

**KWAZULU-NATAL PROVINCE**EDUCATION
REPUBLIC OF SOUTH AFRICA

ZNB 0127E/2022/2023: MANUFACTURE, SUPPLY AND DELIVERY OF SANITARY TOWELS AND DISPOSAL ITEMS FOR GIRLS IN SCHOOL AS AND WHEN REQUIRED FOR ALL DISTRICTS UNDER THE DEPARTMENT OF EDUCATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWENTY-FOUR (24) MONTHS

To: Mr GN Ngcobo
The Head of Department

Subject: Request for approval and award of the following bid:

BID NUMBER	ZNB 0127E/2022/2023
DESCRIPTION	Manufacture, supply and delivery of sanitary towels and disposal items for girls in school as and when required for all districts under the Department of Education for a period of thirty-six (36) months with an option to renew for a further period of twenty-four (24) months

**Table 1: Summary
Bid Advertisement**

BAC approval of specification	
Tender advertisement (Department of Education website)	
Closing Date	17 June 2022
Validity of Tender	12 July 2022
Evaluation	180 Days
Number of Bids Received	
Pre-Qualification Criteria	
Eliminated	57
Shortlisted	53
Compliance	
Eliminated	04
Shortlisted	03
Functionality	
Eliminated	01
Shortlisted	0
	01

Table 2: Recommendation

SERVICE PROVIDER	Access Medical (Pty) Ltd
FINANCIAL IMPLICATIONS	As per Table 12



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1. PURPOSE

- 1.1 To obtain the recommendation from the Bid Adjudication Committee (BAC) to the Head of Department (HOD) to appoint a service provider for the:

ZNB 0127E/2022/2023: Manufacture, supply and delivery of sanitary towels and disposal items for girls in school as and when required for all districts under the Department of Education for a period of thirty-six (36) months with an option to renew for a further period of twenty-four (24) months

2. BACKGROUND

- 2.1 The Supply Chain Management Chief Directorate received a request from SNES to invite bids for the appointment of suitable service provider/s for the manufacture, supply and delivery of sanitary towels and disposal items for girls in school as and when required for all districts under the Department of Education for a period of thirty-six (36) months with an option to renew for a further period of twenty-four (24) months. This will be a period contract to be utilized as when required.
- 2.2 For the past 5 years, the Department has been participating in a transversal contract arranged by the Department of Health. The contract expired in May 2022.

3. BEC Details and Bid Support

- 3.1 Names and designations of BEC members as approved by the HOD and Bid Support:

Table 3: BEC Members and Bid Support

Name	Designation	Comments
Mr. Z.M Thusi	Director: Financial Services	Chairperson
Mrs. M.M.L.S Mkhize	Director: Supply Chain Management	Member
Mr. B.V Mlambo	Director: Infrastructure Delivery	Member
Mr. T.J.C. Cele	Director: NSNP	Member
Mr. S.S. Ntombela	Deputy Director: Logistics, Assets and Disposal	Member
Mr. S.M Mbhele	Assistant Director: Demand and acquisition	Member
Ms. S.L.N Mbatha	Acting Director: LTSM	Member
Mr. F.E Radebe	Deputy Director: SCM	BEC Support
Ms. N. Makaula	Assistant Director: SCM	BEC Support
Ms. T Thusi	Assistant Director: SCM	BEC Support
Ms. T.M Mntambo	Admin Support	BEC Support



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3.2 Summary of BEC meetings held:

Table 4: BEC Meetings

Date of meeting	Description/ Comments
03 August 2022	Compliance
08 August 2022	Site Visits
10 August 2022	Report on site visits, Scoring of functionality and recommendation

4. EVALUATION CRITERIA:

The evaluation criteria below consisting of 5 evaluation steps as detailed in the bid document was used to evaluate the bids received:

Step 1 – Prequalification criteria

- Check and verify compliance with the Prequalification Criteria viz. BBBEE Level 1 and sub-contracting a minimum of 30% of the contract to EME's or QSE's which are at least 51% owned by black people who are youth, black people who are women or black people living with disabilities as per the provisions of section 4(1) (c) (ii), (iii) and (iv) of the PPPFA Regulations, 2017). Failure to comply with the above will lead to disqualification.

Step 2 - Administrative Compliance

- Check and verify compliance with the submission and completion of compulsory bid documents. Failure to comply with any of the sections contained in the bid document that constitute step two will lead to disqualification.
- The following documentation must be completed, each page initialed, stamped (where applicable) and submitted on the closing date:

Table 5

Compulsory Bid Forms		Tick to indicate submission (failure to complete will lead to disqualification)
PART A	PART A: INVITATION TO BID (SBD 1)	
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID	
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS IS CORRECT AND UP TO DATE	
SECTION E	PRICING SCHEDULE (SBD 3.1)	
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	
SECTION H	PREFERENCE POINTS CLAIM FORM (SBD 6.1)	



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SECTION I	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD 6.2)	
SECTION K	GENERAL CONDITIONS OF CONTRACT	
SECTION L	SPECIAL CONDITIONS OF CONTRACT	
SECTION M	AUTHORITY TO SIGN THE BID	
SECTION N	TERMS OF REFERENCE	
SECTION O	CERTIFICATE OF COMPLIANCE WITH BID DOCUMENTATION	
SECTION P	PAST / CURRENT EXPERIENCE	

Step 3 – Submission of Schedules (Supporting Documents)

- Check and verify the submission of supporting documents by bidders who comply with both Step 1 and Step 2. Failure to submit any of the required supporting documents or submission of non-compliant supporting documents will lead to disqualification. All submitted schedules must be initialed and stamped.

Table 6

Schedules / Supporting Documents		Tick to indicate submission
Schedule 1	Full CSD report not older than 1 month	
Schedule 2	An original or certified copy of a resolution as per Section M	
Schedule 3	Proof of physical address	
Schedule 4	Proof that bidder is a manufacturer	
Schedule 5	SABS / SANS 1043:2010 certificate (Edition 3) Regular size	
Schedule 6	Company Profile	
Schedule 7	List of intended sub-contractors	

Step 4 – Physical Verifications

- Physical verification of business premises for bidders who comply with Step 1, Step 2 and Step 3. Failure to comply with the above will lead to disqualification from further evaluation.

Step 5 – Samples

- Samples will be called for from bidders who comply with Step 1, Step 2, Step 3 and Step 4 of the Evaluation Criteria. Samples and brand to correspond to SABS/SANS 1043: 2010 (Edition 3) Regular Size. Failure to comply with the above will lead to disqualification from further evaluation. Only bidders whose samples meet the specification will be considered further.

Step 6 - Functionality

- Bidders who comply with Step 1, Step 2, Step 3, Step 4 and Step 5 will be scored on the functionality criteria tabled below.



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Table 7: Functionality

CRITERION	SCORING	MAXIMUM TO BE AWARDED	MEANS OF VERIFICATION
1.CONFIRMATION OF BIDDER'S OWNERSHIP OF A MANUFACTURING FACILITY	(30)	30 points for compliance 0 points for non-compliance Bidders who fail to score 30 points for this category will be disqualified	- Evidence of ownership of a manufacturing plant - Physical Verification
2.SABS SANS 1043:2010 (EDITION 3) REGULAR SIZE	(20)	20 points for compliance 0 points for non-compliance Bidders who fail to score 20 points for this category will be disqualified	Certified Copy of SABS / SANS 1043: 2010 (Edition 3) Regular Size
3. RELEVANT EXPERIENCE IN MANUFACTURING OF SANITARY TOWELS	(20)	20 points for five (5) years or more years' of experience in manufacturing of sanitary towels 10 points for less than five (5) years' experience in manufacturing of sanitary towels 0 points for non-submission and irrelevant submissions	- Detailed company profile with contactable references AND - Reference letters and/or Proof of orders and delivery notes
4. WAREHOUSING AND DISTRIBUTION CAPACITY	(20)	20 points for proof of ownership of warehousing and distribution vehicles 10 Points for signed lease for warehousing and distribution vehicles 0 Points for non-submission	Title deed or signed lease for warehouse and log books or lease agreements for distribution vehicles
5. SUB-CONTRACTING	(20)	20 points for appointment of sub-contractors who are women, youth and people with disabilities in all districts	- List and details of sub-contractors per district as per Clause 6 of the Special Terms and Conditions - Verification of company ownership on CSD
6. LOCALITY (Manufacturing Facility)	(10)	10 points for manufacturing facility within the Province of KwaZulu-Natal 5 points for manufacturing facility outside KwaZulu-Natal Province	- CSD verification - Proof of Physical Address - Physical verification
TOTAL POINTS = 120 Points PASS MARK = 80 Points			



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Step 5 - Preferential Points

- This bid will be evaluated using the 80/20 preference point system.
- Bidders must comply with SBD 6.1 Declaration form to claim preference points.

5. RESULTS OF EVALUATION PROCESS

5.1 Step 1: All fifty-seven (57) bids received were checked for compliance with the pre-qualification criteria.

5.1.1 Out of the 57 bids received, fifty-four (54) were found to be non-compliant with the pre-qualification criteria and were therefore eliminated. Four (4) bids were found to be compliant.

Table 8: Pre-qualification

No.	Company Name	CSD Number	BBBEE Status	Subcontracting a minimum of 30%	Comments
1	CY Emhlangeni Construction and Services	MAAA0559968	NO	NO	3 Sworn affidavits submitted, 2 EME and 1 QSE. No subcontracting.
2	Luziphi Projects	MAAA0983923	NO	NO	Sworn affidavit not signed and stamped by commissioner of oaths. No subcontracting.
3	Thulesha Printing and Consultant	MAAA1189376	YES	NO	No subcontracting
4	Kwamseshi Trading	MAAA0111283	YES	NO	No subcontracting
5	Amaphiwo Trading	MAAA0509853	YES	NO	No subcontracting
6	Nicholas Mbhele Project (Pty) Ltd	MAAAA965272	YES	NO	No subcontracting
7	Intandela Multipurpose Projects Primary Co-op	NO	NO	NO	Bidder indicated February for financial year on the sworn affidavit. No subcontracting.
8	Imamba Enyama Trading and Projects	MAAA0212131	NO	NO	Sworn affidavit incomplete - not dated by deponent and financial year not indicated. No subcontracting.
9	Isidleke Sempilo Trading (Pty) Ltd	MAAA0959412	YES	NO	No subcontracting
10	Eagles Eye Holding	MAAA0725372	NO	NO	No subcontracting.
11	Microlife Investment cc	MAAA0359588	NO	NO	Subcontracting not indicated.
12	Mchazeni Group Solutions (Pty) Ltd	MAAA0168123	NO	NO	Sworn affidavit is a copy of a certified copy. No subcontracting.
13	Isiqiniso Trading	MAAA0988178	NO	NO	Sworn affidavit is not signed by commissioner. BBBEE certificate is a copy that is not certified. Subcontracting not indicated.



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No.	Company Name	CSD Number	BBBEE Status	Subcontracting a minimum of 30%	Comments
14	Go Further People Investments	MAAA1142760	YES	NO	No subcontracting
15	Urban Crew Raremixed (Pty) Ltd	MAAA1166023	NO	NO	Bidder ticked all 3 levels on the sworn affidavit. No subcontracting.
16	Mqulusha Trading (Pty) Ltd	MAAA0116228	YES	NO	No subcontracting
17	Mvunganze Enterprise (Pty) Ltd	MAAA0125327	NO	NO	Financial year indicated as Feb on the sworn affidavit. No subcontracting.
18	Oshuklas Projects (Pty) Ltd	MAAA0150407	NO	NO	Sworn affidavit not dated by deponent. No subcontracting.
19	Mvulane 122 Trading	MAAA0929109	NO	NO	Sworn affidavit signed on 30 Nov 2021 by deponent, not signed by Commissioner but certified a true copy on 08 July 2022. No subcontracting.
20	Mavoti Trading	MAAA0895067	YES	NO	Bidder ticked all designated groups for subcontracting and not just the 3 indicated
21	Phumisto Services and Projects (Pty) Ltd	MAAA715086	NO	NO	BBBEE certificate is a copy that is not certified. No Subcontracting.
22	Umbono Trading cc	MAAA0019910	YES	NO	No subcontracting
23	Deembalz7884 (Pty) Ltd	MAAA1157618			Subcontracting not indicated.
24	Tobaye Investments (Pty) Ltd	MAAA0989220	YES	YES	Compliant
25	Jika Business Services	MAAA0110787	YES	YES	Bidder ticked all designated groups for subcontracting but did not tick disabled people.
26	Mapeu Trading (Pty) Ltd	MAAA0727551	NO	NO	Bidder ticked all 3 levels on the sworn affidavit. No subcontracting.
27	Mbalazi Trading	MAAA0186250	NO	NO	Bidder ticked all 3 levels on the sworn affidavit. No subcontracting.
28	Eagles Abilities	MAAA0727316			Bidder ticked all 3 levels on the sworn affidavit. No subcontracting.
29	Harpy Eagles Holdings	MAAA0726200	NO	NO	Bidder ticked all 3 levels on the sworn affidavit. No subcontracting.
30	Urban Joy (Pty) Ltd	MAAA1166978	NO	NO	Subcontracting not indicated.
31	Lwande Projects	MAAA0100638	NO	NO	Declaration of ownership, financial year and BBBEE level not completed on sworn affidavit



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No.	Company Name	CSD Number	BBBEE Status	Subcontracting a minimum of 30%	Comments
32	Chanel o6 Trading and Enterprise (Pty) Ltd	MAAA1176440	NO	NO	Sworn affidavit not signed by both bidder and commissioner of oaths. No subcontracting.
33	Dip Levels Trading cc	MAAA0513077	YES	NO	No subcontracting
34	Oyena Langa	MAAA0799076	YES	NO	No subcontracting
35	Mahlamancwango Trading	MAAA0712273	YES	NO	No subcontracting
36	Mtómntwana Roadmarking (Pty) Ltd	MAAA0989003	NO	NO	No subcontracting.
37	Bakholeiwa Trading	MAAA0831110	YES	NO	No subcontracting
38	NN Cleaning and Projects	MAAA0705036	NO	NO	Financial year indicated as February on the sworn affidavit. No subcontracting.
39	Diadlamed EMS	MAAA0927980	YES	YES	Compliant
40	The Multi One Trading	MAAA0077926	NO	NO	BBBEE certificate is a copy that is not certified. No Subcontracting.
41	Ukhambalwethu Projects	MAAA0130318	YES	YES	Bidder ticked all designated groups for subcontracting and not just the 3 indicated
42	Busengweni Enterprise	Not Provided	YES	NO	No subcontracting
43	Melika Services (Pty) Ltd	MAAA1019218	NO	NO	No subcontracting.
44	Lateomark (Pty) Ltd	MAAA1021133	NO	NO	BBBEE level not indicated on sworn affidavit. No subcontracting
45	Sno-Thando Trading and Projects	MAAA0388051	NO	NO	No subcontracting.
46	Brenda L Trading (Pty) Ltd	MAAA1180651	NO	NO	Financial year not indicated on sworn affidavit. No subcontracting.
47	Izawethemb General Trading (Pty) Ltd	MAAA0232573	YES	NO	No subcontracting
48	Abapheli Holdings (Pty) Ltd	MAAA1013136	YES	NO	No subcontracting
49	Khul Gee Construction and Trading	MAAA0931207	YES	NO	No subcontracting
50	Vangelinono Trading (Pty) Ltd	MAAA0206176	YES	NO	No subcontracting
51	Maluju Capital	MAAA0792472	YES	NO	No subcontracting
52	Eagles Agility Enterprises	MAAA0381439	NO	NO	No subcontracting, bidder filled in both sworn affidavit for EME and QSE, ticked level 1,2 and 3
53	Black Diamond Investments And Trading 2020 (Pty) Ltd	MAAA0956306	YES	YES	Compliant



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No.	Company Name	CSD Number	BBBEE Status	Subcontracting a minimum of 30%	Comments
54	Access Medical (Pty) Ltd	MAAA0013740	YES	YES	Compliant
55	Afrika Link Trading (Pty) Ltd	MAAA0645378	NO	NO	Sworn affidavit not commissioned, filled in both for EME and QSE
56	Phezulu Power (Pty) Ltd	MAAA0482091	NO		No subcontracting, attached own sworn affidavit that is not originally certified.
57	Mnqampuma Trading	MAAA0103341	YES	NO	No subcontracting

5.2.1 Step 2 Administrative Compliance and Step 3 Submission of Schedules (Supporting Documents)
The Committee checked for the administrative compliance (completion of SBD documents) and submission of schedules (supporting documents) from the four (4) bids that met the pre-qualification criteria, as per the conditions of the bid.

5.2.2 Out of the four (4) bids that passed pre-qualification criteria, three (3) were found to be non-compliant in step two and step 3 and were therefore eliminated.

Table 9: Administrative Compliance

No.	Company Name	Comments
24	Tobaye Investments (Pty) Ltd	Authority to sign a bid is not completed. Bidder referred to the attached resolution. List of intended sub-contractors is not submitted. There is no proof that the bidder is a manufacturer of sanitary towels.
39	Dladlamed EMS	Bid document is not initialled. Resolution is not attached. List of intended sub-contractors is not submitted. There is no proof that the bidder is a manufacturer of sanitary towels. There is no SABS certificate attached.
53	Black Diamond Investments And Trading 2020 (Pty) Ltd	False declaration on SBD 4. List of intended sub-contractors is not submitted. There is no proof that the bidder is a manufacturer of sanitary towels.
54	Access Medical (Pty) Ltd	Compliant

5.3 Step 4 and Step 5: Physical Verification and Samples

5.3.1 The BEC conducted a physical site verification on Monday, 08 August 2022 at a manufacturing site located in Verulam. The findings were as follows:

- A well established manufacturing plant with offices was found on a 14 000 square meter site.
- The company has been in business since 2012 and is a family business. There are about 25 employees working on two shifts.
- The Committee witnessed the process of manufacturing sanitary towels from start to end.
- The machine is able to make an output of 800 sanitary towels per minute.



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- v) The company also manufactures toilet paper and medical disposables such as cotton wool, gauzes and alcohol swabs.
- vi) Access Medical demonstrated vast experience and is currently involved in national transversal contracts.
- vii) The company has warehouses across KZN and trains sub-contractors for deliveries and capturing of data for deliveries.
- viii) The Committee found Access Medical to be well established and capacitated.

5.3.2 The Committee viewed the samples for all the items offered on this bid.

- i) Sanitary Towels:- The bidder submitted the SABS certificate and the Committee found it to be in line with the bid requirements. The sanitary towels produced were therefore deemed to be compliant. They are individually wrapped and packed in 12's in packaging branded specifically for the Department for easier identification and to prevent resale of the product.
- ii) She-bins:- The 18L pedal bins are made of tough durable plastic and therefore comply with the specification.
- iii) She-bin liners:- The samples viewed are red 600 x 600m plastic bags that comply with the specification.
- iv) Disposal bags / sanitary waste packet:- The bags are opaque unscented plastic and are sealable and comply with the specification.

5.4 Step 6: Functionality scoring

5.4.1 Access Medical met all the minimum bid requirements for Steps 1 to 5 and the BEC therefore scored the bidder on functionality.

5.4.2 The functionality scores were as follows:

Table 11: Functionality Scoring

Name of Bidder: Access Medical (Pty) Ltd		
Criteria No.	Requirement	Score achieved
Criteria 1	Confirmation of bidder's ownership of a manufacturing facility (30)	30
Criteria 2	SABS /SANS 1043:2010 (Edition 3) regular size certificate (20)	20
Criteria 3	Relevant experience in manufacturing of sanitary towels (20)	20
Criteria 4	Warehousing and distribution capacity (20)	10
Criteria 5	Sub-contracting (20)	20
Criteria 6	Locality (10)	10
Total Score		110



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5.5 Step 7: Application of the 80/20 preference points system

5.5.1 As the only bidder that met the minimum bid requirements, Access Medical (Pty) Ltd scored 80 points for price for each of the items on Table 12 and 20 points for B-BBEE points.

6. RECOMMENDATION

6.1 The Bid Evaluation Committee recommends that the bid be awarded to the only bidder who met all the minimum bid requirements at the unit prices tabled below:

Table 12: Unit Prices

Item No.	Item Description	Unit Price excluding VAT
1	Sanitary Towels (Pack of 12)	R14,00
2	She-Bin (18L)	R 335,23
3	She-Bin Liners (Pack of 100)	R 187,20
4	Sanitary disposal bags (Pack of 100)	R 11,52

Signed: Bid Evaluation Committee Members

ABSENT
Mr ZM Thusi
Director: Financial Services
BEC Chairperson

Date

[Signature]
Mrs. M.M.L.S Mkhize
Director: Demand and Acquisition Chairperson:
BEC Deputy Chairperson

12/08/2022
Date

RETIRED
Mr BV Mlambo
Director: Infrastructure Delivery
BEC Member

Date

[Signature]
Ms SLN Mbatha
Acting Director: LTSM
BEC Member

12-08-2022
Date

[Signature]
Mr. S Ntombela
Deputy Director: Logistics, assets and disposal
BEC Member

12/08/2022.
Date

[Signature]
Mr. S.M Mbhele
Assistant Director: Demand and Acquisition
BEC Member

Date

[Signature]
Mr T.J.C Cele
Director: NSNP
BEC Member

12/08/2022
Date



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7. RECOMMENDATION

- 7.1 The Bid Evaluation Committee recommends that the bid be awarded to the only bidder who met all the minimum bid requirements at the unit prices tabled below:

Item No.	Item Description	Unit Price excluding VAT
1	Sanitary Towels (Pack of 12)	R14,00
2	She-Bin (18L)	R 335,23
3	She-Bin Liners (Pack of 100)	R 187,20
4	Sanitary disposal bags (Pack of 100)	R 11,52

Signed: Bid Adjudication Committee Members

Mr L Rambaran
Mr L Rambaran
Chief Financial Officer
Chairperson: BAC

25/08/2022
Date

The above price includes warehousing and distribution C.R.

ABSENT

Ms TA Gumede
Chief Director: Districts Operational Management
BAC Member

Date

Mr TC Mbanjwa
Mr TC Mbanjwa
Chief Director: Office of the HOD
BAC Member

25/08/2022
Date

Ms NG Maphumulo
Ms NG Maphumulo
Director: Legal Services
BAC Member

25/08/2022
Date

ABSENT
Ms ML Thusi
Chief Director: Administrative Services
BAC Member

Date

Ms TP Masinga
Ms TP Masinga
Deputy Director: Demand and Acquisitions
BAC Member

25/08/2022
Date



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8. APPROVAL

Remarks:

Approved. Approval takes into account
the comments by the BAC chairperson.

Mr GN Ngcobo
Head of Department: KZN Department of Education

6/9/22
Date