing and utilities	STATS SA P0141 (CPI) Table E	Table E – Housing and utilities Headline
D6 – other	Specify	Documentary evidence to accompany application

**17.5.5 Base Index Date**

The base index date applicable to the formula is defined as the date at which the price adjustment starts. In this bid the base index date

**17.5.6 End Index Date**

The end index dates are the dates at predetermined points in time during the contract period. In this bid the end indices are defined in the next paragraph (Price Adjustment Periods).

**17.5.7 Price Adjustment Periods**

Adjustment to contract prices must be applied for at the following dates:

Adjustment	CPA application to reach the office at the following dates	End Index Date	Dates from which adjusted prices will become effective
1 <sup>st</sup> Adjustment	After one year of signing the contract		Date of application of adjustment after approval was obtained

\* In cases where invoices are supplied as documentary evidence, it is advised that invoices closest to the Base Index date and the End Index date be submitted. It should ideally reflect the adjustment period.

\* In the absence of a labour agreement, the labour cost component will be adjusted with CPI Headline inflation.

**17.6 RATES OF EXCHANGE (ROE) – BASE AND AVERAGE RATES**

In the event where material and/or finished products are imported the following will apply:

The formula described above will be used and the imported cost component of the bid price (D1) will be adjusted taking into account the base RoE rate.

In the event where the RoE adjustment goes hand in hand with a material/product price increase, the material/product price (in foreign currency) will be converted to South African currency using the base rate.

The imported cost component (D1) will be adjusted together with all the other cost components Rate(s) of exchange to be used in this bid in the conversion of the bid price of the item(s) to South African currency is indicated in the table below.



**18. GENERAL**

Unless prior approval has been obtained from SAPS Contract Management, no adjustment in contract prices will be made.

Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

CPA applications will be applied strictly according to the specified formula and parameters above as well as the cost breakdown supplied by bidders in their bid documents.

In the event where the supplier's CPA application, based on the above formula and parameters, differs from Contract Management SAPS verification, Contract Management SAPS will consult with the supplier to resolve the differences. The South African Police Service reserves the right to negotiate amended contract prices at any stage prior to the final notification to end users.

**19. BREACH OF CONTRACT**

The South African Police Service reserves the right to terminate the contract(s) if the contractor does not honour contract(s) obligations including submission of information.

**20. PACKAGING**

Goods supplied must be packed in suitable packaging before distribution to the end users.

NAME OF BIDDER: .....

NAME OF CONTACT PERSON: .....

CAPACITY: .....

SIGNATURE: ..... DATE: .....



**AUTHORIZATION DECLARATION**

**NAME OF THE BIDDER:** \_\_\_\_\_

**BID NUMBER:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_

Are you sourcing the goods or services from a third party?

YES	NO
-----	----

*\* If you have answered YES to the above question, please provide full details in the table below of the third party(ies) from whom you are sourcing the goods or services.*

**1. Declaration by the bidder where the bidder is sourcing goods or services from a third party.**

The bidder hereby declares the following:-

- 1.1 The bidder is sourcing the goods or services listed in the Form 1 attached, from a third party in order to comply with the terms and conditions of the bid.
- 1.2 The bidder has informed the third party of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed in the Form 1.
- 1.3 The bidder has received the attached, unconditional written undertaking from the third party to supply the goods or services listed in the form 1 in accordance with the terms and conditions of the bid document for the duration of the contract. A template has been attached (Form 2) that is to be used for the purpose of the third party undertaking.
- 1.4 The bidder confirms that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.

**2. The bidder declares that the information contained herein is true and correct.**

**3. The bidder acknowledges that the SAPS reserves the right to verify the information contained therein and if found to be false or incorrect may invoke any remedies available to it in the bid documents.**

<b>SIGNATURE BY THE BIDDER</b>	
Signed at _____	on the _____ day of _____ 20 _____
Signature _____	Full name _____
Designation _____	





**Note:**

*The authorization letter must be original, signed and on an official letterhead of the third party.*

*A separate authorization letter must be included for each third party.*

*The authorization letter must be addressed to the Bidding Company.*

**No copies of the authorization letter will be accepted. The validity of authorization letter/s will be verified with the third party/ies:**

Name of Bidding Company

Address of Bidding Company

Attention:

Dear Sir/Madam

**AUTHORIZATION LETTER: TENDER NR \_\_\_\_\_**

We, \_\_\_\_\_ (Name of Third Party) hereby authorize you, \_\_\_\_\_ (Name of Company) to include the products listed below in your bid submission for the abovementioned contract.

We confirm that we have firm supply arrangements in place, and have familiarized ourselves with the item descriptions, specifications and bid conditions relating to item/s listed below.

Item no.	Description of product	Brand name

*(Should the table provided not be sufficient for all the items offered, please provide additional information as an attachment and it must be properly referenced to this document)*

Yours faithfully,

\_\_\_\_\_  
Signature of Third Party

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