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## DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

### REPUBLIC OF SOUTH AFRICA

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

The Manager

Reference no: 19/1/9/1/24TD (25)

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

Enquiries: Capt Mashiane

Tel no: 012 841-7219

Sir / Madam

#### REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE

**CLOSING TIME AND DATE FOR BIDS IS 11:00 on the date as specified in the document and on e-Tender**

The Department of the South African Police Service requires the item(s)/service as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

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

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

Yours faithfully

BRIGADIER

ACTING COMPONENT HEAD: PROCUREMENT AND CONTRACT MANAGEMENT  
JS SMIT

Date:

2025-12-12

# PLEASE NOTE<sup>2</sup>



BID NO: 19/1/9/1/24TD (25)  
CLOSING TIME: 11:00 ON 2026/03/10

IT IS ESSENTIAL THAT THE FOLLOWING BID DOCUMENT AND THE RELEVANT SPECIFICATION BE COMPLETED IN FULL. FAILURE TO COMPLETE ANY PART OF THE BID OR SPECIFICATION WILL INVALIDATE YOUR BID DOCUMENT.

PLEASE NOTE AND ADHERE TO PARAGRAPH 1 OF THE SPECIAL CONDITIONS,  
FAILURE TO COMPLY WILL INVALIDATE YOUR OFFER.

NOTED BY THE BIDDER:

.....  
SIGNATURE: BIDDER

.....  
DATE



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## BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/24TD (25)

**DESCRIPTION:** BID NO. 19/1/9/1/24TD (25): SUPPLY, DELIVERY AND QUALIFICATION OF DFO/NIN/IND FINGERPRINT DEVELOPMENT CHAMBER FOR A PERIOD OF TWO (02) YEARS AT SAPS: **COMPONENT:** CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE LABORATORIES: NATIONALLY

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1,4 and 6.1)	x		
2	Pricing Schedule	x		
3	Central Supplier Database Report	x		
4	Profit Margin	x		
5	Special Requirements and Conditions of the Bid	x		

**BIDDER:** \_\_\_\_\_

NAME IN PRINT

SIGNATURE

DATE

**BID MANAGEMENT:** \_\_\_\_\_

NAME IN PRINT

SIGNATURE

DATE

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

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**SUPPLIER TO  
COMPLETE**

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

**OFFICE USE ONLY**

RFQ received on:	Reason for rejection:		
Accepted		Rejected	
Supplier Number in POLFIN		Supplier Number in CSD	

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

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

**A COMPULSORY BRIEFING SESSION WILL BE HELD ON  
2026-02-17 @ 10:00 at 3 LEEUBEKKIE STREET, PHUMALANI  
SINGLE QUARTERS, SILVERTON, PRETORIA.**

**ALL BID DOCUMENTS MUST BE UPLOADED ON THE E-TENDER PORTAL BY THE CLOSING DATE AND TIME, NO LATER THAN 2026-03-10 AT 11:00 AM. THE E-TENDER PORTAL WILL NOT ACCEPT THE DOCUMENTS AFTER THIS DATE AND TIME.**

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**PART A**  
**INVITATION TO BID**



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE**

BID NUMBER:	19/1/9/1/24TD (25)	CLOSING DATE:	2026/03/10	CLOSING TIME:	11H00
DESCRIPTION	SUPPLY, DELIVERY AND QUALIFICATION OF DFO/NIN/IND FINGERPRINT DEVELOPMENT CHAMBER FOR A PERIOD OF TWO (02) YEARS AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: CRIME SCENE LABORATORIES: NATIONALLY				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM**

**Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender**

**Only bid responses received by the South-African Police Service on e-Tender will be considered.**

**No manual responses will be accepted or considered by the South-African Police Service.**

**Bidders who submit manual responses will be disqualified.**

**BIDDER'S 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				
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:		OR	CSD No:
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		

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

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

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

#### 2. TAX COMPLIANCE REQUIREMENTS

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

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

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



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25)

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## **SPECIAL CONDITIONS OF CONTRACT**

**BID NUMBER: 19/1/9/1/24TD (25)**

**SUPPLY, DELIVERY AND QUALIFICATION OF  
DFO/NIN/IND FINGERPRINT DEVELOPMENT CHAMBER  
FOR A PERIOD OF TWO (02) YEARS AT SAPS:  
COMPONENT: CRIMINAL RECORD AND CRIME SCENE  
MANAGEMENT: CRIME SCENE LABORATORIES:  
NATIONALLY**

**CLOSING DATE AND TIME OF BID: 2026-03-10 @ 11h00**

**BID VALIDITY PERIOD: 100 DAYS**



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BAC: Bid Adjudication Committee

SG: Specific Goals

CPA: Contract Price Adjustment

ISO: International Organisation for Standardisation

QC: Quality Control

ROE: Rate of Exchange

SABS: South African Bureau of Standards

SANAS: South African National Accreditation System

SBD: Standard Bidding Document

STATS SA: Statistics South Africa

VAT: Value- Added Tax

MIB: Manufacturing Importer Builder



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/35TD (24):

### 2. BID DOCUMENT CHECK LIST

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NO.	DOCUMENT NAME	YES	NO
1	SBD 1 Invitation to bid		
2	Central Supplier Database Report		
3	SBD 4 Declaration of interest		
4	SBD 6 (1): Preference Points System		
5	Special Conditions of Contract		
6	General Conditions of Contract		
7	Mandatory documents (if applicable)		

### 3. SCOPE

The South African Police Service requires prospective suppliers to submit bids for the Bid No: 19/1/9/1/24TD (25): supply, delivery and qualification of DFO/NIN/IND fingerprint development chamber for a period of two (02) years for SAPS: Component: Criminal Record and Crime Scene Management: Crime Scene Laboratories Nationally: **Specification 61/2025** and shall commence on the date of signature of the contract by both parties.

### 4. SECTION A

#### 4.1 LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract (SCC) are supplementary to that of the General Conditions of Contract (GCC). Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

#### 4.2 BID INFORMATION/BRIEFING SESSION

A Compulsory Briefing Session will be held on 2026-02-17 @10:00.

**Venue: 3 Leeubekkie Street, Phumalani Single Quarters, Silverton, Pretoria**



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25):

Date and time:

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### 4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3
<b>Mandatory Requirements &amp; Technical Compliance</b>	<b>Price and Specific goals</b>	<b>Administrative /Due diligence / Practical Demonstration</b>
Compliance with mandatory condition and technical Specification 61/2025.	Bids evaluated in terms of the <b>80/20</b> principle.	Compliance with Administrative Bid requirements. SBD forms must be completed and Due diligence will be conducted at bidder's premises by SAPS.

#### 4.3.1 PHASE 1: MANDATORY REQUIREMENTS & TECHNICAL COMPLIANCE

##### 4.3.1.2 MANDATORY REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements.

**Bidders who fail to comply with any of the mandatory and other requirements will be disqualified.**

Product specification sheet which include colour photographs and the specifications of the NIN/DFO/IND fingerprint development chamber that is offered by the bidder, must be attached to bid documents as <b>Appendix 1.</b>	YES / NO
The technician certifying the NIN/DFO/IND fingerprint development chamber must be qualified to do this or confirmation through the manufacturer's signed official letter pertaining to	YES / NO



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25):

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manufacturer's signed official letter pertaining to after sales technical support must be submitted with the bid document. This must be filed under <b>Appendix 2 – Qualifications of technical personnel or confirmation through the manufacturer's signed official letter pertaining to after sales technical support</b> and be submitted with the bid proposal documents.	
The bidder must supply the end-user with the warranty certificates for the NIN/DFO/IND fingerprint development chamber. The certificates must indicate the validity period. A template of warranty with details (including the validity period) must be submitted under <b>Appendix 3 – Warranty details with the bid proposal between documentation.</b>	YES / NO
Pricing Schedule	YES / NO- Please complete the price in the pricing schedule on the closing date and time. <b>Please take note that lead times may be regarded as administrative and maybe requested if not completed</b>

### 4.3.2 PHASE 1: TECHNICAL COMPLIANCE

This phase entails the evaluation of bids for technical compliance.

#### South African National Standards and/or Private Specifications

a) Items must comply with standards and/or specifications as per South African Police Service **Spec 61/2025** included in the bid document. Failure to comply with the specifications may result in disqualification.

Any deviation to the specification must be indicated on the deviation sheet.

b) **If any reference is made in the South African Police Service Specification to another specification, then the Bidders must enquire** at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

#### STANDARDS:

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25)



the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191, Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za Website: www.sabs.co.za and follow the "Search/Buy Standards" link

### **South African National Accreditation System (SANAS):**

The contact details of SANAS are as follows: Postal Address: Private Bag x 23, Sunnyside, Pretoria, 0132; Physical Address: The DTI Campus, 77 Meintjies Street, Sunnyside, Pretoria, 0002, Tel: 012- 394 3760, Fax: 012-3940526.

### **4.3.3 PHASE 2: PREFERENCE POINT SYSTEM AND PRICE**

#### **4.3.3.1 Preference points system 80/20**

- a) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the South African Police Service on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:  
The bid price (maximum 80 points) – Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price:

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Price of tender under consideration; and

P min = Price of lowest acceptable tender.

- c) A bidder (supplier) may claim a maximum of 20 points for specific goals, if such bidder supplier is:

Persons historically disadvantaged on the basis of race with at least 51% ownership	5 points
Persons historically disadvantaged on the basis of gender with at least 51% ownership by woman	5 points
Persons with at least 51% ownership who are youth	5 points
Persons historically disadvantaged by unfair discrimination on the basis of disability with at least 51% ownership	5 points



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25):

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- d) Bidders are required to complete the preference claim form (SBD 6.1).
- e) The points scored by a bidder in respect of the specific goals will be added to the points scored for price.
- f) Only bidders who have completed and signed the declaration part of the preference claim form will be considered for specific goals points.
- g) Failure on the part of the bidder to comply with the paragraphs above will be deemed that specific goal points are not claimed and will therefore be allocated a zero (0).
- h) The South African Police Service may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- i) The points scored will be rounded off to the nearest 2 decimals.
- j) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of specific goal points.
- k) However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal specific goal points, the contract will be awarded to the bidder scoring the highest for functionality.
- l) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- m) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

### 4.3.3.2 JOINT VENTURES AND CONSORTIUMS

#### a) Joint Venture/Consortium Participation

Tenderers submitting an offer as a joint venture or consortium must include notarised Joint Venture Agreement (JVA) specific to this tender. The JVA must clearly reflect the following:

- The tender number and description,
- The percentage contribution of each party to the execution of the tender,
- The roles and responsibilities of each party,
- The decision-making and dispute resolution mechanisms,
- The management and distribution of funds,
- The conditions for termination of the joint venture.

#### b) Preference Points for Specific Goals

Joint ventures or consortiums wishing to claim preference points for specific goals must note that preference points will be awarded only in proportion to the percentage of the contract value managed or executed by individuals from each party who are actively involved in the management or control of the joint venture or consortium, as recorded in the JVA.

#### c) Declaration Requirement

Tenderers must declare in paragraph 4.5 of SBD 6.1 that their offer is submitted as part of a joint venture or consortium.

#### d) Evaluation of Preference Points

The allocation of preference points will be calculated as follows:



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25):

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The percentage shareholding for each specific goal shall be multiplied by the percentage contribution of that partner to the tender, as outlined in the JA;

The results for all parties shall be aggregated to determine whether the joint venture or consortium meets the minimum requirement for any specific goal.

### e) Non-Compliance

Failure to submit a notarised JA or to meet the conditions stated above may result in the bid being deemed non-responsive and be disqualified from further evaluation.

## PHASE 3: ADMINISTRATIVE / DUE DILIGENCE

### 4.3.1.1 ADMINISTRATIVE BID REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted. Bidders who fail to comply with any of administrative requirements may be disqualified.

ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED	
Invitation to Bid - SBD 1	YES – Please complete and sign the supplied form.
Declaration of Interest - SBD 4	YES – Please complete and sign the supplied form.
Preference Point Claim Form - SBD 6.1	YES – Generally, non-submission will lead to a zero score preference points.
Tax Clearance Requirements	YES – The <u>CSD</u> and the <u>tax status pin</u> are the approved method that will be utilized to verify tax compliance.
Central Supplier Database registration	YES – Please submit CSD report to prove registration and preference points.
General Conditions of Contract	NO – Bidders <u>must only familiarise</u> themselves with the content of the document.
Special Conditions of Contract	YES - Bidders must sign acknowledgement that they <u>familiarise</u> themselves with the content of the document.
Cost components	YES – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.
Authorisation Declaration  Bidders sourcing services from a third party must submit the authorisation declaration letter of the third party. The said company or supplier must:	YES/NO



## SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/24TD (25):

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- Confirm that it has familiarised itself with the item description, specifications and bid conditions.
- Bid number and description must be indicated on the letter issued from the manufacturer/third party.
- If the bid consists of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.
- It must be indicated in the above-mentioned letter that firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and manufacturer, company or supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon.
- Letter to be signed and dated.

If the bidder is not the actual manufacturer. The letter from the manufacturer must be submitted. If any information was omitted in the manufacturer's letter, the bidder may be awarded the opportunity to rectify the letter. Refer to Annexure B for requirements in terms of the letter.