



## 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

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Reference no: 19/1/9/1/103TD (23)

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

*Houweling Adier*  
ACTING COMPONENT HEAD: PROCUREMENT AND CONTRACT MANAGEMENT  
A FOURIE

BRIGADIER

Date: 20/01/2014

19/1/9/1/103TD (23) 2

# PLEASE NOTE



BID NO: 19/1/9/1/103TD (23)  
CLOSING TIME: 11:00 ON 2024-03-12

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



## BID DOCUMENT CHECKLIST

**BID NO** : 19/1/9/1/103TD (23)

**DESCRIPTION:** THE SUPPLY, DELIVERY, QUALIFICATION, TRAINING AND MAINTENANCE OF ONE VACUUM METAL DEPOSITION CHAMBER FOR A PERIOD OF (2) YEARS: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE LABORATORY: FORENSIC SERVICES: SAPS: 2023/2024 FINANCIAL YEAR

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1, 4 and 6.1)	X		
2	Pricing Schedule	X		
3	Central Supplier Database (CSD)	X		
4	Applicable Capability / Test Report / SABS or compliance Certificate	N/A		
5	Profit Margin	X		
6	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

## **!!!!!!IMPORTANT NOTICE!!!!!! BID 19/1/9/1/103TD(23)**

**A COMPULSORY BRIEFING SESSION WILL BE HELD ON THE  
22<sup>ND</sup> FEBRUARY 2024 AT 10H00 AT MAIN BOARDROOM, FLOOR 2, EAST  
WING, A-BLOCK, DIVISION SUPPLY CHAIN MANAGEMENT, 117  
CRESSWELL ROAD, WEAVIND PARK, PRETORIA**

**KINDLY NOTE THAT NO LATE COMERS WILL BE ALLOWED IN AFTER  
10H00**

**ALL BID DOCUMENTS MUST BE HANDED IN AND  
REGISTERED AT THE SECURITY OFFICE BY THE PERSON  
HANDING IN THE DOCUMENTS, AT 117 CRESSWELL ROAD,  
WEAVIND PARK, PRETORIA SCM: ON OR BEFORE  
2024-03-12 BY 11:00 AM**

**PART A**  
**INVITATION TO BID**

19/1/9/1/L03 TD (93) 5...

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

BID NUMBER:	CLOSING DATE: 2024-03-12	CLOSING TIME: 11:00
DESCRIPTION:	THE SUPPLY, DELIVERY, QUALIFICATION, TRAINING AND MAINTENANCE OF ONE VACUUM METAL DEPOSITION CHAMBER FOR A PERIOD OF TWO (2) YEARS: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE LABORATORY: FORENSIC SERVICES: SAPS: 2023/2024 FINANCIAL YEAR	

**2. 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	DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X254 PRETORIA 0001
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**4. BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

**6. SUPPLIER INFORMATION**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE NUMBER: MAAA

CENTRAL SUPPLIER DATABASE REGISTRATION REPORT	[TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
[IF YES, ENCLOSURE PROOF]			[IF YES, ANSWER PART A:8]

**8. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. 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) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 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).
- 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.
- 1.6. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.7. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. GENERAL**

- 3.1 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

19/1/9/1/102TD (12) 1...

**SUPPLIER TO  
COMPLETE**

Are you a NEW supplier?	YES	<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?	YES	<b>KINDLY PROVIDE YOUR CSD AND POLFIN SUPPLIER NUMBER</b>
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	

<b>C. CHECKLIST OF DOCUMENTS A</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			



## **SPECIAL CONDITIONS OF CONTRACT**

**BID NUMBER: 19/1/9/1/103TD (23)**

**BID NO. 19/1/9/1/103TD (23): THE SUPPLY, DELIVERY,  
QUALIFICATION, TRAINING AND MAINTENANCE OF ONE  
VACUUM METAL DEPOSITION CHAMBER FOR A PERIOD  
OF TWO (2) YEARS: CRIMINAL RECORD AND CRIME  
SCENE MANAGEMENT: CRIME SCENE LABORATORY:  
FORENSIC SERVICE: NATIONAL OFFICE**

**CLOSING DATE AND TIME OF BID 2024-03-12 @ 11h00**

**BID VALIDITY PERIOD: 90 DAYS**



# SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 9

NO.	TABLE OF CONTENTS	PAGE
1.	ABBEVIATIONS	1
2.	BID DOCUMENT CHECK LIST	2
3.	SCOPE	3
4.	SECTION A	3
4.1	LEGISLATIVE AND REGULATORY FRAMEWORK	3
4.2	BID INFORMATION/BRIEFING SESSION	3
4.3	4.3 EVALUATION CRITERIA	3
4.3.1	PHASE1: ADMINISTRATIVE AND MANDATORY REQUIREMENTS	
4.3.1.1	ADMINISTRATIVE REQUIREMENTS	4
4.3.1.2	MANDATORY REQUIREMENTS	4
4.3.2	PHASE 2: TECHNICAL COMPLIANCE	5
4.3.3	PHASE 3: PREFERENCE POINT SYSTEM AND PRICE	7
4.3.4	PHASE 4: SUPPLIER DUE DILIGENCE	7
		9
5.	VALUE ADDED TAX	10
6.	PRICING STRUCTURE AND SCHEDULE	10
7.	OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID: AUTHORISATION DECLARATION/LETTER FROM THE MANUFACTURER	10
8.	RESPONSIVE BIDS	11
9.	TAX COMPLIANCE REQUIREMENTS	11
10.	FORMAT AND SUBMISSION OF BIDS	12
11.	LATE BIDS	12
12.	COUNTER CONDITIONS	12
13.	FRONTING	12
14.	SUPPLIER DUE DILIGENCE	13
15.	COMMUNICATION	13
16.	CONTACT DETAILS	14
17.	SECTION B	14
17.1	CONTRACT PERIOD	14
17.2	RIGHT OF AWARD	14
17.3	MULTIPLE AWARD	15
17.4	NEGOTIATIONS	15
17.5	QUALITY	15
17.6	DELIVERY AND QUANTITIES	15
17.6.1	DELIVERY BASIS	15
17.6.2	QUANTITIES	15



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 10

<b>18.</b>	<b>SECTION C</b>	<b>16</b>
<b>18.1</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>16</b>
18.1.1	CONTRACT ADMINISTRATION	16
18.1.2	SUPPLIER PERFORMANCE MANAGEMENT	16
<b>18.2</b>	<b>ORDERS AND DELIVERY</b>	<b>16</b>
18.2.1	ORDERS	16
18.2.2	DELIVERY	17
<b>18.3</b>	<b>PRODUCT ADHERANCE/QUALITY ADHERANCE/BRAND CHANGE</b>	<b>17</b>
<b>18.4</b>	<b>CONTRACT PRICE ADJUSTMENT</b>	<b>18</b>
18.4.1	FORMULA	18
<b>18.5</b>	<b>FORMULA COMPONENT DEFINITIONS</b>	<b>19</b>
18.5.1	ADJUSTABLE AMOUNT	19
18.5.2	FIXED PORTION	19
18.5.3	COST COMPONENTS AND PROPORTIONS	19
18.5.4	APPLICABLE INDICES AND REFERENCES	20
18.5.5	BASE INDEX DATE	21
18.5.6	END INDEX DATE	21
18.5.7	PRICE ADJUSTMENT PERIODS	21
<b>18.6</b>	<b>RATES OF EXCHANGE (ROE) – BASE AND AVERAGE RATES</b>	<b>21</b>
<b>19.</b>	<b>GENERAL</b>	<b>22</b>
<b>20.</b>	<b>BREACH OF CONTRACT</b>	<b>23</b>
<b>21.</b>	<b>PACKAGING</b>	<b>23</b>



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) LL

### 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 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 12

### 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 (if applicable)		
5	SBD 6 (1): Preference Points Claimed (BBBEE)		
6	Special Conditions of Contract		
7	General Conditions of Contract		
8	Test reports (if applicable)		
9	Mandatory documents (if applicable)		



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) L3

### 3. SCOPE

The South African Police Service requires prospective suppliers to submit bids for the **Bid No. : 19/1/9/1/103TD (23)**: The Supply, Delivery, Qualification, Training and Training and Maintenance of One Vacuum Metal Deposition Chamber for a Period of (2) Years: Criminal Record and Crime Scene Management: Crime Scene Laboratory: Forensic Service: SAPS: in accordance with Specification **323228/2022** 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 at Division Supply Chain Management 117 Cresswell Street on 2024-02-22 at 10H00. (exact venue will be confirmed)

#### 4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 14

Phase 1	Phase 2	Phase 3	Phase 4
<b>Administrative and Mandatory Bid Requirements</b>	<b>Technical Compliance</b>	<b>Price and Preference Points System</b>	<b>Supplier Due Diligence (Site Visit)</b>
Compliance with Mandatory and Administrative Bid requirements. SBD forms must be completed and signed.	Compliance to technical requirements / specification.	Bids evaluated in terms of the 80/20 preference system.	Supplier due diligence to be conducted at site of successful bidder/s.

### 4.3.1 PHASE 1: ADMINISTRATIVE, OTHER AND MANDATORY BID REQUIREMENTS

#### 4.3.1.1 ADMINISTRATIVE 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.
Preference Point Claim Form <b>SBD 6.1</b>	<b>YES</b> – Generally, non-submission will lead to a zero score preference points.
General Conditions of Contract	<b>NO</b> – Bidders <u>must only familiarise</u> themselves with the content of the document
Special Conditions of Contract	<b>YES</b> - Bidders must sign acknowledgement that they <u>familiarise</u> 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.
Central Supplier Database registration	<b>YES</b> – Please submit CSD report to prove registration and preference points.
Tax Clearance Requirements	<b>YES</b> – The <u>CSD</u> and the <u>tax status pin</u> are the approved method that will be utilized to verify tax compliance.
Authorisation Declaration	<b>YES</b> Any bidder that is not 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



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 15

	<p>regard, which has to accompany the bid at the closing date and time of bid. The said company or supplier must:</p> <ul style="list-style-type: none"><li>• confirm that he has familiarised itself with the item description, specifications and bid conditions.</li><li>• 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.</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 terms and conditions mutually agreed upon. (See annexure "B" for pro-forma to be completed and submitted with bid document)</li></ul>
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### 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.**

MANDATORY REQUIREMENTS	
Pricing Schedule	<p>YES – 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></p>
Product specification sheet which include colour photographs and the specifications of the vacuum metal deposition that is offered by the bidder, must be attached to bid documents as <b>Appendix 1</b> .	<p>YES – To be submitted together with the bid document as <b>Appendix 1</b>.</p>
A detailed maintenance schedule with allocated resources for the contract period	<p>YES – To be submitted together with the bid document as <b>Appendix 2</b>.</p>



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 16

<p>must be supplied with the bid documentation. This plan must include the actual planned maintenance (with details of actual maintenance and components to be maintained) and the delivery of the certificates to this effect. Capacity for unscheduled maintenance must also be included. The maintenance for the contract period must include all costs for original replacement parts. This plan must be filed under <b>Appendix 2 – Maintenance Plan</b> of the submitted bid proposal documentation.</p>	
<p>The technician certifying the vacuum metal deposition chamber must be qualified to do this or confirmation through the manufacturers signed official letter pertaining to after sales technical support must be submitted with the bid documents. This must be filed under <b>Appendix 3 – Qualifications of technical personnel or confirmation through the manufacturers signed official letter pertaining to after sales technical support</b> and be submitted with the bid proposal documents.</p>	<p><b>YES</b> – To be submitted together with the bid document as <b>Appendix 3</b>.</p>
<p>Comprehensive on-site training, covering both operation and maintenance aspects, must be presented to a maximum of 20 trainees by the successful bidder within 2 weeks after installation. <b>Appendix 4 – Training plan</b> must be submitted with the bid proposal documentation.</p>	<p><b>YES</b> – To be submitted together with the bid document as <b>Appendix 4</b>.</p>
<p>The details of the warranty (including period) must be submitted under <b>Appendix 5</b> –</p>	<p><b>YES</b> – To be submitted together with the bid document as <b>Appendix 5</b>.</p>



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 11

<b>Warranty details</b> with the bid proposal documentation.	
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### 4.3.2 PHASE 2: 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 323228/2022 included in the bid document.
- b) 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 3: PREFERENCE POINT SYSTEM AND PRICE

#### i. **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:



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 18

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Price of tender under consideration; and

P<sub>min</sub> = 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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 19

### 4.3.4 PHASE 4: 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 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.

Specify Due Diligence requirements / goals:

- Capacity and capability.
- Confirmation of physical address as per SBD1.
- All information provided in the bid document will be verified.
- The facility must be situated in South Africa
- Minimum requirements for the presentation (Background of the company, detailed information concerning the vacuum metal deposition, roles and responsibilities of the bidder's team members, project plan for maintenance with a capacity to attend to unscheduled maintenance).
- The presentation must be supplied to the evaluation committee on arrival.
- Minimum requirements for meeting the bidder's team (All the team members involved in this project and discussed in the presentation must be present on the day of the visit).
- Minimum requirements for the tour of the facility (the entire facility must be shown to the evaluation committee).
- The evaluation committee may take pictures of any part of the facility for the evaluation report.
- Minimum requirement for practical demonstration (the practical demonstration or a virtual practical demonstration must be conducted at the bidders' facility). A replacement or reference facility will not be entertained.



## 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. OTHER LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID

### 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 consist 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.** (See annexure "B" for pro-forma to be completed and submitted with bid document)



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

**19/1/9/1/103TD (23) 11**

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.

### 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 or sub-contractors whose tax matters are not in order.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 2

### 10. 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 (SBD 1, SBD 4, SBD 6.1 and CSD report)
Section 2	Authorisation Declaration and item list
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, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the bidder.

### 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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 23

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. 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 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.

### 15. COMMUNICATION

SAPS: Procurement and Contract Management 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.

No enquiries will be addressed seven (7) days prior to the closing date and time of the bid.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 1

### 16. CONTACT DETAILS

#### BID ENQUIRIES

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

No enquiries will be addressed seven (7) days prior to the closing date and time of the bid.

Procurement Management MGP & Services

Address: 117 Cresswell Street, Weavind Park, Pretoria.

E-mail: [Lallam1@saps.gov.za](mailto:Lallam1@saps.gov.za)

### 17. SECTION B

#### 17.1 CONTRACT PERIOD

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

#### 17.2 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;
- 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
- 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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 25

### 17.3 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
- f) Example 1 – 50/50  
Example 2 – 70/30  
Example 3 - 60/40  
Example 4 – 80/20

### 17.4 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.

### 17.5 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.

### 17.6 DELIVERY AND QUANTITIES

#### 17.6.1 DELIVERY BASIS

Firm lead times for delivery must be quoted for the duration of the contract period.

#### 17.6.2 QUANTITIES

Quantities cannot be guaranteed.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 26

### 18. SECTION C

#### 18.1 ROLES AND RESPONSIBILITIES

##### 18.1.1 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).

##### 18.1.2 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.

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

### 18.2 ORDERS AND DELIVERY

#### 18.2.1 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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 21

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

### 18.2.2 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 effected.

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.

### 18.3 PRODUCT ADHERANCE / QUALITY 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.

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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 1

### 18.4 CONTRACT PRICE ADJUSTMENT

#### 18.4.1 Formula

Prices submitted for this bid will be regarded as 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).

$Pa = (1-V) Pt \left( D1 \left[ \frac{R1t}{R1o} \right] + D2 \left[ \frac{R2t}{R2o} \right] + D3 \left[ \frac{R3t}{R3o} \right] + \dots + Dn \left[ \frac{Rnt}{Rno} \right] + VPt \right)$		
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.



## 18.5 FORMULA COMPONENT DEFINITIONS

### 18.5.1 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.

### 18.5.2 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.

### 18.5.3 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.



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 30

Cost Component	% Contribution
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>

### 18.5.4 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:

Cost component	Index Publication	Index Reference
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 agreement2	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



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 31

### 18.5.5 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 is October 2023.

### 18.5.6 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).

### 18.5.7 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

Adjustment to contract prices must be applied for after one year period of the signing of the contract at 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).

### 18.6 RATES OF EXCHANGE (ROE) – BASE AND AVERAGE RATES

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



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

19/1/9/1/103TD (23) 22

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 and the average 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

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.

<b>Currency</b>	<b>Rates of exchange</b> 12-month average for the contract period
US Dollar	
Pound Sterling	
Euro	
Yuan	

Should the bidder make use of any other currency not mentioned above, the bidder is requested to calculate the average, using the Reserve Bank published rates for the specific currency. Visit [www.reservebank.co.za](http://www.reservebank.co.za) to obtain the relevant rates.

Contract price adjustments due to rate of exchange variations are based on average exchange rates as published by the Reserve Bank.

<b>Adjustment</b>	<b>Average exchange rates for the period:</b>
1st Adjustment	First year of contract

### 19. GENERAL



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/103TD (23)

**19/1/9/1/103TD (23) 33**

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.

### **20. 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.

### **21. PACKAGING**

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

NAME OF BIDDER: .....

NAME OF CONTACT PERSON: .....

CAPACITY: .....

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

19/1/9/1/LD3TD (23) 34



South African Police Service

Annexure B

**AUTHORIZATION DECLARATION**

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

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

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

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

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

<b>YES</b>	<b>NO</b>
------------	-----------

*\* 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.**

**SIGNATURE BY THE BIDDER**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ Full name \_\_\_\_\_

Designation \_\_\_\_\_

19/1/9/1/1 D3TB (13) 35-

Form 1

### List of goods or services offered