Ref no: SAHPRA/2026/ MICROBIOLOGICAL TESTING LABORATORY -SMALL MOLECULES/REQ00844

REQUEST DETAILS

YOU ARE HEREBY REQUESTED TO SUPPLY A QUOTE FOR THE FOLLOWING REQUIREMENT OF SAHPRA:	**REQUEST FOR QUOTATION MICROBIOLOGICAL TESTING LABORATORY -SMALL MOLECULES** **See detailed specifications and requirements below.**
DELIVERY ADDRESS FOR THE GOODS REQUIRED:	**2nd Floor** **Building A** **Loftus Park** **Kirkness Street** **Arcadia** **Pretoria**

QUERIES/ CLARIFICATIONS

All queries/ clarifications may be raised in writing with the under-mentioned person before the closing date for the quote.

Queries to be e-mailed to:	Mmboniseni Mammbeda
e-mail address to send queries to:	Mmboniseni.mammbeda@sahpra.org.za

CLOSING AND VALIDITY DETAILS

Closing date of quote:	21 September 2026
Closing time of quote:	16h00 pm (The official Telkom time, which can be observed by dialing 1026 from any phone, will be used to verify the exact closing time.)
Quotes must be sent by e-Mail to:	Mmboniseni.mammbeda@sahpra.org.za
All quotes must be valid for acceptance for:	30 days

NOTE: Quotes received after the closing date and time will not be considered.

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RETURNABLE DOCUMENTS

All the under-mentioned documents in this pack must be completed in detail and returned as part of your submission by the closing date and time. Failure to submit the information listed below will result in the quotation being non-responsive.

1 Invitation for Written Quotation – SBD1
2 Valid tax PIN issued by SARS to verify tax status or current CSD registration number (MAAA)
3 Pricing Schedule – SBD3.1
4 Declaration of Interest – SBD4
5 Preferential Procurement Claim Form in terms of the Preferential Procurement Regulation,2022 –
6 SBD6.1
7 It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD). Respondents are therefore required to be registered as a supplier on the CSD when submitting a quote. For registration, the CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx

Respondents must submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their quote.

GENERAL CONDITIONS OF CONTRACT

This Request for Quote is subject to the General Conditions of Contract (GCC) that the provider accepts, when submitting a quote. The GCC is available from the Treasury website and can be accessed by clicking on the following link:
http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

EVALUATION PROCESS

This quote will be evaluated based on responsiveness to the requirements listed here under, specification compliance, functionality, price, and specific goals

- Quote delivered before closing time.
- All returnable documents submitted.
- 80/20 preferential procurement evaluation.

Failure to comply with any of the requirements listed above will result in the quotation being regarded as non-responsive and will not be evaluated further for functionality.

Mandatory Requirements	Provide evidence/page no and/or location	Yes/No (Yes-proceed, No – Do not evaluate further
ISO/IEC 17025 accreditation.		
Relevant microbiology scope (i.e. valid certificate issued by a recognised accreditation body)		
Appropriate laboratory infrastructure. (i.e. laboratory floor plan/layout OR photographs)		

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EVALUATION AND SELECTION CRITERIA

FUNCTIONAL CRITERIA	WEIGHT
TECHNICAL EVALUATION CRITERIA	
Bidders are expected to attach reference letters from previous clients that they have assisted in testing microbiological samples Information that will be verified in the letter are the following: • The reference letters must be signed and, on a company letterhead. • Clearly indicate the type of service provided. • Contact person *Failure to comply with the above will result in zero score.* • Zero to one (01) letter= 0 point • Two (02) reference letters = 15 points • Three (03) reference letters = 20 points • Four (04) reference letters = 25 points • Five (05) and more reference letters = 30	**30**
Company profile indicating number of years of experience in specialising in microbiological testing. • 0 to 1 year =0 points • 2 years to 4 years =5 points • 5 years to 7 years = 10 points • years to 10 years = 15points • More than 10 years = 20	**20**
Bidders are expected to attach micro testing SOP/method to prove micro testing capabilities: • 0 to 1 micro test = 0 point • 2 micro tests = 5 points • 3 micro tests = 10 points • 4 micro tests = 15 points • 5 micro tests = 20 points • More than 5 micro tests = 25	**25**
Provide CV(s) of the assigned specialist/s in microbiological laboratory that will be onsite/conducting micro analysis on SAHPRA samples • CV(s) provided that does not cover all the above skills=0 points • CV(s) provided with two (02) years' experience in micro skills as listed above = 10 points • CV(s) provided with three (03) years' experience in micro skills as listed above =20 points • CV(s) provided with more than three (03) years' experience in micro skills as listed above = 25 points	**25**
TOTAL	**100**

Quotations that score less than 65 points of the points available for functionality will be eliminated from further consideration.

All remaining quotations will be evaluated as follows:

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The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022

The point scored for the specific goals for each acceptable quotation will now be added to the price point.

The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring quotation on justifiable grounds or no award at all.

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DETAILED SPECIFICATIONS/ REQUIREMENTS LIST

TERMS OF REFERENCE FOR MICROBIOLOGICAL TESTING LABORATORY -SMALL MOLECULES

Quotes will only be considered from suppliers who can quote for all the items required. Quotes for only one or a selected group of items will not be considered.

1. Background

The South African Health Products Regulatory Authority (SAHPRA) requires access to competent microbiological testing facilities to support its regulatory mandate for the quality surveillance and assessment of medicines and other applicable health products.

SAHPRA currently has established chemical testing capability, through contracted service providers, but does not have a fully compliant in-house microbiology laboratory with the required infrastructure, equipment, qualified personnel and microbiological testing scope.

Accordingly, SAHPRA intends to appoint suitably qualified and appropriately accredited independent laboratories for the microbiological testing of regulatory samples on behalf of SAHPRA.

The appointed laboratory shall operate under a controlled contractual and quality framework established by SAHPRA. SAHPRA shall retain ownership and regulatory oversight of the samples, testing requirements, test results and regulatory decisions.

2. Purpose

The purpose of this specification is to define the minimum technical, quality, operational and regulatory requirements for the appointment of a laboratory to provide microbiological testing services for SAHPRA.

The service provider shall demonstrate that it has the competence, capacity, impartiality, infrastructure and quality management systems necessary to generate accurate, reliable, traceable and scientifically defensible microbiological results.

3. Scope of Services

The appointed laboratory may be required to perform microbiological testing on regulatory samples, including, but not limited to:

3.1 Non-sterile pharmaceutical products

- Microbial enumeration tests.
- Total aerobic microbial count (TAMC).
- Total combined yeasts and moulds count (TYMC).
- Tests for specified microorganisms.
- Microbial limit testing.
- Absence/presence testing where applicable

3.2 Sterile products

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Where applicable and within the laboratory's accredited scope:

- Sterility testing.
- Bacterial endotoxins testing.
- Microbial contamination-related testing.
- Environmental monitoring associated with testing activities.

3.3 Other microbiological testing

Where specifically requested by SAHPRA:

- Antimicrobial effectiveness/preservative efficacy testing.
- Microbiological identification.
- Water microbiological testing.
- Bioburden testing.
- Bacterial/fungal identification.
- Microbial challenge testing.
- Investigation of suspected microbiological contamination.
- Other pharmacopoeial or validated microbiological tests within the laboratory's approved scope

Note: The exact testing scope shall be determined by SAHPRA based on regulatory requirements, product type, risk classification, suspected quality defect and applicable pharmacopoeial requirements.

4.1 Accreditation

Be accredited to ISO/IEC 17025 by the relevant national accreditation body, preferably with the specific microbiological tests included within its accredited scope.

The laboratory shall provide:

- Current accreditation certificate.
- Current schedule/scope of accreditation.
- Evidence of continued accreditation.
- Details of any suspended, withdrawn or restricted scope.
- Latest accreditation assessment report where requested by SAHPRA

Where a required test is not within the accredited scope, the laboratory shall clearly identify this to SAHPRA and provide evidence of technical competence, method validation/verification and authorization to perform the test

4.2 Regulatory laboratory experience

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The laboratory should preferably demonstrate previous experience in:

- Pharmaceutical microbiological testing.
- Regulatory testing.
- Quality control testing.
- Investigation of suspected substandard or falsified medicines.
- Pharmacopoeial testing.

Experience supporting an NRA, national control laboratory or other regulatory body shall be advantageous.

5. Applicable Standards and Guidelines

The laboratory shall comply with applicable current versions of relevant standards, pharmacopoeias and WHO guidance, including, where applicable:

- ISO/IEC 17025.
- WHO Good Practices for Pharmaceutical Quality Control Laboratories.
- WHO guidance applicable to national/regulatory control laboratories.
- Applicable SAHPRA requirements.
- European Pharmacopoeia (Ph. Eur.).
- United States Pharmacopeia (USP).
- British Pharmacopoeia (BP).
- International Pharmacopoeia.
- Relevant ICH guidelines.
- Applicable national legislation and regulatory requirements.

Testing shall be performed according to the specified pharmacopoeial monograph or approved/validated analytical method provided or approved by SAHPRA

6. Technical Competence

The laboratory shall demonstrate competence in the microbiological methods required under the contract.
Evidence shall include:

- Method validation/verification records.
- Method suitability records.
- Proficiency testing/inter-laboratory comparison results.
- Analyst competency assessments.
- Reference culture management.
- Equipment qualification records.
- Environmental monitoring records.
- Internal quality control results.

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- Investigation of out-of-specification and atypical results

7. Personnel Requirements

The laboratory shall employ sufficient suitably qualified personnel to perform the required testing.

Personnel shall have appropriate:

- Academic qualifications.
- Microbiology experience.
- Pharmaceutical microbiology experience.
- Training.
- Competency assessments.
- Experience with applicable pharmacopoeial methods.

The laboratory shall maintain documented training and competency records for all personnel involved in SAHPRA testing.

Only personnel who have been assessed as competent shall perform or authorize SAHPRA regulatory testing

8. Laboratory Infrastructure

The laboratory shall have appropriate facilities for microbiological testing, including, where applicable:

- Controlled microbiology testing areas.
- Appropriate segregation of activities.
- Clean and controlled environments.
- Suitable incubation facilities.
- Autoclaves.
- Biological safety cabinets where required.
- Appropriate microbiological workstations.
- Environmental monitoring systems.
- Appropriate storage facilities.
- Refrigerators/freezers with monitoring.
- Secure sample storage.
- Appropriate waste decontamination and disposal systems.

The laboratory shall demonstrate that its infrastructure is suitable for the volume and type of SAHPRA samples submitted

9. Equipment Requirements

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All equipment used for SAHPRA testing shall be:

- Fit for intended use.
- Qualified where applicable.
- Calibrated at defined intervals.
- Maintained.
- Identified with unique equipment numbers.
- Covered by preventive maintenance programmes.
- Supported by appropriate equipment records.

Examples include:

- Incubators.
- Autoclaves.
- Analytical balances.
- pH meters.
- Refrigerators/freezers.
- Temperature monitoring systems.
- Microscopes.
- Colony counters.
- Water systems.
- Environmental monitoring equipment.

10. Culture Media and Reference Microorganisms

The laboratory shall have appropriate controls for:

- Procurement of culture media.
- Preparation of culture media.
- Media quality control.
- Growth promotion testing.
- Sterility testing of media where applicable.
- Media storage.
- Media expiry.
- Reference cultures.
- Culture maintenance.
- Microbial identification.

All microbiological cultures and reference materials shall be traceable.

11. Sample Management and Chain of Custody

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SAHPRA regulatory samples shall be managed under a documented chain-of-custody process.

The laboratory shall:

1. Receive samples only from authorized SAHPRA personnel or approved courier service.
2. Verify sample identity and condition upon receipt.
3. Record date and time of receipt.
4. Record the condition of the sample and packaging.
5. Verify quantity received.
6. Assign a unique laboratory identification number.
7. Maintain traceability between SAHPRA sample number and laboratory number.
8. Secure samples against unauthorized access.
9. Maintain appropriate storage conditions.
10. Document all sample movements.
11. Retain samples and/or portions where required by SAHPRA.
12. Return or dispose of samples only with SAHPRA authorization.

Any discrepancy, damaged sample, temperature excursion or compromised sample integrity shall be immediately reported to SAHPRA.

12. Blinding of Regulatory Samples

To protect the independence and impartiality of regulatory testing, SAHPRA may implement a blinded sample identification system.

Where applicable:

- The laboratory shall receive coded samples.
- The identity of the manufacturer/product owner may not be disclosed to analysts.
- Analysts shall not have access to unnecessary commercial information.
- Sample codes shall be controlled by SAHPRA.
- The laboratory shall not attempt to identify the manufacturer or applicant.
- Results shall be reported against the SAHPRA sample code.

The laboratory shall demonstrate how blinding will be maintained throughout sample receipt, testing, review and reporting.

13. Impartiality and Conflict of Interest

The service provider shall demonstrate independence and impartiality in the performance of SAHPRA testing.

The laboratory shall:

- Maintain a documented impartiality policy.
- Identify and manage conflicts of interest.

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- Declare any commercial relationship with manufacturers/product owners whose products may be submitted for testing.
- Immediately disclose potential conflicts to SAHPRA.
- Ensure personnel performing SAHPRA testing are free from conflicts of interest.
- Prevent commercial interests from influencing test results.

SAHPRA shall have the right to reject a laboratory or specific testing arrangement where a conflict of interest could compromise regulatory confidence.

14. Data Integrity

The laboratory shall maintain complete and reliable analytical records in accordance with applicable data integrity principles. Records shall include, where applicable:

- Raw data.
- Worksheets.
- Instrument printouts/electronic records.
- Incubation records.
- Media preparation records.
- Environmental monitoring records.
- Culture identification records.
- Calculations.
- Chromatographic or instrumental data where applicable.
- Deviations.
- Investigations.
- OOS/OOT investigations.
- Review and approval records.

Data shall be attributable, legible, contemporaneous, original/true copy, accurate, complete, consistent, enduring and available. Electronic systems used for SAHPRA testing shall have appropriate:

- User access controls.
- Audit trails.
- Backup.
- Data retention.
- Security.
- Change control.

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15. Out-of-Specification and Atypical Results

The laboratory shall have a documented procedure for handling:

- Out-of-specification results.
- Out-of-trend results.
- Atypical results.
- Suspected contamination.
- Invalid tests.
- Laboratory errors.
- Method deviations.

The laboratory shall not invalidate or repeat a regulatory sample test solely because the initial result is unexpected.

Any investigation and repeat testing shall be performed according to an approved procedure and communicated to SAHPRA.

SAHPRA shall be notified immediately of potentially significant results

16. Reporting Requirements

The laboratory shall provide a formal Certificate of Analysis/Test Report for every SAHPRA sample.

The report shall include, at minimum:

- SAHPRA sample identification number.
- Laboratory sample identification number.
- Product name.
- Batch/lot number where available.
- Manufacturer where authorized for inclusion.
- Date of sample receipt.
- Date of testing.
- Test performed.
- Test method/reference.
- Specification/acceptance criterion.
- Result.
- Units.
- Pass/fail or compliant/non-compliant interpretation where applicable.
- Deviations, if any.
- Analyst identification.
- Reviewer/authorizer.
- Date of approval.
- Laboratory accreditation status for each test, where applicable.

Results shall be reported directly to SAHPRA's designated officials.

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The laboratory shall not communicate regulatory results directly to manufacturers, applicants or other external parties unless expressly authorized by SAHPRA

17. Turnaround Time

The laboratory shall comply with SAHPRA-approved turnaround times.

The procurement specification should define specific targets, for example:

Testing category	Target TAT
Routine microbiological testing	≤ 20 working days
Urgent regulatory testing	≤ 10 working days
Suspected falsified/substandard product	≤ 5–10 working days
Critical public-health investigation	As agreed with SAHPRA

The final TAT should be agreed during contracting based on the individual test methods and regulatory risk.

The laboratory shall provide periodic performance reports showing:

- Samples received.
- Samples tested.
- Samples outstanding.
- Results released.
- TAT achieved.
- TAT missed.
- Reasons for delays.
- Corrective actions.

18. Capacity Requirements

The laboratory shall demonstrate sufficient capacity to accommodate SAHPRA's anticipated workload.

The bidder shall provide:

- Current microbiology workload.
- Available testing capacity.
- Number of microbiologists/analysts.
- Number of testing facilities.
- Equipment capacity.
- Maximum monthly testing capacity.
- Current utilization.
- Contingency capacity.
- Business continuity arrangements.

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The laboratory shall notify SAHPRA where capacity constraints may affect agreed turnaround times

19. Quality Control and Proficiency Testing

The laboratory shall participate in appropriate:

- Proficiency testing programmes.
- Inter-laboratory comparisons.
- Internal quality control programmes.
- Method performance monitoring.

Evidence of satisfactory performance shall be provided to SAHPRA upon request

20. Auditing and SAHPRA Oversight

SAHPRA shall retain the right to:

- Conduct pre-award laboratory audits.
- Conduct routine audits.
- Conduct unannounced audits where justified.
- Review laboratory records relating to SAHPRA samples.
- Review raw data.
- Review deviations and investigations.
- Review equipment qualification and calibration.
- Review personnel competency.
- Review data integrity controls.
- Review environmental monitoring.
- Review sample management systems.

The laboratory shall provide SAHPRA with reasonable access to relevant records and facilities

21. Subcontracting

The appointed laboratory shall not subcontract SAHPRA testing to another laboratory without prior written approval from SAHPRA.

Any proposed subcontractor shall meet the same minimum requirements regarding:

- ISO/IEC 17025 accreditation.
- Technical competence.
- Impartiality.
- Data integrity.
- Sample management.

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- Confidentiality.
- Quality management.

SAHPRA reserves the right to audit or approve the subcontractor

22. Confidentiality

The laboratory shall maintain strict confidentiality of:

- SAHPRA samples.
- Product information.
- Test results.
- Regulatory investigations.
- Manufacturer information.
- SAHPRA correspondence.
- Raw data.

Information relating to SAHPRA testing shall not be disclosed to third parties without written authorization from SAHPRA, except where disclosure is legally required

23. Records Retention

The laboratory shall retain all records associated with SAHPRA testing for the period specified by SAHPRA and applicable legislation.

Records shall remain:

- Secure.
- Retrievable.
- Traceable.
- Protected from unauthorized alteration or destruction.

SAHPRA shall have access to records during the retention period

24. Business Continuity

The laboratory shall have documented contingency arrangements for:

- Equipment failure.
- Power failure.
- Loss of critical personnel.
- Microbial contamination.
- Facility failure.
- IT/data loss.

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- Supply interruptions.
- Incubation equipment failure.
- Unexpected increase in SAHPRA sample volumes.

The laboratory shall notify SAHPRA of any event that could affect testing or result integrity

INVOICING INSTRUCTIONS

- All invoices shall comply with Section 20 of the VAT Act No 89 of 1991.
- All invoices should be submitted to the email address as per the issued purchase order should you be the successful bidder.

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PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	SAHPRA/2026/ MICROBIOLOGICAL TESTING LABORATORY -SMALL MOLECULES/REQ00844	CLOSING DATE:	21 September 2026	CLOSING TIME:	16:00
DESCRIPTION	**REQUEST FOR QUOTATION MICROBIOLOGICAL TESTING LABORATORY -SMALL MOLECULES**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mmboniseni Mammbeda	CONTACT PERSON	Mmboniseni Mammbeda
TELEPHONE NUMBER	012 015 5427	TELEPHONE NUMBER	012 501 0327
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Mmboniseni.mammbeda@sahpra.org.za	E-MAIL ADDRESS	Mmboniseni.mammbeda@sahpra.org.za

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

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.

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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, 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 PIN 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: ……

Approved

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: …… ……BID NO.: ...REQ00762……

CLOSING TIME 16:00 CLOSING DATE…24 August 2026……

OFFER TO BE VALID FOR ……30……DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R……..

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
----------	R----------	----------
----------	R----------	----------
----------	R----------	----------
----------	R----------	----------
----------	R----------	----------

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

----------	R----------	---------- days
----------	R----------	---------- days
----------	R----------	---------- days
----------	R----------	---------- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	……	……	R……
----------	……	……	R……
----------	……	……	R……
----------	……	……	R……

TOTAL: R……

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5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	……	……	R……..
----------	……	……	R……..
----------	……	……	R……..
----------	……	……	R……..

TOTAL: R……

6. Period required for commencement with project after acceptance of bid

……

7. Estimated man-days for completion of project

……

8. Are the rates quoted firm for the full period of contract?
*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

……

……

……

NOTE: Also attach an official quotation on a letterhead.

Signature of Bidder: ----------

Date: ----------

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The quantities indicated above are not fixed. SAHPRA reserves the right to change the quantity per item listed above in its sole discretion during the validity period. SAHPRA reserves the right not to make an award, or to award all the items to one supplier/ service provider or to make awards to different suppliers/ service providers for the same or different items.

TO BE COMPLETED BY THE PROVIDER				
	TICK WHICHEVER IS APPLICABLE FOR YES/NO ANSWERS			
Does the offer comply with the specification(s)?	**YES**		**NO**	
IF NOT TO SPECIFICATION, STATE DEVIATION IN HERE OR SUPPLY ADDITIONAL PAGE DETAILING DEVIATION:				
Indicate period required for delivery after initial order				
Is the price firm?	**YES**		**NO**	
Delivery basis and costs included (Ex stock, Ex-factory, etc)				

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DECLARATION OF INTEREST – SBD4

BIDDER'S DISCLOSURE

Respondents are to complete the bidder's disclosure in full

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

I, the undersigned, (name)…… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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

[2] 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.

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Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS 2022

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific goals

1.4 To be completed by the organ of state:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific goals	100

1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid

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invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

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SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS					
Description / Goals		**Allocated points**			**Evidence or Proof of claim**
		Preference Point System			
Category A: Promotion of SMMEs		**80/20**	**90/10**		- Valid BBBEE certificate - Valid affidavit - Director(s)' certified ID copy - CSD report
1.	100% Black owned EME and QSE	20	10		
2.	At least 51% Black owned EME and QSEs	18	9		
3.	Zero and less than 51% Black owned EME and QSEs	16	8		
Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)		**BBBEE Level**	**Preference Point System**		**Evidence / proof of claim**
			80/20	**90/10**	
4.	<u>% Ownership</u> a) 30% - 100% Black women b) 51% - 100% Black youth c) 51% - 100% Black people with - disability	All levels	20	10	- CSD report - Valid affidavit - Valid BBBEE certificate - Directors(s) certified ID copy - Declaration / proof of disability issued by medical practitioner
	a) 51% - 100% Black	1	18	9	
		2	16	8	
		3	14	7	
		4	12	6	
		5	8	5	
		6	6	4	
		7	4	2	
		8 and Non-compliant	0	0	
Category C: Promotion of BBBEE Contributors - large enterprises		**BBBEE Level**	**Preference Point System**		**Evidence / proof of claim**
			80/20	**90/10**	
10.	Nonblack and Non-HDI enterprises	1	12	6	Valid BBBEE certificate
		2	10	5	
		3	8	4	
		4	6	3	
		5 to non-compliant	0	0	

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5. BID DECLARATION

DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

5.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME.....

DATE: .....

ADDRESS: .....

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