

**KWAZULU-NATAL PROVINCE**COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA*“Building United Front Against Crime”***REQUEST FOR QUOTATION**

Supplier Name	
Contact Name	
Fax Number or Email	
Telephone Number	

Please provide a quotation for the following items and fax / e-mail to the Department

Contact Person	Ndumiso Mdabe
Fax Number	033 341 9361
Telephone Number	033 341 9426
E-mail	ndumiso.mdabe@comsafety.gov.za

Detailed description of goods/services required.

No	ITEM DESCRIPTION	Quantity	Unit price (Excl...Vat)	Total Price (Excl...Vat)
1.	Request for a FTIR- ATR MACHINE as follows: ➤ Terms of Reference/ Specification Attached ➤ Service Evaluation Criteria is Attached	1		
	Closing Date: 19 January 2024 @ 11H00			
	TOTAL PRICE (EXCL.... VAT)			
	VAT @ 15%			
	TOTAL PRICE (INCL.... VAT)			

Delivery Time of Service	08:00am- 16H00pm
Delivery Date	01 February 2024
Delivery Place	Amanzimtoti SAPS
Validity Period	30 DAYS

Signature of Procurement OfficialDate: **10/01/2024****NOTE TO SUPPLIERS**

All quotations must include the following:		COMPANY STAMP
All costs inclusive of VAT (if applicable)		
Company and Intellectual Property Commission Certificate (CIPC)		
Complete attached declaration of interest form (SBD4)		

Complete attached SBD 6.2 Annexure C, D & E (Local Content)			
Complete attached Annexure D (POPIA)			
Complete attached SCM Preferential points claim form			
Please provide valid BBBEE Certificate or a sworn affidavit			
All service providers to note the following: All quotations will be evaluated using 80/20 preference point system. No goods/ services MUST be rendered before an official purchased order is issued by the Supply Chain Management unit of the department. No invoices will be paid for any services or supplies provided without a valid order number. All suppliers doing business with the state/government must be registered on CSD. Suppliers are advised to registered on CSD by going on to the following link (www.csd.gov.za). Suppliers who are not register on CSD will not be paid.			
Supplier Signature			
Date:			

Complete attached declaration Certificate Form Local Production and Content (SBD 6.2) and Annexure C.D & E

Bidders with locally produced or locally manufactured items (as per tables below) with a stipulated minimum threshold for local production and content will be able to claim points for specific goals.

The stipulated minimum threshold for Local Production and Content for this bid/ quotation will be as follows:

Office Furniture as attached:

Number	Description	% Local Content
1.	Melamine office desk with drawers	70%
2.	Office desk(drawers) with timber top on steel frame	90%
3.	Office desk (drawers) with supawood (MDF) top on steel frame	90%
4.	Melamine/ Paper foil office desk with drawers	70%
5.	Stacker upholstered chair- 4 legged without arms	100%
6.	Side upholstered chair-sleigh base with arms	70%
7.	High Back upholstered chair with arms on 5-star base	65%
8.	Steel stationery cupboard	100%
9.	Steel drawer(s) filling cabinet	100%
10.	Wood stationery cupboard	100%
11.	Wood drawer(s) filing cabinet	100%

Textile, Clothing, Leather, Footwear is 100% of Local Content:

Number	Description	% Local Content
1.	Textile	100%
2.	Clothing	100%
3.	Leather	100%
4.	Footwear	100%

-Suppliers who fail to meet the above minimum thresholds will not claim points for specific goals.

No points will be allocated for specific goals if-

- This Declaration Certificate and the Annexure C, D & E (Local Content Declaration: Summary Schedule) are not submitted as part of the bid/ quotation documentation.
- Due Diligence- Suppliers must provide a letter from their Manufacturers, where the goods are being purchased from to prove that the goods are locally manufactured or produce.

COMPANY STAMP

Supplier Signature
Date:

PART A
INVITATION TO QOUTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF COMMUNITY SAFETY AND LIAISON					
RFQ NUMBER:	J 363821	CLOSING: 19 January 2024		CLOSING TIME:11H00 AM	
DESCRIPTION	FTIR MACHINE				
BID/ QOUTE11 RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON					
179 JABU NDLOVU STREET (MONDI BUILDING)					
PIETERMARITZBURG					
3200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ndumiso Mdabe		CONTACT PERSON	Mr M Mnqayi	
TELEPHONE NUMBER	033-3419300		TELEPHONE NUMBER	033-3419300	
FACSIMILE NUMBER	033-3419361		FACSIMILE NUMBER	033-3419361	
E-MAIL ADDRESS	ndumiso.mdabe@comsafety.gov.za		E-MAIL ADDRESS	Mvuseni.mnqayi@comsafety.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
[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]					

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

PART B

TERMS AND CONDITIONS FOR BIDDING/ QUOTATION

1. BID SUBMISSION:

- 1.1. BIDS/ QUOTES MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS/ QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID/ QUOTE DOCUMENT.**
- 1.3. 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.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Annex C

Local Content Declaration - Summary Schedule

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.			
(D2)	Tender description:			
(D3)	Designated Products:			
(D4)	Tender Authority:			
(D5)	Tendering Entity name:			
(D6)	Tender Exchange Rate:	Pula	EU	R 9.00
		GBP		R 12.00

Note: VAT to be excluded from all calculations

A. Exempted imported content

(D19) Total exempt imported value

This total must correspond with
Annex C-C21

B. Imported directly by the Tenderer

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

(D45) Total imported value by 3rd party

D. Other foreign currency payments

D. Other foreign currency payments		Calculation of foreign currency payments			Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D52) Total of imported content & foreign currency payments - (D21), (D45) & (D52) above

This total must correspond with
Annex C - C23

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

(E10) **Manpower costs** (Tenderer's manpower cost)

1000

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

1000

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

1000

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____



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

- Full Name of bidder or his or her representative:
.....
- Identity Number:
- Position occupied in the Company (director, trustee, shareholder²):
.....
- Company Registration Number:
.....
- Tax Reference Number:
.....
- VAT Registration Number:
.....

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.

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.

Full Name	Identity Number	Name of State institution	State Employee Number/ Persal Number

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

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.

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 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



KWAZULU-NATAL PROVINCE
COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

Private Bag X9143, PIETERMARITZBURG, 3200
Mondi House Building, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201
Tel: 033 341 9300 Fax: 033 341 9316

SUPPLY CHAIN MANAGEMENT

LOCAL PRODUCTION AND CONTENT

This form must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the existing Preferential Procurement Regulations, 2011. the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Department of Trade, Industry, & Competition makes provision for the promotion of local production and content.
- 1.2. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.3. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand
y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

1.4. No points will be allocated for specific goals if-

- a) This Declaration Certificate and the Annexure C, D & E (Local Content Declaration: Summary Schedule) are not submitted as part of the bid/ quotation documentation.
- b) Due Diligence- Suppliers must provide a letter from their Manufacturers, who the goods are being purchased from to prove that the goods are locally manufactured or produced.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

AS PER ATTACHED REQUEST FOR QUOTATION FORM

%

_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(*Tick applicable box*)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(*Tick applicable box*)

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

5.1. If yes, provide the following particulars:

- Full name of auditor:
- Practice number:
- Telephone and cell number:
- Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

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Tel: 033 341 9300 Fax: 033 341 9316

SUPPLY CHAIN MANAGEMENT

ANNEXURE D - SUPPLY CHAIN MANAGEMENT NOTICE

PROTECTION OF PERSONAL INFORMATION ACT, 2013

DECLARATION BY PROSPECTIVE SUPPLIERS / SERVICE PROVIDERS

The Department of Community Safety and Liaison (hereafter 'the department') and its employees collect and process the personal information of prospective suppliers or service providers for purposes of supply chain management, including, but not limited to, –

- *evaluating and adjudicating quotations or bids;*
- *communication with suppliers or service providers;*
- *drafting contracts such as Service Level Agreements;*
- *contract management;*
- *taking appropriate action in the event of any breach of contract;*
- *payment of invoices; and*
- *compiling reports.*

The personal information may also be disclosed or processed when –

- *the department has a duty or a right to disclose same in terms of any law; or*
- *it is necessary to protect the rights of the department.*

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that –

- *the supply of this information is mandatory in order to evaluate the quotation or bid in pursuance of the request for quotation or tender;*
- *failure to supply same would result in disqualification; and*
- *any false information may result in criminal prosecution and/or being reported to Treasury.*

The personal information collected may be shared with and processed by –

- *the BAS system and administrators of the system;*
- *the Provincial and National Treasury;*

- *the State Information Technology Agency;*
- *the Auditor-General;*
- *Law enforcement agencies;*
- *the South African Revenue Services;*
- *Provincial Archives; or*
- *any other Organs of State for purposes of performing their public functions or their agents.*

I acknowledge that any personal information shall be retained for a period of years before being destroyed by the Provincial Archives. I accept that the processing of the personal information shall be in accordance with the Protection of Personal Information Act, 2013 and shall be for any one or more of the following purposes:

- *processing necessary for supply chain management;*
- *processing in pursuance of an obligation imposed by law on the Public Service;*
- *processing in order to protect a legitimate interest of mine / the company;*
- *processing necessary for the proper performance of a public law duty of the Public Service; or*
- *processing necessary for pursuing the legitimate interests of the Public Service or of a third party to whom the information is supplied.*

I hereby consent to the processing of personal information in accordance with the Protection of Personal Information Act, 2013 and I acknowledge that I have the right to –

- *access to and the right to rectify the information collected;*
- *the right to object to the processing of personal information to protect a legitimate interest or processing that is necessary for the proper performance of a public law duty by a public body, on reasonable grounds relating to my particular situation, unless legislation provides for such processing; and*
- *lodge a complaint to the Regulator (complaints.IR@justice.gov.za).*

SIGNATURE (DULY AUTHORISED)

DATE

FULL NAMES:

COMPANY NAME:



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

Private Bag X9143, PIETERMARITZBURG, 3200

SUPPLY CHAIN MANAGEMENT

Mondi House Building, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201

Tel: 033 341 9300 Fax: 033 341 9316

SBD 6.1

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals (HDI).

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80

SPECIFIC GOALS: Historically Disadvantaged Individuals (HDI)	20
Total points for Price and Specific Goals (Must not exceed 100)	100

- 1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (b) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (c) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (d) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (e) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (f) **“tender for income-generating contracts”** means a written offer in form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in legal agreement between the organ of state and the 3rd party that produces revenue for the organ of state, and includes, but not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

P_t ≡ Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4 (2); 5 (2); 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for specific goals stated. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

4.2 In cases where organs of state intend to use Regulation 3 (2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the bid documents, stipulates in the case of-

- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference points system will apply and that the highest acceptable tender will be used to determine the applicable preference points system: or
- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference points system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to bidders: The bidder must indicate how they claim points for each preference point system.)

The Specific Goals allocated points in terms of this bid	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)
Black People		6		
Black Women		4		
Black Persons with Disability		4		
Promotion of Black Youth		4		
Black Military		2		

Veterans				
Local Content & Production				

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm:.....

5.2 VAT registration number:.....

5.3 Company registration number:.....

5.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole proprietor
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

5.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

5.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company /firm for the preferences shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:
ADDRESS
.....
.....

ANNEXURE A1-SCM PREFERENCE POINTS CLAIM FORM

Private Bag X454, Pietermaritzburg, 3200
179 Jabu Ndlovu Street, Pietermaritzburg, 3200
Tel: 033- 341-9300 Fax: 033- 342-6345

SCM

SUPPLY CHAIN MANAGEMENT PREFERENTIAL PROCUREMENT POINTS CLAIM FORM – 80/20 Preference points claim form.

Name of Company: _____ CSD NUMBER: _____

No	Preferential Goals		Allocation of points	Points Claimed by Supplier	Evidence documents Submitted Y/N	SCM Officials Scoring based on evidence produced
1.	Black People		6			
2.	Black Women		4			
3.	Black Persons with Disabilities		4			
4	Promotion of Black Youth		4			
5	Black Military Veterans		2			
6	Local Content & Production					
	Total Score Achieved					

All Bids will be evaluated based on 80/20, where 80 is the price and 20 is preferential specific goals.

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

Evidence documents required to be submitted by the supplier to claim points.

1. Preference points allocated for **black women** may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. The Companies and Intellectual Property Commission certificate of the company must be submitted with the Identity Document and CSD report containing information on ownership.
2. Preference points allocated for **persons with disabilities**. A letter from Registered Medical Practitioner should be produced that indicates proof of disability. The Companies and Intellectual Property Commission certificate of the company must be submitted with the Identity Document and CSD report containing information on ownership.
3. Preference points allocated for **promotion of black youth** may be claimed if there is sufficient evidence that such black youth has ownership of 51% or more of the enterprise shareholding. The Companies and Intellectual Property Commission certificate of the company must be submitted with the Identity Document and CSD report containing information on ownership.
4. Preference points allocated for promotion of **Military Veterans**. Proof must be submitted that the supplier is registered on the Military Veteran database. The Companies and Intellectual Property Commission certificate of the company must be submitted with the Identity Document and CSD report containing information on ownership.
5. Preference points allocated for promotion of **black people** may be claimed if there is sufficient evidence that such **black people** have ownership of 51% or more of the enterprise shareholding. The Companies and Intellectual Property Commission certificate of the company must be submitted with the Identity Document and CSD report containing information on ownership.
6. Preference points allocated for promotion of **Local Production & Content** may be claimed if the bidder provide a letter from their Manufacturers where the goods are being purchased from to prove that the goods are locally manufactured or produced.

A bidder that fails to submit proof where he/she has claimed points will score zero points for that specific goal.

Definition of Black People: Has the meaning assigned to it in Section 1 of the Broad- Based Black Economic Empowerment Act: Black people means African, Indians & Coloured people.

1. EVALUATION CRITERIA

1.1. STAGE 1 - SCM COMPLIANCE

The evaluation during this stage is to review quotation responses for the purposes of assessing compliance with bidding requirements, which includes the following:

- 1.1.1. Proof of registration with CSD
- 1.1.2. Duly completed Standard Bidding Documents
- 1.1.3. Price Schedule
- 1.1.4. POPIA Form

Failure to comply with stage 1 will lead to the bidder being disqualified, and not considered for further evaluation.

2. STAGE 2 - TECHNICAL EVALUATION

- Suppliers must produce samples and carry out a demonstration of the product which must be approved by the end user.

Failure to comply with stage 2 will lead to the bidder being disqualified, and not considered for further evaluation

3. Phase 3 Preference Point System

3.1. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS: Historically Disadvantaged Individuals (HDI)	20
Total points for Price and Specific Goals (Must not exceed 100)	100

3.2. Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

3.3. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
DATE :

TERMS OF REFERENCE

DESCRIPTION OF ITEMS -

1. BACKGROUND

- 1.1. The Forensic Science Laboratory Section Chemistry has identified the need to buy new Fourier Transmission Infrared- Attenuated Total Reflectance (FTIR-ATR) equipment to perform analysis of illicit drugs, drug synthesis precursors, pesticides and other chemical components.

2. OBJECTIVES

- 1.2. Supply, Deliver and install the Fourier Transmission Infrared (FTIR) as per attached specification (Appendix A). The service provider shall also provide maintenance and training on the use of the equipment as per attached specification.

1.1	1 GENERAL SUMMARY OF REQUIREMENTS	COMPLY / DO NOT COMPLY
1.1	The Chemistry Section of the Forensic Science Laboratory (FSL), SAPS, requires the supply of FT-IR instruments with all additional peripherals (e.g. data workstations) for analysis of illicit drugs, drug synthesis precursors, pesticides and other chemical components. The bidder will offer products term contract for three (3) years as specified further herein.	
1.2	The required items must be robust and be suitable to be used for routine analysis. Ensure standardisation of systems within the section and align with current systems employed by the Chemistry Section of the FSL where applicable.	
1.3	Delays in Chemistry operations must be minimized as far as possible and herewith the supplier commits to supporting the Forensic Science Laboratory in achieving this goal by maintaining stock of known replacement parts and consumables.	
1.4	Due to the extreme productivity demand items requested in this bid should be readily available at all times in quantities as expected for routine utilization.	
1.5	The support, by experienced service personnel, must be readily available, nationally. The installation, service and maintenance personnel must be factory trained engineers and written proof from the manufacturer confirming this must be handed in as part of bid documentation. A minimum of 3 service engineers must be available to service FSL nationally. Details of relevant qualifications and experience of the locally available service personnel on the specified system must be provided with this bid reply, details and information of other support personnel (e.g. application chemists, software specialists) must also be supplied. (Mandatory)	
1.6	A suitably trained service engineer must be able to be on-site to repair the problem or address the issue within three working days of the relevant service call logged or order number being provided to the supplier. This includes any IT support that may be required.	
1.7	The products offered must have a useful and fully supported life of at least ten (10) years after commissioning. The bidder must provide a written statement from the original instrument manufacturer confirming this. The supplier commits to supplying original parts and will endeavor to keep the instrument operational for the full period. (Mandatory)	
1.8	A single bid price, including VAT, for the complete system as specified, as well as additional components, services, accessories and parts that may be required to	

	make the system fully operational, must be provided with the bid. Delivery must be included for at least one system to each regional laboratory.	
1.9	A brochure or documents stating technical specifications of products on offer must be submitted with bid documents. (Mandatory)	

Section B: Bidder requirements

Note: The Bidder needs to confirm compliance to requirements contained in this section by indicating Comply/Do not comply in the relevant column. Non-compliance to Mandatory requirements will result in immediate disqualification. Failure to enter Comply/Do not comply will be interpreted as non-compliance and will be disqualified. (Also do not put a Yes/ No/ ✓/ ✗).

Table 2: Bidder Responsibilities

NO	The Bidder shall be responsible for supplying the following:	COMPLY / DO NOT COMPLY
2.	GENERAL SPECIFICATIONS	
2.1	The system must be small, lightweight and purposefully designed for robust field use with the necessary stabilization of the interferometer and optics.	
2.2	The system must comply with the following minimum general specifications for portability: <ul style="list-style-type: none"> Size: Not larger than 25 x 30 x 20 cm (any combination of L x W x H) Weight: Less than 7kg Internal Battery: > 3 hours continuous use and rechargeable. A minimum of one spare battery supplied by bidder 	
2.3	The system can be handheld or workstation conformations with diamond Attenuated Total Reflectance (ATR) sample interface or equivalent to provide chemical resistance and resist physical damage.	
2.4	Either handheld or workstation systems must be secured in transit, by having a secure carry case or other enclosure that prevents physical damage. The size and weight of the systems while in secured case may not exceed dimensions indicated in 2.2 by more than 50%.	
2.5	Where laptops or other data analysis components are provided, secure carry case or similar enclosure to prevent physical damage must also be provided.	
	Workstation for FT-IR system must not only be operated by a laptop or PC but	

NO	The Bidder shall be responsible for supplying the following:	COMPLY / DO NOT COMPLY
2.6	also allow a small PDA or other mobile interface for operation of the system in the field, eliminating the need for a PC or Laptop at the point of analysis.	
2.7	The portable FT-IR system must not require any sample preparation and be suitable to analyse solids, powders, gels and liquids. Optional interfaces for liquids must be available.	
2.8	The portable FT-IR system must be able to be operated in moist and humid conditions with sufficient measures to ensure continued operation e.g. ZnSe optics and sealed optical compartment.	
2.9	Rechargeable batteries and, where applicable, spare batteries and components must be provided to allow continuous work in the field.	
3.	INTERFEROMETER	
3.1	The spectrophotometer must incorporate a rapid scanning frictionless electromagnetic interferometer drive which remains aligned. The spectral quality must be high. The use of a compressed gas source to drive the interferometer is unacceptable.	
3.2	The interferometer must remain aligned for optimal system performance and maintenance of accurate line shapes and high stability. Internal components should be mounted on shock-dampening platforms or have equivalent measures to protect the components from damage in the field.	
3.3	The interferometer shall be capable of achieving better than 4 cm^{-1} resolution measured full width at half height (FWHH) at time of purchase	
3.4	The performance of the system shall be such that the peak-to-peak noise difference in absorbance (over a 1 minute scan) should be 1:45 000, or 9×10^{-6} or better (4 cm^{-1} resolution)	
3.5	To protect the interferometer components, the interferometer compartment must be physically sealed and desiccated. Sealing should be done with an easily user replaceable ZnSe isolation window. A humidity indicator LED or equivalent warning system must be available.	
3.6	The wavenumber/frequency range must be at least 4000 cm^{-1} to 650 cm^{-1}	
3.7	The on-site analysis resolution with mobile data platforms must be at least 8 cm^{-1} and be able to reach the specification of 4 cm^{-1} with additional software processing using PC or Laptop.	

NO	The Bidder shall be responsible for supplying the following:	COMPLY / DO NOT COMPLY
3.8	Wavenumber accuracy must be at least 0.01 cm ⁻¹ at 2000 cm ⁻¹	
4.	OPTICS	
4.1	All optical surfaces must have an inert coating, preferably gold, for protection.	
4.2	The source(s) included must cover the spectral range 4000 cm ⁻¹ to 650 cm ⁻¹ .	
4.3	The source(s) must be high-intensity, long life-time and air-cooled.	
4.4	One spare detector with a spectral range of 4000 cm ⁻¹ to 650 cm ⁻¹ must be supplied.	
4.5	The optics must be secured and robust for field use and consist of ZnSe components where possible.	
5.	SOFTWARE AND DATA MANAGEMENT	
5.1	The data management for on-site collection must comprise of a small mobile platform fully integrated with the FT-IR system for collection and processing of obtained spectra.	
5.2	Laptops or PC data analysis workstations must be provided by bidder as secondary analysis tools after collection of spectra on mobile devices.	
5.3	The mobile device software must automatically store interferograms with spectra and allow export of data files for secondary analysis on laptop or PC data workstations.	
5.4	All data acquisition (audit trail) parameters with the filename of the acquired data in a non-alterable file must also be stored. These parameters must be printable in a single action. The filename and path of the spectrum must routinely display on the spectrum print-out, without requiring user intervention. Regulatory Compliance – Full support for regulatory requirements, including CFR 21, part 11.	
5.5	Straightforward diagnostics for instrument performance and data quality must be available as verification check before the acquisition of samples.	
5.6	Full validation manuals and qualification guidelines shall exist, be supplied and be completed by the vendor for the software and connected devices. Full software validation upon commissioning or proof of software validation must be submitted.	

NO	The Bidder shall be responsible for supplying the following:	COMPLY / DO NOT COMPLY
5.7	The mobile software should be capable of synchronising methods, results and reports with a PC. It must be fully capable of running collection, quantitation and qualitative search methods with e.g. colour coded results similar to the PC based software.	
5.8	The mobile software should be capable of displaying full spectral information along with final quantitation and library search results. All results are to be displayed in real time after acquisition on-site.	
5.9	The mobile software must have the functionality to automatically search mixtures of compounds using a residual search algorithm. The algorithm is method selectable such that either a known compound or the top match on an initial search is subtracted from the original sample spectrum and then resulting residual spectrum searched to provide a match for the secondary component in a mixture.	
5.10	Residual search must be able to be done from different specified spectral libraries, including user created libraries. The software must be able to perform any conversion which may be applicable, in order to search ATR spectra against transmission libraries. The latter may be performed on secondary data analysis PC's or laptops.	
5.11	Default spectral library must contain more than 13 000 searchable compounds relevant to forensic chemistry – drugs (including methaqualone), pharmaceuticals, synthesis precursors, explosives, accelerants etc.	
5.12	Additional spectral libraries must be provided by the successful bidder and must be able to be utilised by mobile analysis platform: <ul style="list-style-type: none"> • Transmission/ATR-FTIR spectral library of all compounds from the Aldrich collection of the Sigma-Aldrich Company • Georgia State Crime Lab FT-IR Spectral Library. 	
5.13	Sequential library searches must be available and performed on mobile analysis devices.	
5.14	The bid requires all software licences to comply with the relevant legislation on all sites. Licensing must be on the basis of once off fees with no recurring licencing fees or additional costs (e.g. updates) for the duration of the warranty period.	
6.	ADDITIONAL REQUIREMENTS	
6.1	Certified reference material (CRM) provided by the bidder for verification/validation must be produced in line with the relevant ISO guidelines (ISO 34 / ISO 35 / ISO 80) and proof of this must be submitted with the bid documentation. Reference material on offer must be traceable to a National Metrology Institute (NMI) in terms of its indicated purity or gravimetric value indicated by certificate of analysis, provided on commissioning of system.	

NO	The Bidder shall be responsible for supplying the following:	COMPLY / DO NOT COMPLY
	(Mandatory)	
6.2	Suitable polystyrene film and other certified reference standard(s) shall be included by the successful bidder, with relevant reference documentation, to enable evaluation and external verification of the system according to the criteria of the relevant standards. This shall be performed by the successful bidder upon commissioning of instruments, with relevant input by the successful bidder in creating a verification standard operating procedure, which allows the end-user to do intermittent verification checks during normal routine use.	
6.3	Comprehensive documentation and installation support must be included. This includes validation of current FSL standard operating procedures (test material will be supplied), method development, report templates and all automated processes where applicable on primary and secondary analysis platforms.	
6.4	A full original spare parts and tools kit must be provided for user maintenance. A full set of manuals must be provided for the spectrometer and all accessories. All consumables utilised during training and commissioning must be provided by the successful bidder.	
6.5	Full Operational Qualification and Performance Verification (OQ/PV) to be performed by the bidder upon commissioning of the systems. All measuring devices, calibrators and performance test materials must be fully traceable to an NMI and in line with ISO17025:2017. (Mandatory)	
6.6	The bidder must make expert personnel available, if required to set precedence and acceptance in South African court of law, to give expert evidence on the functioning of the equipment and relevant calibration of components	
6.7	The Bidder shall supply information and quote separately on specialised forensic support services which can be made available to address specific requirements of the SAPS FSL for the duration of the warranty, relevant to the equipment the bidder can service. This may be expert consultative services and should focus on aspects such as advanced technical support; method development; problem resolution with regard to automated technologies, databases or electronic content management. A VAT inclusive hourly rate for such services must be quoted and submitted as part of the bid offer. Quantities are not guaranteed and procurement will occur as need arises. (Mandatory)	

Section B: Bidder Responsibilities

Note: The Bidder needs to confirm compliance to requirements contained in this section by indicating Comply/Do not comply in the relevant column. Non-compliance to Mandatory requirements will result in immediate disqualification. Failure to enter Comply/Do not comply will be interpreted as non-compliance and will be disqualified. (Also do not put a Yes/ No/ ✓/ ✗).

Table 3: Additional Responsibilities

The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
13.	Training	
13.1	Training should be conducted after installation and comprising at least 5 days. Training is required for a maximum of 30 people. The training will be conducted in the FSL Amanzimtoti (KwaZulu Natal)	
13.2	The first cleaning of the ion-source (after installation) must be included and must serve as additional maintenance training.	
13.3	The training must include user and maintenance training of the system with regards to aspects such as hardware, troubleshooting and software/data management operations. The bidder must indicate duration of complete training interventions and submit training plan with bid documents under.	
13.4	Comprehensive theoretical training on gas chromatography and mass spectrometry must be provided, along with practical training in the use, maintenance and troubleshooting of the specific equipment offered in the bid. This will occur once off with commissioning of the first installed instrument per region	
13.5	Theoretical training shall comprise of 3 full days, with practical training done in no less than 2 full days for each training group.	
13.6	All learners must be assessed theoretically and practically during training and successful learners must be presented with a certificate of	

The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
	competency. Unsuccessful learners must be given a short overview and allowed another opportunity for assessment.	
13.7	The bidder must provide all learning material on hardcopy and softcopy during training and shall include: <ul style="list-style-type: none"> • Learner training material, instrument and operating manuals • Facilitator guide • All electronic media presentation by facilitator • Assessment guide • Learning feedback template 	
13.9	The bidder must provide a course report indicating the assessment outcome of each learner; problems or observations made by learners on the feedback template and other aspects that the facilitator chooses to highlight.	
13.10	The Bidder shall supply all consumables required for the training of members on the relevant equipment.	
13.11	Training by the bidder must include further development of learner skills in the presenting of results in a mock court presentation.	
14.	Literature	
14.1	Full technical specifications of the equipment offered must be submitted with the bid documents.	
14.2	A comprehensive set of manuals and technical handbooks must be provided for the instrumentation and all software packages upon installation. This may be in the form of hard copies or electronic formats.	
15.	Site specification and delivery	
15.1	Site visit and inspection at FSL laboratory to establish suitable area for instrument installation prior to bid submission. Specific environmental needs will be communicated with bidders performing site inspection.	
15.2	Where temporary installation area has been identified the movement of instruments within the region to a permanent area will be done and must	

The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
	include performance verification at new placement.	
15.3	Transport, insurance, delivery and installation requirements which will include any necessary gas line plumbing with gas manifolds included in the bid amount. This includes gas installation for any additional movement from a temporary location.	
15.4	An in-line voltage stabiliser and uninterruptible power supply for the systems with two hour battery operation	
16.	Installation and Commissioning	
16.1	The system must be completely commissioned and operational after completion of full system validation in line with current FSL standard operating procedures. Installation Qualification (IQ) and Operational Qualification (OQ) of all applicable components must be performed. Complete validation reports must be provided. Certified reference material (CRM) provided by the bidder for verification/validation must be produced in line with the relevant ISO guidelines (ISO 34 / ISO 35 / ISO 80) and proof of this must be submitted with the bid documentation. Reference material on offer must be traceable to a National Metrology Institute (NMI) in terms of its indicated purity or gravimetric value indicated by certificate of analysis, provided on commissioning of system.	
16.2	Commissioning time will be dependent on specific site requirements and the supplier is required to provide a detailed timeline of how they plan to commence with each system delivery, commissioning and training from date of order placed until handing over of the system to the SAPS FSL. The total timeline may however not exceed 60 calendar days from delivery of systems.	
16.3	The project plan detailing how requirements in 16.2 will be accomplished must be submitted with bid documents. The allocation of resources must be made visible in the plan and indicate specific dates, sites and activities to roll out the deliverable.	
16.4	Proof of software validation in the form of certificate from manufacturer or otherwise issued upon commissioning of instrument.	
16.5	The commissioning must include the integration of the relevant instrument computers and data workstations by providing a solution that would enable analysts to access acquired data from the instrument and that are equipped with the relevant software for data analysis. Traceable verification standards to be provided by bidder and utilised to verify correct sample data acquisition. All measuring devices, calibrators and	

The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
	performance test materials must be fully traceable to an NMI and in line with ISO17025:2017.	
16.6	The bidder must provide experienced expert in the field of analytical chemistry to verify test methods to be used on the system. Samples will be supplied by the Section Chemistry and the bidder must indicate the verification study design and performance criteria, to be verified during due diligence.	

The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
16.7	The commissioning and testing must occur at the relevant site and must meet the relevant working hour requirements. All work on a system by relevant technicians must be within SAPS FSL normal office hours, namely 7:30 to 16:00 on week days.	
16.8	After installation it must be demonstrated that the system complies with the specified minimum requirements. A full installation qualification/operational qualification/ performance verification with certification documents issued for each instrument in line with quality management system and ISO17025:2017.	
17.	Additional Requirements	
17.1	Total time for delivery, installation and training should not exceed the specified criteria and time frames as per bid specification. Further requirements must be adhered to as communicated by the Section: Chemistry to the successful bidder.	
17.2	Comprehensive documentation and installation support must be included. This includes validation of current FSL standard operating procedures (test material will be supplied), method development, report templates and all automated processes where applicable.	
17.3	A full original tools kit must be provided for user maintenance. A full set of manuals must be provided for the spectrometer and all accessories. All consumables utilised during training and commissioning must be provided by the bidder.	

17.4	The bidder must make expert personnel available, if required to set precedence and acceptance in South African court of law, to give expert evidence on the functioning of the equipment and relevant calibration of components.	
17.5	The Bidder shall supply information and quote separately on specialised forensic support services which can be made available to address specific requirements of the SAPS FSL for the duration of the warranty, relevant to the equipment the bidder can service. This may be expert consultative services and should focus on aspects such as advanced technical support; method development; problem resolution with regard to automated technologies, databases or electronic content management. A VAT inclusive hourly rate for such services must be quoted and submitted as part of the bid offer. Quantities are not guaranteed and procurement will occur as need arises.	
The Bidder shall be responsible for the following:		COMPLY /DO NOT COMPLY
18.	Warranty, Service and Maintenance	
18.1	All components must meet the criteria, and especially the warranty criteria as specified in Government procurement, general conditions of contract as attached to the bid document.	
18.2	The warranty period of all the items, with applicable terms and conditions that may apply, has to be stated clearly. Bidder must provide a list of parts expected for routine replacement with VAT included and expected lifetime of parts stated.	
18.3	Full and reputable service by trained and experienced service technicians for the usage of any of the items in this document must be readily available in South Africa	
18.4	A full two (2) year extended maintenance on all components for systems including yearly service and maintenance (ad-hoc corrective and preventative maintenance), OQ/PV and hardware/software updates must be provided for, additional to the stated one year warranty, priced per system. This can be indicated separately but must be included in the bid price.	
18.5	The service level agreement specified in 18.4 must include all peripherals to the instrument (e.g. data workstations, printers) as well as any consumables required in the annual calibration, service and preventative	

	<p>maintenance. The details of all service interventions must be submitted with the bid documents.</p>	
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