



DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

Private Bag X254, Pretoria, 0001, Tel: 012 - 841 7459, Facsimile: 012 - 841 7071
117 Cresswell Road, Silverton, Pretoria

The Manager

Reference no: 19/1/9/1/100TV(22)

Date: _____

Enquiries: _____

Tel no: _____

Fax no: _____

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.

! The bid must be submitted in a sealed envelope with the name and address of the bidder with the bid number closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.

! ***Bids submitted per mail must be sent per registered mail. The Bid must still reach this office before the closing date and time. Failure to do so will invalidate the bid.***

! 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

LIEUTENANT GENERAL
DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANAGEMENT
MI FANI



2

BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/100TV (22)

DESCRIPTION: DISPOSAL OF USED OIL AND OTHER RELATED MATERIALS: TO THE SOUTH AFRICAN POLICE SERVICE: FOR A PERIOD OF TWO (02) YEARS

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	B-BBEE Verification Certificate (as per paragraph 5.3 of SBD 6.1)	X		
2	SBD forms (1, 4,)	X		
3	Specification	X		
4	Pricing Schedule	X		
5	Central Supplier Database (CSD)	X		
6	Applicable Capability / Test Report / SABS or Compliance Certificate	X		
7	Profit Margin	X		
8	Special Requirements and Conditions of the Bid	X		
9	General Conditions of Contract	X		

BIDDER:

NAME IN PRINT_____
SIGNATURE_____
DATE

BID MANAGEMENT:

NAME IN PRINT_____
SIGNATURE_____
DATE

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

PLEASE NOTE 3



BID NO: 19/1/9/1/100TV (22)

CLOSING TIME: 11:00 ON 2022-12-05

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 SPECIFICATION AND THE SPECIAL REQUIREMENTS AND CONDITIONS OF THE BID, FAILURE TO COMPLY WILL INVALIDATE YOUR OFFER.

NOTED BY THE BIDDER:

.....
SIGNATURE: BIDDER

.....
DATE

NOTICE!! NOTICE!!

**ALL BID DOCUMENTS MUST BE
HANDLED IN AND REGISTERED AT
SECURITY OFFICE BY THE PERSON
HANDING IN THE DOCUMENTS @ 117
CRESSWELL ROAD SILVERTON
PRETORIA, SCM ON OR BEFORE**

2022-12-05 BEFORE 11:00

4

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

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

C. CHECKLIST OF DOCUMENTS A		CROSS REFERENCE	YES	NO	N/A
1.	Copy of Business entity's Registration Documents: i.e. CK2 form <ul style="list-style-type: none"> For Close Corporations – a copy of the CIPRO report showing the directors/owners/members of the cc 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 Copy of shareholders/members certificates / agreements 	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			

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE

BID NUMBER:	19/1/9/1/100TV (22)	CLOSING DATE:	2022-12-05	CLOSING TIME:	11:00
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DESCRIPTION: DISPOSAL OF USED OIL AND OTHER RELATED MATERIALS: TO THE SOUTH AFRICAN POLICE SERVICE: FOR A PERIOD OF TWO (02) YEARS

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT
SOUTH AFRICAN POLICE SERVICE
117 CRESWELL ROAD
SILVERTON
PRETORIA
0184

BID RESPONSE DOCUMENTS MAY BE POSTED TO:

DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT
SOUTH AFRICAN POLICE SERVICE
PRIVATE BAG X254
PRETORIA
0001

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:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	<input type="checkbox"/> No		<input type="checkbox"/> 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:	

[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 PART B 3 BELOW]
SIGNATURE OF BIDDER			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	DATE:		
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	N/A
ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SOUTH AFRICAN POLICE SERVICE		
CONTACT PERSON	PAC MUTHULA	CONTACT PERSON	COL. MALEKA
TELEPHONE NUMBER	012 841 7204	TELEPHONE NUMBER	LT COL MOONSAMY
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	MuthulaBilly@saps.gov.za	E-MAIL ADDRESS	MalekaT@saps.gov.za vanderSchyffLucas@saps.gov.za

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.
- 1.3. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).
- 1.4. BIDDERS 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). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.6. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 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 MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES/NO

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

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



12

SPECIAL CONDITIONS OF CONTRACT

**BID NUMBER: 19/1/9/1/100TV (22)
DISPOSAL OF USED OIL AND OTHER
RELATED MATERIALS: FOR THE
SOUTH AFRICAN POLICE SERVICES
FOR THE PERIOD OF TWO (02)
YEARS:**

**CLOSING DATE AND TIME OF BID:
2022-12-05 @ 11h00**

BID VALIDITY PERIOD: 90 DAYS

SOUTH AFRICAN POLICE SERVICE



TABLE OF CONTENTS

Page

1. ABBREVIATIONS.....	1
2. BID DOCUMENT CHECK LIST.....	2
3. SECTION A.....	3
3.1 LEGISLATIVE AND REGULATORY FRAMEWORK.....	3
3.2 BID INFORMATION/BRIEFING SESSION.....	3
3.3 EVALUATION CRITERIA.....	3
3.3.1 PHASE 1: MANDATORY AND OTHER BID REQUIREMENTS.....	3
3.3.2 PHASE 2: PRICE.....	3.4
OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID.....	6
3.5 AUTHORISATION DECLARATION/ LETTER FROM THE SERVICE PROVIDER.....	6
3.7 LOCAL ECONOMIC DEVELOPMENT.....	7
3.8 RESPONSIVE BIDS.....	7
3.9 TAX COMPLIANCE REQUIREMENTS.....	8
3.10 SUBMISSION OF BIDS.....	8
3.10.1 RETURNABLE DOCUMENTS.....	8
3.10.2 FORMAT AND SUBMISSION OF BIDS.....	8
3.11 LATE BIDS.....	9
3.12 COUNTER CONDITIONS.....	9
3.13 FRONTING.....	9
3.14 SUPPLIER DUE DILIGENCE.....	9
3.15 COMMUNICATION.....	10
3.16 CONTACT DETAILS.....	10
4. SECTION B.....	10
4.1 CONTRACT PERIOD.....	10
4.2 POST AWARD PARTICIPATION.....	10
4.3 AWARD CONDITIONS.....	11
4.4 MULTIPLE AWARD.....	11
4.5 NON-COMMITMENT.....	11
5. QUALITY.....	11
6. SECTION C.....	11
6.1 ROLES AND RESPONSIBILITIES.....	11
6.1.1 CONTRACT ADMINISTRATION.....	11



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

14

6.1.2	SUPPLIER PERFORMANCE MANAGEMENT	12
6.2.2	DELIVERY	12
6.2.3	CONSIGNMENT / DISPOSAL.....	12
6.5	BREACH OF CONTRACT.....	12
6.6	PACKAGING	13
6.7	DISPOSING OF GOODS BEARING SOUTH AFRICAN POLICE SERVICE OWNERSHIP MARK: ALL PRINTED FABRIC	13
6.8	POST AWARD REPORTING.....	13
7.	CONTENTS OF SPECIAL CONDITIONS.....	22



1. ABBREVIATIONS

BAC: Bid Adjudication Committee
B-BBEE: Broad-Based Black Economic Empowerment
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



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

16

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	Special Conditions of Contract		
5	General Conditions of Contract		
6	Local Economic Development document		
7	Test reports, Compliance Documents		
8	Certificates and Safety Data Sheets		
9	Cost components document		



17

3. SECTION A

3.1 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.

3.2 BID INFORMATION/BRIEFING SESSION

No briefing session will be held.

3.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2
Mandatory and other bid requirements	Price Only
Compliance with mandatory and other bid requirements. SBD forms must be completed and signed.	Bids evaluated in terms of highest bid price

3.3.1 PHASE 1: MANDATORY AND OTHER 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 under mandatory requirements. Bidders who fail to comply with any of the mandatory and other requirements may be disqualified.



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

18

RETURNABLE DOCUMENTS AND MANDATORY REQUIREMENTS

Name of the document that must be submitted	Non-submission may result in disqualification.
Invitation to Bid – SBD 1	YES – Please complete and sign the supplied form
Tax Clearance Requirements	YES – The <u>CSD</u> and the <u>tax status pin</u> are the approved method that will be utilized to verify tax compliance. (Bidders who fail to comply with this requirement <u>will</u> be disqualified)
Central Supplier Database registration	YES – Please submit CSD registration number or CSD report to prove registration
Pricing Schedule	YES – Please complete the price schedule and submit a hard copy with the bid at the closing date and time.
Bidders Disclosure – SBD 4	YES – Please complete and sign the supplied form.
General Conditions of Contract	NO – Bidders must only familiarise themselves with the content of the document
Special Conditions of Contract	YES – Please complete and sign the supplied form (Bidders who fail to comply with this requirement <u>will</u> be disqualified)
Service provider(s) Letter	<p>YES – In the event of the bidder not being the actual service provider and will be sourcing the service(s) from another company, a letter from that company(ies)/ service provider(s) confirming firm disposal arrangement(s) including lead times in this regard, must accompany your bid at closing date and time.</p> <p>The said company/ service provider(s) issuing such a Letter must confirm that it has familiarized itself with the Item description/Specification (SAPS 2988/2022) and bid conditions and if the bid consist of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.</p> <p>The said company/ service provider(s) issuing such a letter must confirm further in the letter that all financial arrangements with regard to payment between the bidder and the manufacturer/ company have been finalized and terms and conditions mutually agreed upon. (Bidders who fail to comply with this requirement <u>will</u> be disqualified)</p>
Permits / Licence	YES – Bidders must either submit proof of a valid permit issued in terms of section 20 of the Environment Conservation Act, 1989(Act no. 73 of 1989) or Proof of a valid Waste Management Licence issued in terms of section 49 of National Environmental Management (Act no 59 of 2008) (Bidders who fail to comply with this requirement <u>will</u> be disqualified)



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

19

Accreditation	YES – All bidders must submit proof that they are accredited as a service provider by the Director: Solid Waste Management (Bidders who fail to comply with this requirement <u>will</u> be disqualified)
Certificates	YES – Bidders must submit valid certificates as proof that they comply with the following policies and regulations: <ul style="list-style-type: none">➤ Occupational Health and Safety Act 1993; Reg 1179➤ National Road Traffic Act: latest edition➤ Hazardous Chemical Substances Act➤ Hazardous Substances Act 1973 (Bidders who fail to submit proof <u>will</u> be disqualified)
Specification SAPS 2988/2022	YES - The bidder must fully comply with the Specification (SAPS 2988/2022) of the bid. The bidder must indicate by writing Comply or Not Comply in the relevant column of every field. Failure to do so will be interpreted as Not Comply. Do not make a tick (✓) or/and (x) on the specified area. FAILURE TO DO SO WILL INVALIDATE YOUR BID
Cost components	YES – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.

Once a bid has complied with all mandatory and other bid requirements, it will further be evaluated on PHASE 2: Bidder Highest on price.

PRICING STRUCTURE AND SCHEDULE

- One price is required per garage and prices quoted must be furnished on the basis of disposal including Value Added Tax for the Disposal of oil . This is also applicable to all garages in all the Provinces / Groups.
- 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.
- The pricing schedule will be accessible from the bid document. All prices must be submitted with the bid document.
- Conditional discounts offered will not be used for evaluation purposes.
- The bid will be awarded per **Province / Group**, it is therefore compulsory, that should a bidder submit prices for all the **Provinces / Groups** or just for a specific **Province / Group** must the bidder fully complete the pricing schedule for all the garages in that **Province / Group** as per the pricing schedule (**SBD3.1**) (**FAILURE TO DO SO WILL INVALIDATE YOUR BID**)

NB* DISPOSAL OF OTHER RELATED MATERIALS

Bidders will be required to dispose other related materials at no costs.



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

20

3.3.3 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.

COST COMPONENTS AND PROPORTIONS

- a) The cost components of the contract price usually constitute the cost of materials (raw material or disposal services), 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.
- b) Bidders are requested to submit the cost breakdown of their 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 by submitting the cost components document issued with the bid. Bidders will not be allowed to change the cost breakdown of bid prices during the tenure of the contract

Cost Component	% Contribution	Indices
Imported Raw Material / Finished product (if applicable)		Supplier/Manufacturer invoice(s) and remittance advice.
Local Raw Material / Finished product (if applicable)		Stats SA P0142.1 (PPI) Table 8 – Domestic Output
Labour		Stats SA P0141 (CPI) OR Labour agreement
Transport		Stats SA P0141 (CPI) Table E
Other		
TOTAL (Cost components must add up to 100%)	100 %	

- c) Percentage weighted contribution – List % weighted contribution for each cost element must add up to 100%.
- d) Indices – List measurable indices/factors that contribute to cost escalation.
- e) All prices are subject to negotiation prior to signing on an anniversary of the contract.

3.4 OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID

3.4.1 AUTHORISATION DECLARATION/ LETTER FROM A SERVICE PROVIDER

Any bidder who is not the original service provider and will be sourcing goods or services from a third party must submit a "Authorisation Declaration" for all relevant items/goods or services, together with the bid documents at the closing date and time of the bid..

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.

The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. 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.

Failure to submit a duly completed and signed Authorisation Declaration in accordance with the above provisions will invalidate the bid for such goods or services offered.

3.6 LOCAL ECONOMIC DEVELOPMENT

Local economic development forms part of the main agenda of the South African Police Service, particularly in the Textile sector. The firm's capacity and individual skills, and economic transformation, are critical elements of sustainable economic growth.

Bidders to submit their bids at the closing date and time with documentation that clearly demonstrates their strategic plan to support local economic development imperatives and socio-economic objectives. Such objectives may include:

- a) SMME development,
- b) Transfer of skills
- c) Broad Based Black Economic Empowerment,
- d) Employment creation, and
- e) Support for, and participation of locally owned and operated firms in the supply chain (particularly QSE and EME's).

Bidders ensure that the plans are implementable and sustainable for the duration of the contract. Bidders are required to report periodically on the success, challenges and opportunities of the initiative with the intention of ensuring meaningful interventions. The South African Police Service will monitor the progress during the contract life cycle.

Bidders should propose to the South African Police Service how the sector can be improved and enhanced to ensure achievement of socio economic objectives within the industry. Indicate achievable initiatives that the South African Police Service can consider particularly empowering black and small medium and micro enterprises.

Bidders who will use third party suppliers are encouraged to share these requirements.

3.8 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.



3.9 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

3.10 SUBMISSION OF BIDS

3.10.1 RETURNABLE DOCUMENTS

- All returnable documents (SBDs, capability report, etc.) must be submitted with the bid at the closing date and time of the bid in a hard copy format.
- Bidders must submit a hard copy of the bid document on or before the closing date and time to SAPS. The hard copy of the bid response will serve as the legal bid document.
- In the event that a hard copy of the bid document are not received on or before the closing date and time, the bid will not be accepted.

3.10.2 FORMAT AND SUBMISSION OF BIDS

- In order to simplify the evaluation process, Bidders are required to submit their bids in the following manner: -

SECTION	REQUIRED DOCUMENTS
Section 1	Standard bidding documents and CSD report
Section 2	Service Provider(s) Letter of Agreement
Section 3	Authorisation Declaration and item list
Section 4	Test reports, Safety Data Sheets, Certificates; Compliance documents
Section 5	Pricing Schedule and Item Questionnaire
Section 6	Any other information (e.g. Company profile, Local economic development submission etc.)
Section 7	Cost Breakdown



3.11 LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the bidder.

3.12 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.

3.13 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.

3.14 SUPPLIER DUE DILIGENCE

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 may 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.



24

3.15 COMMUNICATION

SAPS: Acquisition 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: Acquisition Management must be done in writing.

3.16 CONTACT DETAILS

Section Commander: Colonel TN Maleka: MalekaTN@saps.gov.za

Address

BID ENQUIRIES

Head Acquisition Management

South African Police Service

Section Head: Contract Management

117 Creswell Road

Silverton

0184

CAPTAIN Paul/ SPAC B Muthula

Tel: 012-841 7189/ 7204

Fax: 012-8417482

PaulEG@saps.gov.za / Muthulabilly@saps.gov.za

4. SECTION B

4.1 CONTRACT PERIOD

The contract period shall be for a period of two (2) years.

4.2 POST AWARD PARTICIPATION

In terms of Treasury Regulation 16A6.6 the accounting officer or accounting authority may, on behalf of the department, constitutional institution or public entity, participate in any bidding process by any other organ of South African Police Service, subject to the written approval of such organ of South African Police Service and the relevant contractors.



25

4.3 AWARD CONDITIONS

The South African Police Service reserves the right to award contracts to more than one contractor for the same item.

4.4 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 maximum number of bidders to be awarded will be at the discretion of the Bid Adjudication on the recommendation of the Bid Evaluation Committee.

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

4.5 NON-COMMITMENT

The South African Police Service reserves the right:

Not to award, to award in part or in full.

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 cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidder(s) have been notified of their status as such

To cancel and/or terminate the contract or part thereof, post the awards with consultation with the service provider if it is deemed necessary.

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.

6. SECTION C

6.1 ROLES AND RESPONSIBILITIES

6.1.1 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: Acquisition Management Supply Chain Management
Contract Management



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

26

Private bag x 254, Pretoria, 0001,
Attention:

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 and Tel: 012 841 7119

6.1.2 SUPPLIER PERFORMANCE MANAGEMENT

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

6.2.2 CONSIGNMENT / DISPOSAL

Where required, Consignments (products) are inspected on a batch to batch or lot for lot basis to ensure that the disposal service comply with the requirements of the bid as stipulated in the specification (SAPS2988/22)

The contract and official orders to the successful bidder will reflect that the relevant garage / end-users are required to carry out consignment/batch inspections.

It is the responsibility of the institution to determine and explicitly stipulate the number and frequency of consignment inspections to be carried out. The consignment inspection must be carried out before the collection of the consignment from the various garages.

If the inspections do not comply with the requirements of the bid as stipulated in the specification (SAPS2988/22) will no items be allowed to be removed.

6.3 QUALITY ADHERANCE

Bidder's attention is drawn to paragraph 8 of the General Conditions of Contract regarding inspection, tests and analysis.

If the delivered supplies are not in accordance with the contract requirements, the cost of inspections, tests and analysis done by an independent testing facility shall be paid by the contractor.

6.4 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.



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/100TV (22)

27

6.5 PACKAGING

Goods to be disposed of must be in accordance with specification 2988/22.

6.7 DISPOSING OF GOODS BEARING SOUTH AFRICAN POLICE SERVICE OWNERSHIP MARK: ALL PRINTED FABRIC

Textile goods manufactured in terms of this contract and bearing a South African Police Service ownership mark shall not be disposed of by the contractor to any person, other than a South African Police Service Department unless the ownership mark has been cancelled, defaced or obliterated in such a manner as may be approved by the South African Police Service.

In order for a contractor to comply with the abovementioned condition, a contractor will be entitled to:

Dispose of such goods provided the goods are stamped or stencilled in indelible ink or dye with the word "CANCELLED", preferable, but not necessarily, over the South African Police Service ownership mark, or overprinted with a design in the same colour as that of the mark, or provided the colouring of the mark is bleached out.

Cut up the goods so that the South African Police Service ownership mark is defaced and then to use it or dispose of it as rags, cleaning cloths, etc.

6.8 POST AWARD REPORTING

SAPS will conduct meetings with the end users and contractors to discuss Terms Contracting issues.

7. CONTENTS OF SPECIAL CONDITIONS

I/we, the undersigned, hereby declare that I/we have read and understand the above and agree to be bound by the stated terms and conditions.

NAME OF BIDDER:

NAME OF CONTACT PERSON:

CAPACITY:

SIGNATURE: DATE:



South African Police Service

Request for Bid : 0000003201

Report Run By: Brian Cartwright (1939982-1)
Date: 11/04/2022 07:45:50

SAPS Bid No.
Document No:

19/1/9/1/100TV (22)
0000003201

Description:

DISPOSAL OF USED OIL AND OTHER RELATED
MATERIALS: TO THE SOUTH AFRICAN POLICE
SERVICE: FOR A PERIOD OF TWO (02) YEARS

Currency:

ZAR

Closing Date:

2022/12/05 11:00:00

Status:

Published

Validity Days:

90

Company Name:

No Supplier Selected, or the default contact person is
not set

Attention:

Tel No:

Fax No:

Cell No:

Email:

PRICING SCHEDULE

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
EC	EASTERN CAPE PROVINCE				
Line Comment					
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION	ALGOAPARK AUX GARAGE		Each	
Line Comment					
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
			1		
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION	ALI WAL NORTH AUX GARAGE		Each	
Line Comment					
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
			1		
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION	BARKLY EAST AUX GARAGE		Each	

30

Item Code	Item Description	Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION		1		
Line Comment					
		Consumer	Delivery Point	Purchase Unit of Measure	Date Required
		BISHO AUX GARAGE		Each	
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
			1		
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION	CRADOCK AUX GARAGE		Each	
Line Comment					
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
			1		
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
9825T05047632	DISPOSAL / RECYCLING OF USED OILS NATIONALLY FOR A PERIOD OF TWO YEARS IN ACCORDANCE WITH SAPS SPECIFICATION	EAST LONDON AUX GARAGE		Each	
Line Comment					
		Lead Time	Quantity Required	Quantity Available	Unit Cost (Incl VAT)
			1		
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required

