



19/1/9/1/51TD (24) 01

**DEPARTMENT: SOUTH AFRICAN POLICE SERVICE**

**REPUBLIC OF SOUTH AFRICA**

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

The Manager

Reference no: 19/1/9/1/51TD (24)

Date:

Enquiries:

Tel 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 and on e-Tender**

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.
- Bidders to take note that the bid documents must be printed, completed and uploaded with all the required attachments and or mandatory documents on e-Tender.
- Only bid responses received on e-Tender will be considered.
- No manual responses will be accepted or considered
- The bid will be valid for a period of 90 days after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your bid.
- You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

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

Yours faithfully

**MAJOR GENERAL**

**ACTING DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANAGEMENT**  
**SJ HANKINS**

Date: 2025/06/25

# PLEASE NOTE



**BID NO: 19/1/9/1/51TD (24)**  
**CLOSING TIME: 11:00 ON 2025-08-14**

**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:** 19/1/9/1/51TD (24)

**DESCRIPTION:** SUPPLY AND DELIVERY OF CONSUMABLES, CHEMICALS, REAGENTS AND SOLVENTS TO FOR A PERIOD OF TWO (2) YEARS AT SAPS:  
**COMPONENT:** CRIMINAL RECORD AND CRIME SCENE LABORATORIES:  
 NATIONALLY

(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**

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

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

C. CHECKLIST OF DOCUMENTS A		CROSS REFERENCE	YES	NO	N/A
1.	Copy of Business entity's Registration Documents: i.e. CK2 form <ul style="list-style-type: none"> <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			