



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
HEALTH**

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO DEPARTMENT OF HEALTH

BID NUMBER:	HEDP021/21/22	CLOSING DATE:	18 FEBRUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	HELICOPTER AEROMEDICAL SERVICES: ROTARY-WING 24 HOURS OPERATIONS COMPREHENSIVE SERVICE FOR THE PERIOD OF 36 MONTHS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

DEPARTMENT OF HEALTH, 18 COLLEGE STREET, POLOKWANE, LIMPOPO PROVINCE

THE BID BOX IS GENERALLY OPEN 24 HOURS, 7 DAYS A WEEK.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. Motene NM / Ms. Simango T.O	CONTACT PERSON	Mr. D Dennison / Dr. M.C Sibanda
TELEPHONE NUMBER	(015) 293 6350 / 015 293 6352	TELEPHONE NUMBER	(071) 628 6012 / (071) 605 9443
FACSIMILE NUMBER	(015) 293 6211	FACSIMILE NUMBER	(015) 293 6211
E-MAIL ADDRESS	Tintswalo.simango@dhsd.limpopo.gov.za ntlama.maphahlele@dhsd.limpopo.gov.za	E-MAIL ADDRESS	None

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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

SBD1

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE – FIRM PRICES (SERVICES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number.....

Closing Time 11:00

Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Delivery period after receipt of an official order:
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder **YES /NO**
presently employed by the state?

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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

2.7.1 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.1.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.1.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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

a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the **90/10** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution 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) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity 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) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

80/20 or **90/10**

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

P_{min} = Price of lowest acceptable bid

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 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 B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 B-BBEE status level of contributor has 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 BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

³ 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.

SWORN AFFIDAFIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____ % black owned;
- The enterprise is _____ % black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

SWORN AFFIDAFIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I the undersigned

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____% black owned;
- The enterprise is _____% black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R50,000,000.00 (fifty million rands);
- The entity is an Empowering Supplier in terms of clause 3.3 (a) or (b) or (c) or (d) or as amended 3.3. € (select one) _____ of the dti Codes of Good Practice.
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
(a) At least 25% of cost of sales, (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; for the services industry include labour costs but capped at 15%	(b) Job creation-50% of jobs created are for black people, provided that the number of black employees in the immediate prior verified B-BBEE measurement is maintained	
(b) At least 25% transformation of raw material / beneficiation which include local manufacturing, production and / or assembly, and/ or packaging	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operation or financial capacity	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.		

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- . The General Conditions of Contract will form part of all bid documents and may not be amended.
- . Special Conditions of Contract (SCC) relevant to a specific Bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions	The following terms shall be interpreted as indicated: 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids. 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations. 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution. 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally. 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components. 1.7 "Day" means calendar day. 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order. 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand. 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained. 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA. 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition. 1.14 "GCC" means the General Conditions of Contract. 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract. 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
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	1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place. 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities. 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service. 1.20 “Project site,” where applicable, means the place indicated in bidding documents. 1.21 “Purchaser” means the organization purchasing the goods. 1.22 “Republic” means the Republic of South Africa. 1.23 “SCC” means the Special Conditions of Contract. 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract. 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2. Application	2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents. 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works. 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General	3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged. 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.	5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract. 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance Security	7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

	(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1 All pre-bidding testing will be for the account of the bidder. 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department. 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned. 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser. 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier. 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier. 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
9. Packing	9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit. 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
10. Delivery and documents	10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC. 10.2 Documents to be submitted by the supplier are specified in SCC.
11. Insurance	11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
12. Transportation	12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. Incidental	13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

Services	(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14.Spare parts	14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15.Warranty	15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that, they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC. 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty. 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser. 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
16.Payment	16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC. 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17.Prices	17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.
18.Contract Amendments	18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment	19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
	21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
	21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
	21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties	22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default	23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part: (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated. 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years. 23.4 If a purchaser intends to impose a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 24 days the purchaser may regard the intended penalty as not objected against and impose it on the supplier. 23.5 Any restriction imposed on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, should be applicable to any other enterprise or

	may partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first mentioned person, and with which enterprise or person the first mentioned person, is or was in the opinion of the AO/AA actively associated. 23.6 If a restriction is imposed, the purchaser must, within 5 days of such imposition is imposed, the purchaser must within five (5) working days of such imposition, furnish the National Treasury, with the following information: - The name and address of the supplier and / or person restricted by the purchaser; - The date of commencement of the restriction; - The period of restriction; and - The reasons for the restriction. These details will be loaded in the National treasury's central database of suppliers or person prohibited from doing business with the public sector. 23.7 If a court of law convicts a person on an offence as contemplated in section 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than 5 years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury's web-site.
24. Anti-dumping and countervailing duties and rights	24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
25. Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law. 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

	(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28.Limitation of Liability	28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment
29.Governing Language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30.Applicable Law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31.Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice. 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32.Taxes and Duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33.National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34.Prohibition of Restrictive practices	34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998. 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

TERMS OF REFERENCE

**HEDP005/20/21: HELICOPTER AEROMEDICAL SERVICES: ROTARY-WING 24
HOURS OPERATIONS COMPREHENSIVE SERVICE FOR THE PERIOD OF 36
MONTHS**

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1. ACRONYMS

AMSL	Above Mean Sea Level
ASARP	As Safe As Reasonably Possible
AOC	Air Operator Certificate
CVR	Cockpit Voice Recorder
CAT's	Categories
EGPWS	Enhanced Ground Proximity Warning System
EMS	Emergency Medical Services
FDR	Flight Data Recorder
GPS	Global Positioning System
HOGE	Hover Out of Ground Effect
HPCSA	Health Professions Council of South Africa
IFR	Instrument Flight Rules
MISS	Minimum Information Security Standards
MTOW	Maximum Take-Off Weight
NIA	National Intelligence Agency
OHSA	Occupational Health and Safety Act
RVSM	Occupational Health and Safety Act
SACAA	South African Civil Aviation Authority
SANDF	South African National Defence Force
SAPS	South African Police Service
TCAS	Traffic Alert and Collision Avoidance System
VFR	Visual Flight Rules

2. DEFINITIONS

“Acceptable Bid”	means any bid, which, in all respects, complies with the specifications and conditions of the Request for Bid as set out in this document.
“Administrative Requirements”	This are inherent requirements of the bid, therefore failure to comply or satisfy any of the requirements shall result in the invalidation of the Bid during administrative compliance stage.
“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 services or goods.
“Bidder Agent”	means any person mandated by a prime Bidder or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime Bidder and thereby acquire rights for the prime Bidder or consortium/joint venture against Department of Health or an organ of state and incur obligations binding the prime Bidder or consortium/joint venture in favour of the Department.
“Bidders”	means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by the Department of Health to submit a bid in response to this bid invitation.
“Client”	means Government departments, provincial and local administrations that participate in Department of Health procurement processes.
“Comparative Price”	means the price after deduction or addition of non-firm price factors, unconditional discounts, etc.
“Consortium”	means several entities joining forces as an umbrella entity to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing this bid.
“Department”	means the Limpopo Department of Health (LDoH)
“Disability”	means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
“Firm Price”	means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract.
“Goods”	means any work, equipment, machinery, tools, materials or anything of whatever nature to be rendered to Department of Health’s delegate by the successful Bidder in terms of this bid.
“Internal Collaboration”	means collaborative arrangements within a group of companies or within various strategic business units/subsidiaries/operating divisions in order to gain a strategic position whilst sharing resources, profits and losses as well as risks.
“Joint Ownership”	(also known as equity JVs) means the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities

	vested within them in order that they can both benefit from the combined investment.
“Joint Venture”	means two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses.
“Licences”	means conditional use of another party’s intellectual property rights.
“Management”	“in relation to an enterprise or business, means an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
“Non-firm Price(s)”	means all price(s) other than “firm” price(s).
“Organ of State”	means a constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
“Person(s)”	refers to a natural and/or juristic person(s).
“Prime Bidder”	means any person (natural or juristic) who forwards an acceptable proposal in response to this Request for Bid (RFB) with the intention of being the main contractor should the proposal be awarded to him/her.
“Rand Value”	means the total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties.
“SMME”	bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996).
“Sub-contracting”	means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in executing part of a project in terms of a contract.
“Successful Bidder”	means the organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid.
“Trust”	means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
“Trustee”	means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. PURPOSE

The purpose of this Terms of Reference is to appoint a suitable service provider(s) to render **HELICOPTER AEROMEDICAL SERVICES: ROTARY-WING 24 HOURS OPERATIONS COMPREHENSIVE SERVICE** in the Limpopo Department of Health for a period 36 months.

4. INTRODUCTION

The Limpopo Department of Health herein invites bids from competent and self-reliant companies with a solid track record and experience in the provision of an Aeromedical Service.

These terms of reference establishes the requirements for the delivery of an Aero-medical Service for Limpopo Province.

5. BACKGROUND

- 5.1 Transportation and transfer of P1 (critical) patients is a challenge in Limpopo, due to the limited number of Advance Life Support (ALS) Paramedics available to deal with these cases. Distances between hospitals and the time it takes to transfer patients by road are also critical to the clinical patient outcomes.
- 5.2 Delays in ground transportation, as well as the time road transportation takes, prevent patients not reaching the appropriate level of care in time.
- 5.3 Since 2009, Limpopo EMS used an outsourced daylight aeromedical service. Due to the limitation of the daylight service, Limpopo intends to expand this service to a 24 hour service.

6. SCOPE OF WORK

This specification establishes the requirements for the delivery of an Aero-medical Service for Limpopo Province.

- 6.1 The following items will constitute the scope of work to be undertaken by the appointed service provider(s):
 - 6.1.1 The CONTRACTOR must deliver aero-medical service on behalf of Limpopo Province and the successful bidder will be required to operate this service from Polokwane which location will be advised by the Department.
 - 6.1.2 The CONTRACTOR will strictly be required to provide twin engine helicopter
 - 6.1.3 The CONTRACTOR must transport patients and health workers within the pre-hospital environment and Health facilities within the Province and out of the Province
 - 6.1.4 The CONTRACTOR must provide an experienced Pilot and primary crew member per shift (primary crew member to be registered at minimum ECP level) .

- 6.1.5 The CONTRACTOR must ensure access to a Medical practitioner experienced in emergency medicine.
- 6.1.6 The CONTRACTOR must provide and pay for training of all crew members (provincial health and service providers) providing services on the aircraft, as required by the Civil Aviation Authority (CAR & CAT Part 138)
- 6.1.7 The CONTRACTOR must assist in the national/regional transportation of suitable patients (admissions or discharges) on the outgoing or the return leg providing space is available.
- 6.1.8 The CONTRACTOR must provide technical support to the Department in developing appropriate landing zones and procedures to comply with SACAA Part 139 and to accommodate night landing.
- 6.1.9 The CONTRACTOR must undertake full responsibility for all aviation aspects of the programme in terms of the said SACAA CAR's & CAT's which will include, but not limited to:
- a) The selection, employment, scheduling and tasking of suitable pilots for the relevant aircraft to be used for the Province;
 - b) All decisions relating to the maintenance of the aircraft used in the programme, and the cost thereof;
 - c) The CONTRACTOR retains the final decision with regard to all matters relating to aviation safety matters, provided that the CONTRACTOR complies, at all times, with the prevailing legislative and/or acceptable industry standards;
 - d) The CONTRACTOR must provide suitable medical interiors for the aircraft specific to the Department of Health's minimum standards and requirements in terms of CAT Part 138.
- 6.1.10 The CONTRACTOR must operate a 24-hour flight desk from where all aspects of authorised flights are coordinated. There must also be provision for communication means to the Department of Health Aero Medical Coordinators (three) and the Helicopter crew.
- 6.1.11 The CONTRACTOR must have and maintain adequate insurance and liability cover for the entire programme. This shall include but not be limited to the hull of aircraft, third party liability, personal liability and any other cover appropriate to the services offered and the protection of Provincial assets in the event of loss.
- 6.1.12 It shall be the responsibility of the CONTRACTOR to supply specialised medical equipment (including EMS interior and standard extras) and medical consumables as may be required to fulfil the objectives of the programme. These include replenishment of medical and surgical consumables - **Refer to Annexure A.**
- 6.1.13 The Province must authorise the activation of the aircraft/s for ALL Aero-medical services. It is a requirement of this bid that helicopters will be under the complete and sole disposal and authority of the Emergency Medical Services of the Province

and may not be made available to any other person or organisation prior to approval from the Head or a designated official.

- 6.1.14 The Province will designate an appropriate person, at an appropriate clinical level, to act as a liaison person between the Province and the CONTRACTOR, and to deal with the day-to-day operational requirements of the service.
- 6.1.15 Where personnel are supplied by either of the parties, the party providing the personnel must ensure that the personnel so supplied are suitably qualified and where relevant, ensure that they have been registered with professional and/or statutory bodies as may be required by law.
- 6.1.16 The CONTRACTOR will be responsible for ensuring that the aircraft is marked according to the Department of Health requirements; branding should be of the Department of Health (Not Negotiable)
- 6.1.17 Any other markings may be applied after consultation between the Province and the CONTRACTOR. Any other markings may not detract from the purpose and ethos of the programme and may not depict a conflict of interest.
- 6.1.18 The Basic operating fee will represent the basic overhead costs to the CONTRACTOR, to ensure that the necessary operational aircraft is/are available to meet the requirements of the Province, covering the first 30 flight hours(day) and 20 flight hour (night)
- 6.1.19 Additional hours will be charged at hourly rate for the actual use of the aircraft to render the services.
- 6.1.20 The hanger fee will be the responsibility of the CONTRACTOR.
- 6.1.21 The Department will collect the claiming of standard fees, from insured patients transported. In instances where the service provider is requested to do a transfer of an insured patient from not within the public health system, pre-authorization would be required from the Department. In such an instance where a call was authorized, documentation related to such a call should be handed to the Department, in order to claim the transfer costs.

The CONTRACTOR must provide the Province with audited annual financial statements relevant to the service, not later than six months after the end of the CONTRACTOR's financial year.

- 6.1.22 Transfer of insured patients and those qualifying for Road Accident Fund claims, utilizing the appointed contractor should be pre-authorised by the Provincial Department of Health. The levying of accounts for patients transported by air ambulance and the recovery of the fees as set out in the accounts will be administered by the parties as follows:

The CONTRACTOR may be responsible for recovering UPFS fees and reimburse the province its full amount at a negotiated administration fee.

- 6.1.23 The CONTRACTOR will ensure services are provided and available even if the contract assigned aircraft is unavailable due to both scheduled and unscheduled maintenance.

6.1.24 The CONTRACTOR will be responsible for hanger and landing fees. The CONTRACTOR must ensure 24hrs availability of fuel.

7. FUNCTIONALITY EVALUATION REQUIREMENTS

7.1 Company Profile

7.1.1 The company profile must entail track record and experience of the company in Helicopter Aeromedical Services: **(Contactable References and Evidence e.g. contracts, Purchase Orders, Invoices and disbursement reports must be provided).**

7.1.2 Bidders must complete the Departmental provided company profile template herein to as **Annexure B: Portfolio of Current and Completed Contracts.**

7.2 Work Break-Down Structure / Project Methodology

Bidder(s) must provide a detailed work break down methodology structure, which must be inclusive of the project plan, work schedule with clear deliverables and timeframes The break down structure must include the contingency plan.

7.3 Financial Capacity of the Bidder

The financial capacity of the Bidder(s) shall be tested through the following documents:

- 7.3.1 Audited Financial Statements of the bidder / in case of a JV all companies to a JV must include their individual company's audited statements, issued by a Registered Auditor (provide registration number), supported by a recent 3 months company bank statement.
- 7.3.2 Any proof of support from an authorized Financial Services Provider (FSP) or National Credit Regulator (NCR) accredited Financial Institution on primary funding (revolving credit) when the tender is successfully awarded.
- 7.3.3 Proof of capacity to self-funding **(original and bank stamped Company Bank Statement not older than 3 months).**

8. EVALUATION CRITERIA

This bid shall be evaluated in **FIVE (5) Phases** as follows:

- 1) Phase 1: Administrative Compliance / Mandatory Requirements
- 2) Phase 2: Evaluation on Functionality
- 3) Phase 3: Presentations
- 4) Phase 4: Evaluation on Price and B-BBEE
- 5) Phase 5: Implementation Phase

9. PHASE 1: ADMINISTRATIVE COMPLIANCE ADMINISTRATIVE REQUIREMENTS

9.1 Bidders shall take note of the following guidelines:

- 9.1.1 The below administrative bidding requirements **MUST BE COMPLIED WITH** and **REQUIRED DOCUMENTS** must be attached before consideration for evaluation.

- 9.1.2 The bidder shall respond with “**Comply**”, “**Not Comply**” or “**Not Applicable**” in the apportioned spaces. The “**Not Applicable**” answer shall only be considered where the response field has the wording “**If Applicable**”.

NB: Bidders may be disqualified for failure to comply with the above guidelines when responding to administrative requirements.

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
9.2	Submission of the following Standard Bidding Documents (Fully Completed and signed):	
9.2.1	SBD 1 - Invitation to Bid,	
9.2.2	SBD 3.1 - Pricing Schedule,	
9.2.3	SBD 4 - Declaration of Interest form,	
9.2.4	SBD 5 - National Industrial Participation Programme;	
9.2.5	SBD 6.1. - Preference points claim form in terms of the Preferential Procurement Regulations 2017;	
9.2.6	SBD 8 - Declaration of Bidder's Past SCM Practices; and	
9.2.7	SBD 9 - Certificate of Independent Bid Determination.	
9.3	Naming of the bidding company must be consistent in the request for bid (RFB) document, applicable EME or QSE original sworn affidavit, original or certified copy of valid B-BBEE Status Level Verification Certificate and the CSD report. If the CSD report and/or original certified copy of valid B-BBEE Status Level Verification Certificate and/or original sworn affidavit ends with a 'cc', 'PTY/LTD, etc., or it does not, it is expected that the name of the bidder as written in the RFB document will read 100% the same as in the CSD and/or original or original certified copy of valid B-BBEE Status Level Verification Certificate, that is, ending or not ending with 'cc', PTY/LTD, etc., whichever is the case. Deviations to this pre-requisite will disqualify the bid.	
9.4	In case of a B-BBEE Exempted Micro Enterprise (EME) or B-BBEE Qualifying Small Enterprise (QSE) bidders shall submit a valid Sworn Affidavit (copy attached to this bid) or submit an original or certified copy of valid B-BBEE issued by an Agency Accredited by the South African National Accreditation System (SANAS). Bidders other than EMEs and QSEs shall submit an original or certified copy of valid B-BBEE issued by an Agency Accredited by SANAS.	
9.5	In case of Consortium or Joint Venture (If applicable) the following are required:	
9.5.1	Signed agreement between involved parties indicating the lead member;	
9.5.2	Every member of the Consortium or Joint Venture joint venture is registered on the Central Supplier Database;	

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
9.5.3	Letter of appointment by consortium/joint venture parties for a representative to sign the bid documents;	
9.5.4	All parties to the consortium/joint venture must submit their individual documents referred to above (i.e. Company Profile, Annexure B, Proof of CSD Registration and Audited Financial Statement) except that they must submit consolidated certified copy of valid or original valid B-BBEE verification certificate issued by a Verification Agency accredited by SANAS;	
9.6	Proof of Central Supplier Database Registration OR Attachment of Central Supplier Database Registration Report (CSD).	
9.7	Provision of a Company own profile and Completion of Annexure B (The company profile must highlight company main and secondary business, business experience and references, previous and current experience and its value).	
9.8	Bidder must submit proof of public liability insurance to the value of R17 million.	
9.9	Attachment of proof of ownership of business site. In the case of leased property, lease agreement spelling out duration of lease (start and termination dates) must be attached.	
9.10	Annual Audited Financial Statements of the bidder / in case of a JV all companies to a JV must include their individual company's audited annual financial statements.	
9.11	Provide proof of compliance with Civil Aviation Authority CAR's & CAT's Part 127, 138 and sling /hoisting compliance. The bidder must submit proof of maintenance compliance (in – house / contracted)	
9.12	Operators must submit certified copies of valid certificates and licences with the bid document at the closing date and time of bid in accordance with Air Services licensing Act No115 of 1990 and Domestic Air Services Regulations of 1991	
9.13	The operator shall, in the provision of commercial air ambulance operations to the Provincial Departments of Health provide a valid Class III, type G7 license, issued in terms of the Air Services Licensing Act, 1990, (Act No. 115 of 1990)	
9.14	Bidders must submit proof of registration with Board of Health Care Funders at advanced Life Support which indicated the practise number of service provider	
9.15	Bidders must upon awarding , make an application to the province in compliance with the EMS Regulations No. 1320 to obtain an Operating license and Operating Certificate	
9.16	Provide proof of Qualification, CV'S and Valid HPCSA registration of primary crew members and Doctors	
9.17	Provide proof of Qualifications, Valid Licenses and CV'S of Pilots	
9.18	Bidders must quote for all listed items on the pricing schedule and may further submit a detailed breakdown of their pricing.	
9.19	Returnable documents should be properly indexed with a contents list and all documents must be appropriately signed and certified.	

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
9.20	A two stage bidding system (Two envelope) shall apply for this bid. Bidders must submit a proposal and the pricing structure in one envelope in the following manner, a) One file for Technical Proposal b) One file for Pricing Structure NB: BID NUMBER, DESCRIPTION, CLOSING DATE AND NAME OF THE BIDDING COMPANY MUST BE CLEARLY WRITTEN ON EACH FILE	
9.21	When submitting the bid document, bidders should enclose a scanned PDF copy of the completed bid document and all required attachments on a Compact Disc (CD-R) or DVD-R marked with the company's name, bid number and bid description. (NB: NO USB stick or CR-RW, DVD-RW will be accepted)	

NB: Failure to attach or complete and/or sign any of the designated arrears of the documents mentioned above *may* render the bid unacceptable.

10. PHASE 2: EVALUATION ON FUNCTIONALITY

The evaluation of the bids on functionality will be conducted by the Bid Evaluation Committee in accordance with the functionality criteria and values set below:

TOTAL SCORE			100	
ACCEPTABLE MINIMUM SCORE			70	
NO	CRITERIA	WEIGHT	ELEMENT BREAKDOWN	SCORING VALUES
10.1.1	Experience of the bidder in the provision of Aero Medical Services (Annexure B Must be fully completed)	10	Company experience in the provision of aero medical services indicating current and previous contracts: Number of Months:	
			(96 Months and above) Exceptional (5)	
			(61 - 95 Months) Very Good (4)	
			(49 - 60 Months) Good (3)	
			(25 - 48 Months) Average (2)	
			(1 to 24 Months) Poor (1)	
		20	Company track record in the provision of aero medical services indicating current and previous contracts:	
			Rendered service in 4 or more Province Exceptional (5)	
			Rendered service in 3 Provinces Very Good (4)	
			Rendered service in 2 Provinces Good (3)	
			Rendered service in 1 Province Average (2)	
			Minimal track record Poor (1)	

10.1.2	Experience and qualification of the key personnel (Provide contactable references on Annexure B)	10	Experience and qualification of Medical Doctor in emergency medicine	
			10 years and More	Exceptional (5)
			5 to 09 years	Very Good (4)
			2-4 years	Good (3)
			1- 2 years	Average (2)
			Less than 1 year	Poor (1)
		10	Average experience of Pilots in aero medical or rescue services	
			10 years and More	Exceptional (5)
			5 to 09 years	Very Good (4)
			2-4 years	Good (3)
			1- 2 years	Average (2)
			Less than 1 year	Poor (1)
		10	Average experience of Emergency Care Practitioner	
			7 years and More	Exceptional (5)
			4-6 years	Very Good (4)
			2-4 years	Good (3)
			1-2 years	Average (2)
			Less than 1 year	Poor (1)
10.1.3	Project Methodology (Break-Down Structure)	Project Methodology Breakdown Structure Shall be allocated points as follows:		
		5	Pre-Project Implementation Phase Activities	
			Activities are clear, logical and demonstrate an outstanding understanding of the project deliverables and time frames.	Exceptional (5)
			Activities are clear, logical and demonstrate a good understanding of the project deliverables and time frames.	Very Good (4)
			Activities are clear and logical	Good (3)
			Activities are illogical	Average (2)
			Irrelevant activities	Poor (1)
		15	Project Implementation Phase Activities	
			Activities are clear, logical and demonstrate an outstanding understanding of the project deliverables and time frames.	Exceptional (5)
			Activities are clear, logical and demonstrate a good understanding of the project deliverables and time frames.	Very Good (4)
			Activities are clear and logical	Good (3)
			Activities are illogical	Average (2)
			Irrelevant activities	Poor (1)
		10	Contingency Plan	
			Contingency plan is clear and exceptional: Demonstrate the bidders high level of understanding and includes innovative methods that indicate that the methodology can be delivered using the contingencies proposed.	Exceptional (5)
			Contingency plan is clear and very good :	Very good (4)

			Demonstrate the bidders high level of understanding that indicate that the methodology can be delivered using the contingencies proposed.	
			Plan clear and realistic	Good (3)
			Plan produced but not convincing that the methodology can be delivered using contingencies proposed	Average (2)
			Plan not clear	Poor (1)
10.1.4	Financial Capacity	10	An undertaking by financial institution to provide a Revolving Credit to the bidder in the event a bidder is awarded contract or Proof of overdraft facility in the name of business or alternatively proof of company capability to self-fund to the value indicated below:	
			R 2 000 001 and Above	Exceptional (5)
			R 1 500 001 To R2 000 000	Very Good (4)
			R 1 000 001 To R1 500 000	Good (3)
			R 500 001 To R 1 000 000	Average (2)
			R 100 000 To R 500 000	Poor (1)

11. PHASE 3: PRESENTATIONS

11.1.1 Bidder will be required to give a live presentation to the Limpopo Department of Health on their capacity and plans to deliver the service.

11.1.2 The Department will verify if the Aeromedical Helicopter fully comply with the Departmental specification.

11.1.3 The Department will advise the bidders on the day and time of the presentation.

THE AIRCRAFT MUST BE IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS:

NO.	AIRCRAFT REQUIREMENTS	COMPLY/ NOT COMPLY
i.	The contractor must provide a twin engine rotor wing aircraft to fulfil the requirements of the province.	
ii.	The rotor wing aircraft must be able to operate at maximum all up weight, at hot and high conditions.	
iii.	The aircraft must have an air conditioned patient compartment.	
vi.	All the equipments in the patient compartment must be mounted and secured in accordance to Commercial Air Ambulance Services under part 138.	
v.	The aircraft must have an approved, easy load, stretcher load configuration. The stretcher must be able to accommodate a patient in a range of all fowler's positions.	
vi.	The aircraft must be able to accommodate 1 pilot, 1 x patient and 3 x seating occupants.	

vii.	Medical equipments must be in accordance with Aero Medical requirements as per the EMS Regulations of 01 December 2017, reg no. 1320	
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NB: FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS SHALL INVALIDATE THE BID

12. PHASE 4: EVALUATION ON PRICE AND B-BBEE

This bid shall be evaluated in terms of **90/10** preference points system.

Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS).

In case of a B-BBEE exempted micro enterprise or B-BBEE qualifying small enterprise bidders must submit a valid Sworn Affidavit (attached to this bid).

Should bidder(s) fail to submit the valid BBEE certificate it will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and that the bidder has not complied with the pre-qualification criteria.

Points shall be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

13. PHASE :5 IMPLEMENTATION PHASE

**Bidders will be required on the award of the bid to comply with the following:
(Failure to implement any of the number stages will result in the termination of the contract)**

13.1 STAGE 1

The bidder has secured an operating from a working hanger within the municipal area of Polokwane i.e. 14 calendar days from bid award.

13.2 STAGE 2

The bidder must have an operational aeromedical helicopter at a hanger approved in stage1, i.e. 21 calendar days from bid award.

13.3 STAGE 3

The bidder must have completed part 138 requirements on staff allocated to aeromedical services i.e. 28 calendar days from bid award.

13.4 STAGE 4

The bidder must be fully operational in servicing aeromedical calls within the Limpopo Province from the approved hanger within the Polokwane municipality i.e. 30 calendar days from bid award.

NB. Each stage will be inspected and signed by the bid evaluation committee members.

Should the preferred bidder fails to comply with the minimum requirements of the bid within 30 days after award , the second highest bidder will beconsidered and if the second bidder also fails the third highest bidder will be considered.

14 MANDATORY REQUIREMENT / COMPLIANCE DOCUMENTS

FOL	COMPLIANCE DOCUMENTS
14.1	Provide proof of compliance with Civil Aviation Authority CAR's & CAT's Part 127, 138 , sling / hoisting compliance and provide proof of maintenance compliance (in- house / contracted)
14.2	Operators must submit certified copies of valid certificates and licences with the bid document at the closing date and time of bid in accordance with Air Services licensing Act No115 of 1990 and Domestic Air Services Regulations of 1991
14.3	The operator shall, in the provision of commercial air ambulance operations to the Provincial Departments of Health provide a valid Class III, type G7 license, issued in terms of the Air Services Licensing Act, 1990, (Act No. 115 of 1990)
14.4	Provide proof of Qualification, CV'S and Valid HPCSA registration of primary crew members and Doctors
14.5	Provide proof of Qualifications, Valid Licenses and CV'S of Pilots

NB: Non-compliance and attachment of the required documents above shall invalidate your bid.

15. KEY ASPECTS OF THE BID PROPOSAL

Bidders must take note of the following fundamental aspects before submission of their bid proposals:

15.1 Bidders should initial every page of the bid proposal.

- 15.2 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 15.3 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a responsive bid it is imperative to comply with all conditions pertaining to the terms of reference.
- 15.4 Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 15.5 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended after its date of submission.
- 15.6 The Department is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and may reject any bid.
- 15.7 The Department reserves the right to appoint the bidder whose bid most successfully conforms to the criteria and the requirements in accordance with the terms and conditions described in the Terms of Reference.
- 15.8 The Department reserves the right to invite any bidder for a formal presentation during the evaluation process.
- 15.9 The Department may, for any reason and at any time during the selection process, request any bidder to supply further information and/or documentation.
- 15.10 The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the Department and the successful bidder governing all rights and obligations related to the required services.
- 15.11 The outcome of the successful bidder(s) shall be published through the same media that was used to advertise the bid.
- 15.12 The Department reserves the right to award the bid to one or more service providers, wholly or in part or not to award.
- 15.13 Awarding of the bid will be subject to the Service Provider(s) acceptance of National Treasury General Conditions of Contract (GCC).

16 PROTECTION OF PERSONAL DATA

- 16.1 In responding to this bid, the LDoH acknowledges that it may obtain and have access to personal data of the bidders.
- 16.2 The LDoH agrees that it shall only process the information disclosed by bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- 16.3 Furthermore, LDoH will not otherwise modify, amend or alter any personal data submitted by bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the bidders.

- 16.4 Similarly, the LDoH requires bidders to process any personal information disclosed by the LDoH in the bidding process in the same manner.

17 BID AWARD AND CONTRACT CONDITIONS

- 17.1 Bidders must submit their bid in line with the bid specification/ Terms of Reference. Failure to comply shall invalidate the bid.
- 17.2 The award of the tender may be subjected to price negotiation with the preferred tenderers.
- 17.3 The shortlisted bidders shall be subjected for Supply Chain Management Screening. Only successful bidder(s) who are cleared during SCM Screening shall be considered for appointment.
- 17.4 Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin.
- 17.5 The contract shall be concluded between Limpopo Department of Health and the successful service provider(s).
- 17.6 The contract period will be in terms of the acceptance letter.
- 17.7 Limpopo Department of Health shall enter into Service Level Agreement(s) with the successful bidder(s).

18 CONTRACT ADMINISTRATION

- 18.1 Successful bidder(s) must report to Supply Chain Contract Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 18.2 Full particulars of such circumstances as well as the period of delay must be furnished.
- 18.3 The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

19 PRICING INSTRUCTIONS

- 19.1** Bidders must submit a proposal and the pricing structure in one envelope in the following manner,

19.1.1 One file for Technical Proposal

19.1.2 One file for Pricing Structure

NB: ALL FILES MUST BE CLEARLY MARKED i.e. PROPOSAL OR PRICING AND IT MUST BEAR THE COMPANY DETAILS (FAILURE TO COMPLY MAY INVALIDATE YOUR BID).

- 19.2** All prices charged must be inclusive of **business overheads and VAT. NB: Successful bidders who are not registered for VAT at the time of bidding are required to register for VAT upon award of bid as required by law.**

- 19.3** The pricing **MUST BE DONE IN LINE WITH ANNEXURE B OF THIS DOCUMENT.**
- 19.4 The Basic operating fee will represent the basic overhead costs to the CONTRACTOR, to ensure that the necessary operational aircraft is/are available to meet the requirements of the Province, covering the first 30 flight hours day and 20 hours night.
- 19.5 Additional hours will be charged at hourly rate for the actual use of the aircraft to render the services.

20 RISK MANAGEMENT ON PRICING AND AWARDING

- 20.1** All prices quoted by suppliers shall be assessed to ensure that bidders did not underquote. **(Bidders perceived to have underquoted in terms of market prices shall be disqualified).**
- 20.2** Bidders to take note that the Department shall complete the process of evaluation and award in a period of 120 days.

21 TECHNICAL SPECIFICATIONS

- 21.1 The contractor must provide a twin engine suitable rotor wing aircraft to fulfil the requirements of the Province:
- a) The Rotor wing aircraft needs to be able to operate, at maximum all up weight, at Hot and High conditions.
 - b) The aircraft must have an air-conditioned patient compartment.
 - c) All equipment in the patient compartment needs to be mounted and secured according to CAA part 138 regulations.
 - d) The aircraft needs to have an approved, easy load, stretcher load configuration. The stretcher needs to be able to accommodate a patient in a range of Fowlers positions. (Sitting Positions)
 - e) The rotor wing aircraft must be capable of accommodating 1 x Pilot, 1 x patient and 3 x sitting occupants. For example:
 - i. 1 x Pilot / 2 x Medical crew / 1 x family member / 1 x patient.
 - ii. 1 x Pilot / 3 x Medical crew / 1 x patient.

21.2 MINIMUM EQUIPMENT FOR AIRCRAFT

- 21.2.1 All aircraft shall be equipped, in terms of flight instrumentation and equipment, so as to comply with the minimum equipment as specified in the regulations applicable to the Class and application of aircraft as well as specified under Part 138 of the SACAR.

21.2.2 Helicopter's engaged in Air Ambulance operations shall be so operated and equipped such that compliance with SACAR Part 138.06.5, or AIC (Air Information Circular) 18.66 pertaining to Night Flying, as amended, shall be met.

21.3 OPERATIONS

21.3.1 The operator shall comply with the relevant regulations pertaining to the provision of Commercial Air Ambulance services to the Department of Health, under Part 138,

21.3.2 Non-compliance with the above-mentioned special condition will automatically invalidate the bid for such services offered.

21.4 QUALITY

21.4.1 Bidders must note that capital medical equipment supplied must have all relevant clearance certificates for such equipment to operate in the aviation environment. Furthermore, the decision as to the make and type of equipment to be supplied must be done in consultation with the Department of Health.

21.4.2 A successful Bidder will be required to provide in terms of Occupational Health and Safety and aviation legislation, a suitable facility for the housing of the relevant aircraft/s, staff, rest areas, cleaning, disinfection and disposal of medical waste.

21.4.3 Suitable storage facilities for both capital and disposable medical equipment are to be supplied and incorporated within the base station. These storage facilities must be able to protect medical equipment from the elements as well as to provide for a structured and easily identifiable storage capacity.

21.4.4 All medical gases and re-filling stations (where applicable) stored on the base must be stored in terms of existing legislation.

21.4.5 In case of scheduled maintenance of less than twenty-four hours the Limpopo Department of Health will not require a replacement aircraft. However, should the aircraft be unavailable for a period exceeding twenty-four hours either due to scheduled and/or unscheduled maintenance, the following option will apply: The Contractor must provide a contingency plan to provide the Limpopo Provincial Department of Health with the required service.

21.4.6 All aircrew shall be correctly trained and approved for operations under Part 138 of the SACAR's and CAT as relevant, using an approved training course. The operator shall retain records (Portfolio of Evidence) detailing all training carried out and completed in compliance with the classification of the operation as well as the requirements of Part 138, pertaining to the provision of Commercial Air Ambulance operations to the Department of Health.

18 COMPULSORY BRIEFING SESSION

Compulsory briefing session will be held as follows:

Date : 20 January 2022

Time : 11H00

Venue: **Virtual meeting** (Link to be accessed on the Departmental website on 19/01/22.)

18. There will **briefing** session for this bid.

Compulsory Virtual briefing session will be held as follows:

Date : 01 February 2022

Time : 11H00

Venue: **Virtual meeting** (Link to be accessed on the Departmental website on 19/01/22.

19 ENQUIRIES

All enquiries regarding the bid may be directed to the following:

Physical Address	Technical Enquiries	Bidding Process:
18 College Avenue Polokwane 0699	Mr. D Dennison (071) 628 6012 OR Dr. C Sibanda (071) 605 9443	Ms T.O Simango (015) 293 6352 OR Ms N.M Motene (015) 293 6350

ANNEXURE A: LIST OF EQUIPMENT NEEDED ON THE AERO-MEDICAL HELICOPTER

FOL	Description	Quantity
1.	Adhesive tape rolls: zinc oxide or micropore	2
2.	Adhesive tape rolls: Elastoplast	2
3.	Administration sets for IV infusion: 60 dropper	3
4.	Administration sets for IV infusion: 10/15 dropper	3
5.	Helicopter stretcher, including straps,mattress	1
6.	Antiseptic solution: 100 ml	1
7.	Bandage: 75 mm conforming	4
8.	Bandage: 100 mm conforming	4
9.	Balanced salt solution: ringers lactate 1000 ml	3
10.	Bag valve mask reservoir with mask (resuscitator) (adult)	1
11.	Bag valve mask reservoir with mask (resuscitator) (child)	1
12.	Bag valve mask reservoir with mask (resuscitator) (neonate)	1
13.	Blanket	1
14.	Blanket (space blanket)	2
15.	Blood glucose meter including sticks (tin)	1
16.	Blood pressure monitor: non-invasive	1
17.	Case book or patient record sheet	1
18.	Cricothyroidotomy disposable kit	1
19.	Electrocardiograph gel: tube	1
20.	Electrocardiograph paper: roll	1
21.	Electrocardiograph monitor/defibrillator/pacing	1
22.	Endotracheal tubes: (all sizes)	2 each
23.	Endotracheal tube introducer adult	1
24.	Endotracheal tube introducer: paediatric	1
25.	Endotracheal ties: 1 metre, length	2
26.	End-tidal CO2 monitor	1
27.	Gloves: Surgical - All sizes	5 each
28.	Glucose powder or gel: 25ml	2
29.	Head immobilizing device	1
30.	Heimlich valves for chest decompression	2
31.	Infant transport incubator	1

FOL	Description	Quantity
32.	Infusion pressure bag	1
33.	Ked	1
34.	Laryngoscope batteries	1 set
35.	Spare set Laryngoscope batteries	1set
36.	Laryngoscope: full adult set with blades	1
37.	Laryngoscope: full paediatric set with blades	1
38.	Limb traction splint device	1
39.	Magill's forceps: adult	1
40.	Magill's forceps: paediatric	1
41.	Magill's forceps: neonatal	1
42.	Maternity pack	1
43.	Infusion Pump / Syringe driver for medication administration	1
44.	Nasal cannula all sizes	3 each
45.	Nasogastric tubes: all sizes	2 each
46.	Nebulisation mask adult/pediatric	3 each
47.	Needle cannula: 14 gauge	5
48.	Needle cannula: 16 gauge	5
49.	Needle cannula: 18 gauge	5
50.	Needle cannula: 20 gauge	5
51.	Needle cannula: 22 gauge	5
52.	Needle cannula: 24 gauge	5
53.	Suction catheters: all sizes	2 each
54.	Oropharyngeal airways, all sizes	2 each
55.	Oxygen masks (Rebreather) (adult)	5
56.	Oxygen masks (Rebreather) (paediatric)	5
57.	Oxygen cylinder-portable with regulator and ventilator coupling	1
58.	Oxygen cylinder with regulator and ventilator coupling	1
59.	Oxygen humidifying device	1
60.	Oxygen supply "T" piece	2
61.	Pacing pads: set	2
62.	Positive end expiration pressure valve	1
63.	Portable pulse oximeter	1
64.	Regurgitation bag or receiver	3
65.	Saline solution: 200 ml for IV	3

FOL	Description	Quantity
66.	Scoop stretcher	1
67.	Sharps container	1
68.	Sheet	2
69.	Spencer Wells artery forceps: 8 inches	2
70.	Sphygmomanometer: i/c paediatric child and adult cuffs	1
71.	Spider harness	1
72.	Spine board:	1
73.	Splints: limb (short)	2
74.	Splints: limb (long)	2
75.	Stethoscope	1
76.	Suction apparatus: battery operated	1
77.	Suction apparatus: hand or foot operated.	1
78.	Swabs: 100 mm x 100 mm gauze	2
79.	Synthetic colloid: 500 ml	2
80.	Syringe: all sizes	3 each
81.	Torch: handheld	1
82.	Urinary catheters: full range	2 each
83.	Urine drainage bags	3
84.	Ventilator: adult	1
85.	Ventilator: neonatal/paediatric	1
86.	Waste disposal container	1
87.	Water soluble gel: tube	1
88.	Wound dressings: 100 mm x 100 mm	5
89.	Wound dressings: 100 mm x 200 mm	5

ANNEXURE B: PORTFOLIO OF CURRENT AND COMPLETED CONTRACTS

The Bidder/s must furnish a list of the following particulars of Helicopter Aeromedical Services. The bidder must in addition attach proof of references e.g. previous contracts or order. Failure to furnish the particulars of such information in this Annexure in full shall invalidate the bid.

FOL	CLIENT NAME, CONTACT PERSON, CONTACT NUMBER AND EMAIL		CONTRACT NUMBER AND DESCRIPTION OF SERVICE	PLACE (TOWN)	CONTRACT START DATE Day, Month & Year	CONTRACT END DATE Day, Month & Year	CONTRACT AMOUNT/ VALUE OF CONTRACT (R)
1	Name of Client						
	Contact Person						
	Tel						
	eMail						
2	Name of Client						
	Contact Person						
	Tel						
	eMail						
3	Name of Client						
	Contact Person						
	Tel						

FOL	CLIENT NAME, CONTACT PERSON, CONTACT NUMBER AND EMAIL		CONTRACT NUMBER AND DESCRIPTION OF SERVICE	PLACE (TOWN)	CONTRACT START DATE Day, Month & Year	CONTRACT END DATE Day, Month & Year	CONTRACT AMOUNT/ VALUE OF CONTRACT (R)
	eMail						
4	Name of Client						
	Contact Person						
	Tel						
	eMail						
5	Name of Client						
	Contact Person						
	Tel						
	Email						
6	Name of Client						
	Contact Person						
	Tel						
	eMail						

FOL	CLIENT NAME, CONTACT PERSON, CONTACT NUMBER AND EMAIL		CONTRACT NUMBER AND DESCRIPTION OF SERVICE	PLACE (TOWN)	CONTRACT START DATE Day, Month & Year	CONTRACT END DATE Day, Month & Year	CONTRACT AMOUNT/ VALUE OF CONTRACT (R)
7	Name of Client						
	Contact Person						
	Tel						
	eMail						
8	Name of Client						
	Contact Person						
	Tel						
	eMail						
9	Name of Client						
	Contact Person						
	Tel						
	eMail						

ANNEXURE C: PRICING SCHEDULE

Description	Details	Price Inclusive of VAT (15%) Year 1	Price Inclusive of VAT (15%) Year 2	Price Inclusive of VAT (15%) Year 3
Basic operating fee per month	The basic overhead costs covering the first 30 flight hours day	R	R	R
	The basic overhead costs covering the 20 flight hours night	R	R	R
Hourly rate	*Additional hours in excess of 30 flight hours day (x 20 hrs.)	R	R	R
	Additional hours in excess of 20 flight hours night (x 20 hrs.)	R	R	R
Total Bid Price		R	R	R

NB: BIDDER MUST TAKE NOTE OF PRICING INSTRUCTIONS ON PARAGRAPH 15 OF THE TERMS OF REFERENCE