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**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: 19/1/9/1/37TD (24)**

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

**Enquiries: Lt Col Malan** \_\_\_\_\_

**Tel no: 012 841-7041** \_\_\_\_\_

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

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

Yours faithfully

**LIEUTENANT GENERAL**

**DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANAGEMENT**

**DR MI FANI**

Date:

20/03/17

# PLEASE NOTE 2



**BID NO: 19/1/9/1/37TD (24)  
CLOSING TIME: 11:00 ON 2025/04/08**

**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:** 19/1/9/1/37TD (24)

**DESCRIPTION: BID NO. 19/1/9/1/37TD (24): SUPPLY, DELIVERY AND QUALIFICATION OF CYANOACRYLATE FUMING CABINETS FOR THE PERIOD OF TWO (2) YEARS AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE**

(Mark with Yes or No)

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

**BIDDER:** \_\_\_\_\_  
 NAME IN PRINT                      SIGNATURE                      DATE

**BID MANAGEMENT:** \_\_\_\_\_  
 NAME IN PRINT                      SIGNATURE                      DATE

**X = REQUIRED**

**YES = SUBMITTED / RECEIVED**

**NO = NOT SUBMITTED / NOT RECEIVED**

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

**A NON-COMPULSORY BRIEFING SESSION WILL BE HELD ON 2025-03-26 @ 10:00 at 3 LEEUBEKKIE STREET, PHUMALANI SINGLE QUARTERS, SILVERTON, PRETORIA**

**ALL BID DOCUMENTS MUST BE UPLOADED ON THE E-TENDER PORTAL BY THE CLOSING DATE AND TIME, NO LATER THAN 2025-04-08 AT 11:00 AM. THE E-TENDER PORTAL WILL NOT ACCEPT THE DOCUMENTS AFTER THIS DATE AND TIME.**

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**PART A  
INVITATION TO BID**

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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE					
BID NUMBER:	19/1/9/1/37TD (24)	CLOSING DATE:	2025-04-08	CLOSING TIME:	11:00 AM
DESCRIPTION	<b>BID NO. 19/1/9/1/37TD (24): SUPPLY, DELIVERY AND QUALIFICATION OF CYANOACRYLATE FUMING CABINETS FOR THE PERIOD OF TWO (2) YEARS AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE</b>				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM					
<p><b>Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender</b></p> <p><b>Only bid responses received by the South-African Police Service on e-Tender will be considered.</b></p> <p><b>No manual responses will be accepted or considered by the South-African Police Service.</b></p> <p><b>Bidders who submit manual responses will be disqualified.</b></p>					
<b>BIDDER'S SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:		OR	CSD No:	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			

	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	<input type="checkbox"/>	NAME:	
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 ENCLOSE PROOF]		[IF YES ANSWER PART B 3 BELOW]
SIGNATURE OF BIDDER	.....	DATE: .....	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL BID PRICE (ALL INCLUSIVE)	R		
ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON	Lt Col Malan	TELEPHONE NUMBER	
TELEPHONE NUMBER	012 841 7041	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	malans@saps.gov.za		
<b>SUBCONTRACTOR(S) SUPPLIER INFORMATION</b>			
NAME OF BIDDER'S SUBCONTRACTOR(S)			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:	OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	<input type="checkbox"/>	NAME:	
<b>IN CASES WHERE MORE THAN ONE SUBCONTRACTOR ARE UTILIZED, PLEASE COPY THIS PAGE OR ADD AN ADDITIONAL PAGE WITH THE NECESSARY SUBCONTRACTOR INFORMATION.</b>			

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

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

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

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

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