

ELECTORAL COMMISSION

BID SPECIFICATIONS COTTON BUDS / SWABS

e-PROCUREMENT AUCTION # 0010449210

*It is strongly recommended that the service provider print this document, scrutinize it carefully and retain for reference purposes!
(Special attention must be paid to the provisions of Section 12 & 13)*

ITEM DESCRIPTION: COTTON BUDS/SWABS

1. BACKGROUND

- The Electoral Commission requires a quantity of **150,000 cotton buds/swabs boxes/packs** to be used at voting stations, during voting.
- The cotton swabs must be delivered on **01 July 2021**.
- This auction calls for the supply and delivery of the goods stated above.
- Note that samples will not be returned to bidders after the award.
- Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online

2. ITEM SPECIFICATION

- Rigid long plastic or wooden sticks with a tightly wrapped cotton bud attached to one end.
- The plastic or wooden sticks must provide control and precision.
- This cotton bud must have an excellent absorbency and high strength, especially when saturated with any liquid.
- Minimal lint separation of the cotton.

3. DIMENSIONS

- Width is a minimum of 2mm and a maximum of 4mm

- Length is a minimum of 75mm and a maximum is 150mm including cotton part (with a tolerance of **10mm** on either dimension).

4. QUANTITY

- **One hundred and Fifty Thousand (150,000) boxes/packs of 200**
- **The Unit of Measure for the cotton buds/swabs is a “box of 200”.**

In some instances, and should the need arise, the Electoral Commission may increase quantities within a range of 15% of the **total bid amount**, at the discretion of the Electoral Commission. Should this be necessary, a quotation will be requested in writing and prior approval of the quotation will be issued by the Electoral Commission, before production commences.

5. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission Warehouse must be completed no later than **01 July 2021**.
- The required points of delivery are the Electoral Commission warehouse as per Annexure B.
- The sites details are given in Annexure B for reference.
- Late deliveries will not be accepted nor paid for.

NB: Prices must include delivery of the specified quantities to the warehouses or alternative site within the relevant municipality but within the vicinity of the provincial warehouse.

6. PACKAGING FOR DELIVERY

- Cotton buds/swabs must be packaged in small individual boxes/packs of not more than 200 buds/swabs in a box.
- Small individual boxes/packs must be packaged in carton boxes and labelled as follows;
 - Contents: **Cotton buds/swabs.**

- Quantities
 - Weight
 - Bidder's details
- **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.**
 - Carton boxes must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

7. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices CORRECTLY before placing submitting a bid to the Electoral Commission.
- All prices must include VAT.
- Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after bid closure.
- Amounts on the bid or quotation and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, i.e. "box/pack of 200".

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

8. DELIVERIES

- Deliveries to Electoral Commission sites should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouses as per Annexure B below.

- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Annexure B below.
- Deliveries must be in the name of the service provider – no third party deliveries will be accepted.
- No partial delivery will be accepted unless there is prior agreement and approval by the Electoral Commission.
- NB: No deliveries will be accepted without submission of signed delivery notes.
NB: Waybills will not be accepted as delivery notes.

9. QUALITY CONTROL

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

10. PRODUCTION REQUIREMENTS

Minimum local content requirements:

- The stipulated minimum threshold percentages for local production and content for the required Cotton buds/swabs is 100%, thus only **locally** produced or **locally** manufactured Cotton buds/swabs from **local** raw material or input will be considered.

In cases where raw materials are not available locally

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

Important Note on Determining Local Content:

A declared local content of 100% is not a true reflection if the dti issued an authorization letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content of less than 100% for the fact that an authorization letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing dyes and chemicals or other raw materials then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:
$$LC = (1 - x/y) * 100$$

Where

x is the imported content in Rand

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

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate

published by the SARB at 12:00 on the date that the bid has been advertised.

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

11. SPECIAL REQUIREMENTS

In addition to the requirements stipulated in section 3 above, bidders are required to provide the Electoral Commission with the following as part of their bid submission:

Written Submission

- A written submission explaining who will supply the raw materials for the cotton buds/swabs and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the cotton buds/swabs will be subject to those suppliers being used and no change will be allowed without prior approval. The Electoral Commission also reserves the right to execute random inspections at the producers of the cotton buds/swabs and any other vetting/inspections that may be required to ensure adherence to auction conditions – that includes verification of the origin of any material used in the production process.
- Bidders must complete the attached form **“Questionnaire A”** to confirm that all requirements will be met for the production of the cotton buds/swabs as

listed in Section 2, 4 and 5.

- Where subcontractors (these may include manufacturers of cotton buds/swabs) are being used for the supply of the cotton buds/swabs (or any component thereof) **a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made.** The letter of guarantee must state that the subcontractor is supplying the cotton buds/swabs (or any component thereof) to the bidder and that the cotton buds/swabs (or any component thereof) conform to the specific local content requirements and 100% minimum threshold applicable to the cotton buds/swabs. Any percentage applicable to imported products/components must also be clearly stated (these must be supported by the letter/s of authorization from the dti).
- Relevant certificates to prove that the cotton buds/swabs conform to applicable SABS standards should also be submitted.
- The written submission must also be accompanied by the documentation referred to in section 3:
 - Declaration Certificate for Local Production and Content (Annexure B).
 - Local Content Declaration: Summary Schedule (Annexure C).
 - Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D).
 - Local Content Declaration: Supporting Schedule to Annexure C (Annexure E).
- In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw

materials included) to be utilized in the production process. The schedule must clearly indicate **all** the materials to be used for the product, which materials are produced locally in South Africa and which materials are imported.

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

EXAMPLE only (please complete with relevant information for product)

Bill of Materials (BOM)	% of Finished cotton buds/swabs	Locally Manufactured (YES / NO)	Imported (YES / NO)	dti Authorization (YES / NO)
e.g. cotton buds/swabs	70%	Yes	No	No
e.g. rod (plastic or wood)	30%	Yes	No	No

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

- In support of the local content requirements, the necessary written authorization from the Department of Trade and Industry (dti) must be submitted, should there be a need to import such raw material or input.

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

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

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

12. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any bidder, that bidder will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to the exact specifications outlined in the quotation or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, **ALL BIDDERS ON THIS AUCTION** who has placed a bid are required to submit a sample for inspection and testing by the Electoral Commission. **Note that reminders will not be sent out by**

the Electoral Commission: it is the responsibility of each bidder to submit the sample as a matter of course

- **The sample must be made of the specified materials and components for use in full scale manufacture.**
- **Samples must be submitted not later than 11:00 on 24 May 2021.**
- Failure to submit a **SAMPLE** and the required written proposal within the specified period will exclude that bidder from further consideration.
- Samples must be delivered directly to:

Ms Mbali Goqo

Electoral Commission

Procurement and Asset Management Department

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion

PRETORIA

Tel: (012) 622-5916

- **Samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.**
- The contract will be awarded to a successful bidder in terms of the bid conditions and whose sample conforms to the bid specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply.

13.ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

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

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

14. POST EVALUATION ACTIVITIES

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

15. SERVICE PROVIDER PERFORMANCE

- Before a purchase order is awarded the successful bidder will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this AUCTION, namely QUANTITY, QUALITY – INCLUDING FINAL SPECIFICATIONS AND DELIVERY DATE.
- The SLA will contain elements such as service provider progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.

- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- Where previously agreed delivery schedules are not met by a service provider, the Electoral Commission shall have the right to appoint an alternative service provider (such as the next highest ranking bidder for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure delivery of elections. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting service provider. As such, any costs already incurred by the initially appointed service provider shall, at the sole discretion of the Electoral Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

NOTE: Service provider is not allowed to amend/change the ordered items after approval of the sample and receipt of the official purchase order. Any recommendations for improvement on the ordered items/products must be first discussed and approved in writing by the Electoral Commission, at no additional cost.

16. DELIVERY NOTES

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

NB: No deliveries will be accepted without submission of delivery notes.

17. PAYMENT

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

18. TECHNICAL ENQUIRIES

Technical enquiries can be directed to:-

Ms Suzette Thato Ndala / Vusi Langa

Electoral Commission

Logistics Department

Tel: (012) 622-5201

Fax: (012) 622-5252

E-mail: ndalas@elections.org.za / langav@elections.org.za

ANNEXURE A
ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS
DELIVERY OF COTTON BUDS/SWABS

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Vusi Langa	012 646 1017 012 622 5201	25.842761	28.101921	150,000 (boxes/packs of 200)

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

ANNEXURE B

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids received. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6 A bid may be disqualified if –
- (a) this Declaration Certificate and the Annexure C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer (CFO) or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annexure A of SATS 1286:2011) for this bid is as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Production and printing of T-Shirts	As per bid specification

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Or

<https://www.resbank.co.za/Research/Rates/Pages/SelectedHistoricalExchangeAndInterestRates.aspx>

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 5.1. If yes, provide the following particulars:

(a) Full name of auditor:

(b) Practice number:.....

(c) Telephone and cell number:.....

(d) Email address:.....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Chief Electoral Officer)

Important – Failure to confirm that the templates have been audited and certified as correct in item 5 above or to stipulate the auditor’s detail in item 5.1 above will result in the bid being disqualified.

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Chief Electoral Officer provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEXURE B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: THE ELECTORAL COMMISSION

NB!

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/default.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

I, the undersigned,(full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that: <http://www.thedti.gov.za/default.jsp>.
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

ANNEXURE C

PLEASE NOTE THAT THIS IMAGE IS JUST AN **EXAMPLE** ONLY,
BRANDS CAN CHANGE.



ANNEXURE D

BID EVALUATION CRITERIA – COTTON BUDS/SWABS

AUCTION NUMBER:	
DATE:	
NAME OF BIDDER:	Ranked:

Criteria	YES	NO	Comments
PHASE ONE			
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Did the bidder submit a bid online (e-Procurement) as required?			
2. Was the sample submitted as required? (Item 12 bullet 6)?			
3. Was the sample accompanied by a bill of materials (BOM)?			
4. Was the sample accompanied by the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) and the required forms as stipulated in the dti requirements, i.e. Annexures C, D and E?			
5. Has the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) been fully completed AND audited?			
6. Have the relevant sections of Annexures C, D and E been fully completed and signed?			
7. Was the sample accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?			
8. Does the bid amount on the eProcurement auction correlate with that of Annexure C (i.e. tender price as stipulated in Annexure C plus VAT)?			
9. Was the sample accompanied by a written submission explaining: Who the supplier of the raw materials is?			
10. Who the manufacturer of the cotton Buds/swabs is?			

PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments
PHASE TWO (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
1. Is the sample a cotton bud/swab made with a plastic or wooden sticks? <i>(Item 2 bullet 1)</i>			
2. Does it have a tightly wrapped cotton bud attached to one end? <i>(Item 2 bullet 1)</i>			
3. Does the cotton bud have an excellent absorbency and high strength when saturated with any liquid? <i>(Item 2 bullet 3)</i>			
4. Does the cotton have minimal lint separation? <i>(Item 2 bullet 4)</i>			
5. Is the width of the stick a minimum of 2mm and a maximum of 4mm? <i>(Item 3 bullet 1)</i>			
6. Is the length a minimum of 75mm and maximum of 150mm including cotton part (with a tolerance of 10mm on either dimension)? <i>(Item 3 bullet 2)</i>			
BID EVALUATION COMMITTEE OUTCOME	QUALIFIES	DISQUALIFIED	
Phase 3: Adjudication of Qualifying and Acceptable Bids			
<p>Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auctions and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in term of the scoring will be confirmed. The order or ranking of qualifying bids</p>			

may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.

Bid Evaluation Committee Names:	<i>Signature:</i>