

NATIONAL HEALTH LABORATORY SERVICE (NHLS)

REQUEST FOR QUOTATIONS

**You are hereby invited to submit Quotation for the requirements of
National Health Laboratory service**

RFQ number:	UNI 2021-002	
Closing date:	27 JANUARY 2022	
Closing time:	11:00AM	
RFQ validity period:	30 days (commencing from the RFQ Closing Date)	
Important		
RFQ Description:	SUPPLY AND DELIVER UNIFORM AT NHLS BRAAMFONTEIN GENERAL SERVICES.	
		Hand Delivered at:
		NHLS Main reception. RFQ Box CNR Hospital and De Korte Street Braamfontein, Security office.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

The following particulars must be furnished

Information of the Bidder

Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	

I certify that the information furnished on this form is true and correct.

I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of bidder (duly authorised)

Signature of bidder

Date

Capacity under which this RFQ is signed

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- This document may contain confidential information that is the property of the NHLS and the Client. NHLS
 - No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from NHLS Ltd and the Client.
 - All Copyright and Intellectual Property herein vests with NHLS and its Client.
 - Late and incomplete submissions will not be accepted.
 - Price Declaration must be completed, and Should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
 - Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date.
 - Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.

A compulsory RFQ/site meeting will be conducted at

for a period of ± hours. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

- A Certificate of Attendance in the form attached hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFQ briefing.

Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified

- No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2011.
- All questions regarding this RFQ must be forwarded to the buyer within 24 hours after the RFQ has been issued.
- It is the responsibility of the bidder to ensure that its response reaches NHLS on or before the closing date and time of the RFQ.

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS MAIN RECEPTION IN THE RFQ BOX.

PLEASE DO NOT SUBMIT RFQ RESPONSES IN THE TENDER BOX AS THE RFQ RESPONSES DEPOSITED IN THE TENDER BOX SHALL NOT BE CONSIDERED.

The Bidder accepts the above terms and conditions and the General Conditions of Contract attached in Annex G .	Accept	Do not accept

2. RESPONSE FORMAT

2.1 BIDDERS SHALL SUBMIT PROPOSED RESPONSE IN ACCORDANCE WITH THE SPECIFIED BELOW. FAILURE TO DO SO SHALL RESULT DISQUALIFICATION THE BIDDER'S RESPONSE.

- 2.2 **Schedule Index**
- 2.2.1 **Schedule 1:** RFQ document
- 2.2.2* **Schedule 2: valid Tax Clearance Certificate and Tax verification PIN**
- 2.2.3 **Schedule 3:** Price (Submit the price **in a sealed envelope.**)
- 2.2.4 **Schedule 4:** Preferential Procurement Claim form and the **Certified copy of the B-BBEE Status Level Verification Certificate (SBD 6)**
- 2.2.5 **Schedule 5:** Declaration of interest **(SBD 4)**
- 2.2.6 **Schedule 8:** Declaration of Bidders' past supply chain practices **(SBD 8)**
- 2.2.7 **Schedule 7:** Certificate of independent bid determination **(SBD 9)**
- 2.2.8 **Schedule 8:** General Conditions of Contract
- 2.2.9 **Schedule 9:** Local Content Declaration of the Local Content designated **(SBD 6.2)**
- 2.2.10 **Schedule 10:** Attendance for a compulsory briefing session, if applicable

1.ADMINISTRATIVE COMPLIANCE

The following will be used to evaluate bids administratively:

- Fully completed and signed SBD4
- Submission of and valid tax clearance and Tax Verification Pin
- Proof of registration on Central Supplier Database (CSD)
- Preferential Procurement Claim form
- Copy of the B-BBEE Verification Certificate(s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice.
- The service providers to have agree with NHLS general contract terms conditions

1.2 Next step of evaluation is the "technical" or so called "functional" evaluation which

is purely based on NHLS specifications and Scope of Work. NHLS end-user department (who *requested the RFQ*), Procurement Services, Finance and subject specialists are part of the Cross Functional Evaluation Team (CFET) meeting which is chaired by the Procurement Officer Functionality is the technical evaluation of the bidders' proposal.

Should functionality be included in the RFQ as a threshold, the RFQ document must clearly state the minimum score to be achieved if bidders are to be further evaluated on price and preference. Responses that do not meet the threshold for technical will not progress further.
(if applicable)

1.3 The final stage of evaluation is done after the CFET has reached their verdict and is done by NHLS Procurement Services. B-BBEE score (commercial evaluation) is added in order to get the final order of merit for the bidders being evaluated.

1.3.1 The evaluation of the Proposal shall be based on the price and B-BBEE scorecard

Price points	80
B-BBEE status level contribution	20
Total	100 points

Specification

Item	Size	Qty	Unit prize	Total amount	Comply	Non Comply
Boots extra wide steel toecap resistant to 200J	5	2				
PVC Wrist open cuff SABC	Medium	5				
Polacid repellent conti suit	36	3				
Royal blue conti suit	36	3				
Freezer Jacket	Medium	1				

PPE FOR BYRON



Raptor Range // Torsion Control

Eagle

Extra wide steel toecap resistant to 200J

- Resistance to oil, petrol and solvents
- Resistance to acids and alkalis
- Safety footwear that has slip resistance
- High quality genuine leather uppers
- Anti-static properties
- Heat resistance to 90°C
- Carries the SABS mark



GLOVE PVC KNITTED WRIST H/D





If your job involves working with combustible items or in hazardous environments, you must wear SABs Flame and Acid Retardant Conti Jacket. Made of 300g 100% cotton with acid and flame retardant finish, this branded workwear can be personalized as custom printed uniform for your employees. The conti jacket features reinforced bar-tacked seams and pressure points, reflective tape on elbows, concealed YKK front zip opening and a chest pocket with V-flap and press stud, hangerloop, side slits and elasticated cuffs for ABSolute protection and wearing comfort.



The Royal Blue Conti Suit is a durable Conti Suit made from cotton fibre with concealed aluminium zips on the jacket and trousers. The Conti Suit **Jacket** has two side pockets and a pouched breast pocket with reinforced triple stitching. The Conti Suit **Trouser** is triple stitched in the back, leg and front areas and comes standard with an elasticated waist band, two side pockets and one back pocket.

 **NHS**
Regional Finance Manager
Gauteng Region

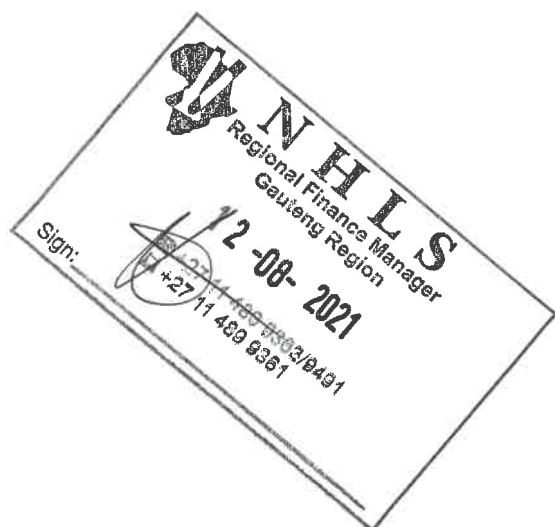
12-08-2021

Sign:

1 439 9363/9491
1 439 9361



The jacket is a high-quality double-lined freezer jacket available in a range of sizes from small to 4XL with a generous cut for a comfortable fit. An outer lining made from 210D Oxford Nylon makes the Freezer jacket breathable, lightweight and durable. The 180gsm double layer inner padding is rated to -20°C protecting the wearer from especially cold work environments, and the 240gsm cotton twill inner lining, with vertical quilting, ensures that the inner fill does not sag. The jacket also features a non-removable hood and a zip flap for added chill protection. Made in South Africa.



No.	Mandatory Requirement	Comply	Not Comply
1	CSD FORM		
2	B-BBEE Certificate and/or Affidavit		
3	Tax Clearance Certificate and/or TAX Verification PIN		
5	Local Content (If applicable) 5.1 The bidder must complete and submit the SBD6.2 and Annexure C for Local Content If a bidder fails to meet the minimum stipulated threshold for local production and content will be considered an unacceptable tender.		
4	Certificate of attendance of compulsory briefing session (if applicable)		
	Mandatory Requirement (Applicable for Renovation)		
	Letter of good standing (if applicable)		
	Bidder must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. (Bidder must provide proof grading level 2GD)		
	Bidders must provide at least 1 reference for a similar project less than R50 000 (Bidder must provide proof: a copy of the completion certificate OR reference letter of completed projects from previous clients, on the clients letterhead		
	Bidders must provide at least 2 references for a similar project for more than R50 000 but less than R100 000 (Bidder must provide proof: a copy of the completion certificate OR reference letter of completed projects from previous clients, on* the clients letterhead.		
	Bidders must provide at least 3 references for a similar project for more than R100 000 (Bidder must provide proof: a copy of the completion certificate OR reference letter of completed projects from previous clients, on the client's letterhead. At least 1x R100 000 and above		

	Bidders must provide at least 3 references for a similar project for more than R200 000 and above (Bidder must provide proof: a copy of the completion certificate OR reference letter of completed projects from previous clients, on the client's letterhead. contract value of least x R200 000 and above		

2. INSTRUCTION TO BIDDERS

3.1 Price Declaration Form

Please indicate your total RFQ price here:
R _____ (compulsory)

Important:

It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

- All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- All prices must be firm and fixed from the tender closing date and for the duration of the contract
- All the consortium or joint venture partners must submit a complete set of the latest audited financial statements.
- All bidders must cost according to the costing template provided or this will lead to disqualification.
- The cost of delivery, labour etc. must be included in this proposal.
- Bidders must keep all items listed below in stock.

We undertake to hold this offer open for acceptance for a period of 60 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

RFQ Number

Name of bidder

.....

4 MANDATORY REQUIREMENTS

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-performance/non-compliance and the proposal shall be disqualified. No "unanswered" questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-performance/non-compliance and the bid shall be disqualified. Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required, explicitly state either "Comply/Accept (with a "Yes")" or "Do not comply/do not accept (with a "No")" regarding compliance to the requirements. Bidders must substantiate their responses to all mandatory questions. PLEASE NOTE: If the response does not substantiate any of the points or requirements in the body of the tender, it will be deemed to not comply, even if the 'Comply' field has been marked. Costs for evaluation studies in each laboratory will be paid by the supplier Please note: All documentation to substantiate the mandatory requirements has to be supplied

5.PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: Prior to completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the preferential procurement regulations, 2011.

GENERAL CONDITIONS

The following preference point systems are applicable to all Bids:

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- the 80/20 system for requirements with a Rand value equal to above R30 000 and up to R50 million
- the 90/10 system for requirements with a Rand value above R50 million and above including taxes:

1.3 Preference points for this bid shall be awarded for:

- Price; and
- Specific contract participation goals, as specified in the attached forms.

1.5. The purchaser reserves the right to require of a bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. Definitions

- 2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 **"consortium or joint venture"** 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;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with annual total revenue of R5 million or less;
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"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;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. **Adjudication using a point system**
 - 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
 - 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
 - 3.3 Points scored must be rounded off to the nearest two (2) decimal places.
 - 3.4 In the event that two or more Bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
 - 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
 - 3.6 Should two or more Bids be equal in all respects; the award shall be decided by the drawing of lots.
4. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
 - 4.1 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
 - 4.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
 - 4.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
 - 5.1 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract
 - 5.2 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract

6 Bid declaration

6.1 Bidders who claim points in respect of B-BBEE status level of contribution must complete the following:

7 B-BBEE status level of contribution claimed in terms of paragraphs 1.3.1.2 and 5.1

7.1 B-BBEE Status Level of Contribution: _____ = _____ (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 Sub-contracting (Refer to paragraphs 5.7 and 5.8 above)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

8.1.1.1 what percentage of the contract will be subcontracted?
_____ %

8.1.1.2 the name of the sub-contractor?

8.1.1.3 the B-BBEE status level of the subcontractor?

8.1.1.4 whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 Declaration with regard to company/firm

9.1 Name of company/firm _____

9.2 VAT registration number

9.3 Company registration number

9.4 Type of company/ firm
Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Company
(Pty) Limited
[Tick applicable box]

9.5 Describe principal business activities

9.6 Company classification

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter.

[Tick applicable box]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

9.8.1 The information furnished is true and correct;

9.8.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

9.8.3 In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

9.8.4 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

9.8.4.1 disqualify the person from the bidding process;

9.8.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

9.8.4.3 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;

• restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

Witnesses:

• _____

Signature(s) of bidder(s)

• _____

Date:

Address: _____

TAX CLEARANCE REQUIREMENTS SBD 2

- 1 It is a condition of Bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 2 In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders/individuals who wish to submit Bids.
- 3 SARS shall then furnish the bidder with a tax clearance certificate that shall be valid for a period of one (1) year from the date of approval.
- 4 The original tax clearance certificate must be submitted together with the Bid. Failure to submit the original and valid tax clearance certificate shall result in the invalidation of the Bid. Certified copies of the tax clearance certificate shall not be acceptable.
- 5 In Bids where Consortia / Joint Ventures / subcontractors are involved, each party must submit a separate tax clearance certificate.
- 6 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 7 Applications for the tax clearance certificates may also be made via eFiling. In order to use this provision, taxpayers shall need to register with SARS as eFilers through the website www.sars.gov.za.