

ELECTORAL COMMISSION

BID SPECIFICATIONS HAND SANITIZER SPRAYS (100ML)

ePROCUREMENT AUCTION 0010460045

It is strongly recommended that the service provider print this document, scrutinize it carefully and retain for reference purposes!

ITEM DESCRIPTION: HAND SANITIZER

1. BACKGROUND

- The Electoral Commission requires a quantity of **102,211 - 100ml plastic bottles of hand sanitizer spray** for hand sanitization at voting stations.
- The Hand Sanitizer Sprays must be delivered by no later than **20 October 2021**.
- The required hand sanitizer sprays must be 100ml.
- This auction calls for the supply and delivery of the goods stated above.
- Note that samples will be required for the evaluation purposes and will not be returned to bidders after the award.
- Bidders must be registered and approved on IEC's eProcurement (<https://votaquotes.elections.org.za>) in order to place a bid online.

2. ITEM SPECIFICATION

- 100ml plastic bottle of Hand Sanitizer Spray,
- The **hand sanitizer sprays** must be supplied in an individual packaging with the finger spray already attached and ready to use,
- Item to be in a plastic bottle form,
- Item must contain at least 70% alcohol, water based, with anti-microbial and Anti-viral properties,
- Item must come in a form of a finger spray with the dip tube attached,

- The hand sanitizer sprays must be leak-proof in its sealed state as delivered. (that it must not leak during delivery and storage),
- The container must be robust enough to withstand handling and transportation,
- Container must be recyclable.

3. QUANTITY

- **102,211 (One hundred and two thousand, two hundred and eleven) individual plastic bottles (100ml).**
- The unit of measure is **per plastic bottle of 100ml.**

4. PRINTING REQUIREMENTS

Printing may be done on the vinyl sticker or printed directly on the container.

NB: Final print design details will be finalized with the winning bidder

5. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices CORRECTLY before submitting a bid to the Electoral Commission.
- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50 instead of R5, 000).
- All prices must include VAT.
- Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after bid closure.
- Amounts on the bid or quotation and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, i.e. “100ml bottle”.

NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.

6. QUALITY CONTROL

- The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to specifications before deliveries are made.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The service provider has the primary responsibility to ensure that **quantity and quality** are in accordance with the specification.

7. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission Warehouse Must be completed by no later than **20 October 2021**.
- The required point of delivery is the Electoral Commission warehouse As per Appendix A.
- Late deliveries will not be accepted nor paid for.
NB: Prices must include delivery of the specified quantities to the warehouse in Centurion or alternative site within the relevant municipality.

8. PACKAGING FOR DELIVERY

- The pallets must be labeled with a **Green** A4 label.
- Strict attention must be paid to stable and secure packaging to Withstand the rigours of transportation by road.
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet Is 500kg.
- The pallets must be clearly labeled indicating:
 - ✓ Contents: **HAND SANITIZER SPRAY 100ml**
 - ✓ Quantities
 - ✓ Weight
 - ✓ Bidder's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

9. DELIVERIES

- Deliveries to Electoral Commission site should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouse as per Appendix A below.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Appendix A below.
- Deliveries must be in the name of the service provider – no third party deliveries will be accepted.
- No partial delivery will be accepted unless there is prior agreement and approval by the Electoral Commission.
- NB: No deliveries will be accepted without submission of signed delivery notes.
- NB: Waybills will not be accepted as delivery notes.

10. DELIVERY NOTES

- Bidders must take note that a proper delivery notes system is crucial.
- **NB:** No deliveries will be accepted without submission of delivery notes. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes/bottles and actual quantities delivered.
- The Electoral Commission will not accept waybills as a delivery note.
NB: No deliveries will be accepted without submission of delivery notes.

11. PRODUCTION REQUIREMENTS

Minimum local content requirements:

- The stipulated minimum threshold percentages for local production and content for the required Hand sanitizer sprays 100ml is 90%, thus only **locally** produced or **locally** manufactured Hand sanitizer sprays 100ml from **local** raw material or input will be considered.

In cases where raw materials are not available locally

- If the raw material or input for the Hand sanitizer sprays is not available locally, bidders should obtain written authorization from the Department of Trade and Industry (dti) should there be a need to import such raw material or input. A copy of the authorization letter must be submitted together with the bid and sample Hand sanitizer sprays at the closing date and time of the auction.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content:

A declared local content of 90% is not a true reflection if the dti issued an authorization letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content of less than 90% for the fact that an authorization letter was provided

by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing dyes and chemicals or other raw materials then it is not possible to have 90% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:

$$LC = (1 - x/y)*100$$

Where

x is the imported content in Rand

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

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

Please note that the bid price reflected on the auction (eProcurement system) must include all applicable costs INCLUDING VAT, however for the purposes of completion of annexures B, C, D and E – local content declarations and schedules – prices must EXCLUDE VAT.

12. SPECIAL REQUIREMENTS

In addition to the requirements stipulated in section 12 above, bidders are required to provide the Electoral Commission with the following as part of their bid submission:

Written Submission

- A written submission explaining who will supply the raw materials for the Hand sanitizer sprays and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the Hand sanitizer sprays 100ml will be subject to those suppliers being used and no change will be allowed without prior approval. The Electoral Commission also reserves the right to execute random inspections at the producers of the Hand sanitizer sprays and any other vetting/inspections that may be required to ensure adherence to auction conditions – that

- includes verification of the origin of any material used in the production process.
- Bidders must confirm that all requirements will be met for the production and printing of the Hand sanitizer sprays 100ml as listed in Section 2, 3 and 4.
 - Where subcontractors (these may include manufacturers of Hand sanitizer sprays) are being used for the supply of the Hand sanitizer sprays (or any component thereof) **a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made.** The letter of guarantee must state that the subcontractor is supplying the Hand sanitizer sprays (or any component thereof) to the bidder and that the Hand sanitizer sprays (or any component thereof) conform to the specific local content requirements and 90% minimum threshold applicable to the Hand sanitizer sprays 100ml. Any percentage applicable to imported products/components must also be clearly stated (these must be supported by the letter/s of authorization from the dti).
 - Relevant certificates to prove that the Hand sanitizer sprays conform to applicable SABS standards should also be submitted.
 - The written submission must also be accompanied by the documentation referred to in section 12:
 - Declaration Certificate for Local Production and Content (Annexure B).
 - Local Content Declaration: Summary Schedule (Annexure C).
 - Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D).
 - Local Content Declaration: Supporting Schedule

to Annexure C (Annexure E).

- In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw materials included) to be utilized in the production process. The schedule must clearly indicate **all** the materials to be used for the product, which materials are produced locally in South Africa and which materials are imported.

- The proposed format for the BOM to be created is as follows:

EXAMPLE only (please complete with relevant information for product)

Bill of Materials (BOM)	% of Finished Hand sanitizer sprays 100ml	Locally Manufactured (YES / NO)	Imported (YES / NO)	dti Authorization (YES / NO)
e.g. Plastic bottle	10%	Yes	No	Not applicable
e.g. Trigger spray	15%	Yes	No	Not applicable
e.g. Isopropyl alcohol	70%	No	Yes	Yes
e.g. acetate	5%	Yes	No	Not applicable

Note: Please do not copy and paste this table, as it is INCOMPLETE. It contains only a few lines to demonstrate the format for the BOM. Please return a complete BOM as applicable.

- In support of the local content requirements, the necessary written authorization from the Department

of Trade and Industry (dti) must be submitted, should there be a need to import such raw material or input.

Please note that authorization must be requested and obtained from the dti for each individual auction.

- The information provided in Annexures C, D and E must correlate with the BOM, especially in respect of local content 90% and values.

Please remember that all elements used in the manufacturing of the item which are locally produced must be included in Annexure E, while all imported elements must be featured on Annexure D. Annexure C is a summary of the information on Annexures D & E.

ANNEXURE B

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) 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 Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (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)].

a. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. 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.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286: 2017 as follows:

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

Where

X is the imported content in Rand

y is the 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 SANS 1286:2017 is accessible at no cost on the dti website or through the quick link:

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

b. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2017) for this bid (cotton buds) is 100%

c. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1. 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 at www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	

Euro	
Yen	
Other	

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

- d. 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 ANNEXURE B OF SANS 1286:2017)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) 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: THE ELECTORAL COMMISSION

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.thedti.gov.za/default.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.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

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: <http://www.thedti.gov.za/default.jsp>.

(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 SANS 1286:2017; 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 SANS 1286:2017, 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 SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

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 SANS 1286:2017, 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 SANS 1286:2017.

(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 SANS 1286:2017, 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, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____	DATE: _____
WITNESS No. 1 _____	DATE: _____
WITNESS No. 2 _____	DATE: _____

13. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any bidder, that bidder will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to the exact specifications outlined in the quotation or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, **ALL BIDDERS ON THIS AUCTION** who have placed a bid by **1 October 2021 at 11:45** are required to submit a sample for inspection and testing by the Electoral Commission.
- **Note that reminders will not be sent out by the Electoral Commission: it is the responsibility of each bidder to submit the sample as a matter of course.**
- **The sample must be made of the specified materials and components for use in full scale manufacture.**
- **Samples must be submitted not later than 15:00 on 1 October 2021.**
- A sample of a 100ml Hand Sanitizer Spray must be submitted for evaluation purposes.
- **The bid submission must also be accompanied by:**

➤ **A Technical Data Sheet and Material Safety Data Sheet (MSDS).**

- Failure to submit a **SAMPLE** and the required written proposal within the specified period will exclude that bidder from further consideration.
- NB: Written proposals can be downloaded on the auction on or before the closing date of the auction on eProcurement system or must be delivered with the sample directly to:

Ms Mbali Goqo

Electoral Commission

Procurement and Asset Management Department

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion

PRETORIA

Tel: (012) 622-5916

- **Samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.**
- The contract will be awarded to a successful bidder in terms of the bid conditions and whose sample conforms to the bid specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply.
- Successful bidders may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

14. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- Therefore, bidders on this AUCTION must be established operators in the relevant industry. For the purpose of this requirement, established operators refers to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written submission.

- In case of sub-contracting, consortium or joint venture, specific arrangements (including the roles of different service providers) entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission together with the bid.
- The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

15. POST EVALUATION ACTIVITIES

- Before the bid is awarded, the recommended service provider(s) may be subjected to an administrative and/or technical due diligence audit.
- A due diligence audit will be conducted at the recommended service providers' premises and subcontractors' premises (only if subcontracting has been mentioned in the written submission)
- Due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.
- Signing of the Service Level Agreement.

16. SERVICE PROVIDER PERFORMANCE

- Before the auction is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.
- A due diligence audit will be conducted at the recommended service provider's premises and sub-contractors premises (only if subcontracting has been mentioned in the written submission).
- The due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.
- Signing of the Service Level Agreement.

17. PAYMENT

- No payment will be made by the Electoral Commission before a service has been rendered.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before full delivery is completed and accepted.
- Payment will be made within 30 days of receipt of the valid tax invoice and copies of signed delivery notes from the service provider, provided that the Electoral Commission is satisfied with the quality and standard of the service provider's performance.

18. RECYCLING

- The bottles are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on each bottle in one of the spot colours.
- Printed size to be approximately 10mm x 10mm.



19. TECHNICAL ENQUIRIES

Technical enquiries can be directed to:-
Ms Maite Matsebatlela/Ms Suzette Thato Ndala
Electoral Commission
Logistics Department
Tel: (012) 622-5851 / 5851
Fax: (012) 622-5252
E-mail: ndalas@elections.org.za / matsebatlelam@elections.org.za

APPENDIX A

ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS DELIVERY OF HAND SANITIZER SPRAY 100ML

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Masindi Mosehana Thobeka Dakela Busi Mlola	043 736 4004 043 736 4025 043 736 4058	-33.046461	27.806322	17,000
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	-29.138434	26.213753	6,500
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park Booyens Reserve	Mosue Nozulu Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	-26.237558	28.023757	12,500
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo	031 579 4829 031 579 4206 031 579 5404	-29.806932	31.002666	19,000
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Vukile Ndyalivhani Thuli Mbethe	013 7547 1201 013 757 0621	-25.43062	30.96263	8,000
Northern Cape Warehouse	No. 7 Delfos Street, Kimdustria: Kimberley	Thuso Phokojoje Sarah Ubisi	053 838 5000 053 838 5029	-28.756689	24.783402	4,000
Limpopo Warehouse	11 Kobalt Street Nirvana Polokwane	Tendani Maselele D Magalatshetshe	015 292 0152 015 292 0149	-23.88719	29.43751	13,500
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Lucky Leyane	018 381 4054 018 391 0800	-25.841743	25.633314	8,000
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Belinda Mbeleni	021 951 3350	-33.933312	18.564204	8,000
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	-25.842761	28.101921	5,711
					TOTAL	102,211

Service providers should please note that this address is correct at the time of advertising this bid. Changes may occur as a result of operational requirements. Warehouse will, however remain within the relevant municipality.

APPENDIX B
BID EVALUATION CRITERIA – HAND SANITIZER SPRAY 100ml

AUCTION NUMBER:		
DATE:		
NAME OF BIDDER:		

Criteria	YES	NO	Comments
PHASE ONE			
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Did the bidder submit a bid online (eProcurement) as required?			
2. Was the sample submitted as required? (<i>Item 14 bullet 7</i>)			
3. Was the sample accompanied by a bill of materials (BOM)?			
4. Was the sample accompanied by the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) and the required forms as stipulated in the dti requirements, i.e. Annexures C, D and E?			
5. Has the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) been fully completed?			
6. Have the relevant sections of Annexures C, D and E been fully completed and signed?			
7. Was the sample accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?			
8. Where subcontractors is involved, is the letter of guarantee submitted from the supplier in support of any local content claims being made? (<i>Item 13 bullet 3</i>)			
9. Was the sample accompanied by a written submission explaining (<i>Item 13 bullet 1</i>):			
❖ Who the supplier of the raw materials is?			
❖ Who the manufacturer of the Hand Sanitizer Spray 100ml is?			
10. Was the sample accompanied by a Technical Data Sheet and/or Material Safety			

Data Sheet (MSDS)? <i>(Item 14 bullet 9)</i>				
PHASE ONE OUTCOME		QUALIFIED	DISQUALIFIED	Comments
PHASE TWO (100ml) (If the answer is NO to any of the questions, the bid is disqualified).		YES	NO	Comments
1. Is the sample supplied in an individual package form and ready to use out of the box without having to insert the trigger spray? <i>(Item 2 bullet 2)</i>				
2. Is the sanitizer supplied in a plastic bottle? <i>(Item 2 bullet 3)</i>				
3. Does the sanitizer contain 70%, alcohol water based, with anti-microbial and anti-viral properties? <i>(Item 2 bullet 4)</i>				
4. Does the sanitizer come with a trigger spray and a dip tube attached? <i>(Item 2 bullet 5)</i>				
5. Is the hand sanitizer leak-proof in its sealed state as delivered? <i>(Item 2 bullet 6)</i>				
6. Is the container robust enough to withstand handling and transportation? <i>(Item 2 bullet 7)</i>				
7. Is the container recyclable <i>(Item 2 bullet 8)</i>				
BID EVALUATION COMMITTEE OUTCOME	QUALIFIED	DISQUALIFIED		

Adjudication of Qualifying and Acceptable Bids

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auction and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in terms of the scoring will be confirmed. The order or ranking of qualifying bids may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.

Bid Evaluation Committee Names:	Signature: