

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

REQUEST FOR QUOTATION



**NATIONAL HEALTH
LABORATORY SERVICE**

DESCRIPTION: RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

RFQ NO:1925409

CLOSING DATE AND TIME: 07-APRIL- 2025 AT 11:00

RFQ SUBMISSION ADDRESS: NHLS RECEPTION, RFQ BOX, NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JHB

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

**CONTENTS
PAGE**

1	PART A INVITATION TO BID SBD 1	3
2	TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....	5
3	PRICING SCHEDULE	6
4	DECLARATION OF INTEREST SBD4	8
5	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017	11
6	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS	
7	CERTIFICATE OF QCQUITANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE DOCUMENTS	18
8	AUTHORITY FOR SIGNATORY	18
9	TERMS OF REFERENCE / SPECIFICATION.....	19
10	TECHNICAL / FUNCTIONAL EVALUATION CRITERIA	31
	TECHNICAL / FUNCTIONAL EVALUATION CRITERIA:	
11	SCHEDULE OF WORK CARRIED OUT BY THE BIDDER	33
12	BID DOCUMENT CHECKLIST	34
13	GENERAL CONDITIONS OF CONTRACT	34

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

**PART A Invitation to Bid
SBD 1**

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ No:1925409	CLOSING DATE:	07 APRIL 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSETS REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NHLS RECEPTION; RFQ BOX; NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	PROCUREMENT OFFICE	
TELEPHONE NUMBER	011 386 6275		TELEPHONE NUMBER	011 386 6275	
FACSIMILE NUMBER	011 386 6000		FACSIMILE NUMBER	011 386 6000	
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za		E-MAIL ADDRESS	procurementcorporate@nhls.ac.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO 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.			

**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, 2017, 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

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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:

1 TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client. NHLS
- b) 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 to prepare a proposal in response to this Bid, without prior written permission from NHLS Ltd and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration should be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date.
- g) 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.
- h) It is the responsibility of the bidder to ensure that the 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.
- i) A compulsory site meeting/briefing will be conducted at **N/A**.
- j) for a period of ± 1 hour. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late. 09H30
- k) Attendance Register must be submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFQ briefing.
- l) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- m) No services must be rendered, or goods delivered before an official NHLS Purchase Order form has been received.
- n) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2017.
- o) All questions regarding this RFQ must be forwarded to the buyer within 24 hours after the RFQ has been issued.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- p) 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 RECEPTION IN THE RFQ BOX, NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG

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

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

2 PRICING SCHEDULE

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

PRICING SCHEDULE:

No.	Description	Quantity	Unit Price Excl Vat	Total Price Excl Vat
1.	CONSULTANCY FEES FOR 4.5 MONTHS OR MORE	1	R	R
TOTAL EXCLUSIVE OF VAT				R
VAT AT 15%				R
TOTAL INCLUSIVE OF VAT				R

PLEASE REFER TO THE SPECIFICATION BELOW/ ATTACHED... PAGE 20 AND 21

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

Name of bidder.....	Bid number: RFQ No: 1925409
Closing Time 11:00	Closing date: 07/04/2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	*Delivery: Firm/not firm
-	Delivery basis	

Note: All delivery costs must be included in the bid price for delivery at the prescribed destination.

**** "all applicable taxes"** includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Price Declaration Form

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

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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 to your pricing schedule. Should the total RFQ prices differ, the one indicated above should 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, labor 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 90 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:

3 DECLARATION OF INTEREST

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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:
.....
.....

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 they are bidding for this contract? **YES/NO**

2.3.1 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.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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 consortium² 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 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.

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.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

..... Signature Date
..... Position Name of Bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- c) Either the **90/10 or 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 tender are as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require 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 state 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 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

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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).

(f) “Historically Disadvantaged Individual (HDI)”

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
 - ii. Who is a female; and/or
 - iii. Who has a disability
- (g) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (h) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- (i) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination based on race, gender and disability including the implementation of programs of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

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	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Were

Ps = Points scored for price of tender under consideration

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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

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

Were

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

- 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 a 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 the 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.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, if they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Were

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity by an HDI in that specific category

or EP = The percentage of equity ownership by an HDI within the enterprise business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender

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.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Percentage owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
-------------------------------------------------------------	--------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	------------------------------------------------------------------------------	----------------------------------------------------	------------------------------------------------------------------------------

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

HDI		6		%	
WOMAN		4		%	
DISABLED		1		%	
YOUTH		4		%	
Locality		5			
<ul style="list-style-type: none"> City of Johannesburg = 5 Gauteng Province = 2 National = 0 					
TOTAL POINTS		20			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company registration
number.....

4.5. 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]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm,

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

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 because 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 damage it has incurred or suffered because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favorable 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:

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

4 CERTIFICATE OF ACQUITTANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE DOCUMENTS

5 AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors.

An example for a company is shown below:

"By resolution of the board of directors passed on

_____ 20_____

Mr./ Ms./ Mrs. _____ has been duly authorized to sign all documents in connection with the Tender for Contract

No _____ and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/ HER CAPACITY AS:

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____

2 _____

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

6 TERMS OF REFERENCE / SPECIFICATION

Form OF QUOTATION SUPPLIER NAME: _____

RFQ NO:1925409

ANNEXURE A

No	Client	Contact person and no	Financial year when services were performed	Nature of service provided	GRAP Accounting Framework (Yes/No)	No of assets	Cost of PPE (R)	Carrying amount (R)	Improved external audit outcomes for Property Plant and equipment (PPE)	Nature of audit Turnaround for PPE	Reference Letter Attached
											Yes/No
1	Eg ABC	Mr Z: CFO [082 xxx].xxx@xxx.org.za	2022/23	Compilation of the fixed asset register	Yes	20 000	5,300 ,000	3 000 000	Yes	PPE improved from a qualification to unqualified	
2	Eg XYZ	Ms A – CFO [072 xxx].xxx@xxx.org.za	2023/24		Yes	30 000	6, 000,0 00	1 50 0 000	Yes	PPE improved from disclaimer to unqualified	

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

3	Eg DEF	Ms A – CFO [073 xxxxx].xxx@xxx.org.za	2022/23		Yes	20 000	10,000,000	3 500 000	Yes	PPE improved from disclaimer to qualification	
4	Eg DEF	Ms A – CFO [073 xxxxx].xxx@xxx.org.za	2022/23		Yes	15 000	10,000,000	2 500 000	Yes	PPE improved from a qualification to unqualified	
5	Eg DEF	Ms A – CFO [073 xxxxx].xxx@xxx.org.za	2022/23		Yes	10 000	10,000,000	2 500 000	Yes	PPE improved from a qualification to unqualified	
etc											

ANNEXURE B

EVALUATION CRITERIA 1 - COMPANY EXPERIENCE -25%

Please indicate no of years in public sector experience with Fixed Assets Related Services by completing the below table:

No	Client	<u>Public Sector</u> Yes/No	Nature of work/services	<u>Total Cost of</u> <u>PPE</u>	Period of contract
1	xxxxxx	Yes		Rxxxx	2 months
2	xxxxxx	Yes			
3	xxxxxx	Yes			
4	xxxxxx	Yes			
5					
6					

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

7					
8					
9					
10					
Total no of years					

EVALUATION CRITERIA 3 - SUFFICIENT AND APPROPRIATELY QUALIFIED PROJECT

LEADER AND MANAGER – 25%

Over and above the CVs and SAICA membership certificate, please populate the table below for the Project Leader and Project Manager

1. Project Leader

Name: XXXX

Qualifications: XXXX

No of years in **public sector doing similar work related to fixed assets [Post articles]:**

Please populate the table below as evidence

No	Entity	Nature of Work	Period of the project	GRAP Yes/No

2. Project Manager

Name: XXXX

Qualifications: XXXX

No of Projects in public sector doing similar work related to fixed assets [**Post articles**]:

Please populate the table below as evidence

No	Entity	Nature of Work	Period of the project	GRAP Yes/No

1. VISION

To provide high-quality pathology and laboratory services that are clinically efficient and cost-effective.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

2. MISSION

To provide pathology and laboratory services through competent professionals and state-of-the-art technology, supported by evidence-based research, training, and innovation to enhance integrated service delivery to meet the needs of the population.

3. ABOUT US

The NHLS is a national public entity established in terms of the National Health Laboratory Service Act, No. 37 of 2000, governed by a Board to provide quality, affordable, and sustainable health laboratory services, training, and research. It was established in 2001, by amalgamating the former South African Institute for Medical Research (SAIMR), the National Institute for Virology and the National Centre for Occupational Health. It is managed according to the provisions of the National Health Laboratory Service Act, the NHLS Rules, and the Public Finance Management Act (PFMA), No. 1 of 1999 (as amended).

Through its countrywide network of quality-assured diagnostic laboratories, the NHLS is the sole provider of diagnostic pathology services to over 80 percent of the South African population. It also provides surveillance support for communicable diseases, occupational health and cancer.

Our specialised institutes include the [National Institute for Communicable Diseases \(NICD\)](#) incorporating [National Cancer Registry\(NCR\)](#), the [National Institute for Occupational Health \(NIOH\)](#), [Forensic Chemistry Laboratories \(FCL\)](#) and the [South African Vaccine Producers \(SAVP\)](#), as our subsidiary. **The NHLS has laboratories in all nine provinces, employing over 8000 people.**

The NHLS is Mandated to:

- Provide cost-effective and efficient Health Laboratory Services to all public sector healthcare providers
- Support and conduct [Health Research](#); and
- Provide [Training for Health Science Education](#) in conjunction with medical facilities at universities and universities of technology.

The South African Vaccine Producers (Pty) Limited (SAVP) is wholly owned by the NHLS. The SAVP is the only South African manufacturers of antivenom for the treatment of:

- Snake
- Scorpion and
- Spider envenomation

Anti-venoms produced by the SAVP include:

- Polyvalent antivenom
- Echis antivenom
- Boomslang antivenom
- Spider antivenom
- Scorpion antivenom

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

4. SUBMISSION OF THE ANNUAL FINANCIAL STATEMENTS

As stipulated in section 55(1)(a) of the Public Finance Management Act, Act No 1 of 1999 Accounting Authority must prepare annual financial statements for each financial year in accordance with Standards of Generally Recognised Accounting Framework and must submit those annual financial statements within two months after the end of the financial year to external auditors and National Treasury. For the 2024/25 financial year, the NHLS must submit its consolidated and separate Annual Financial Statements on 31 May 2025.

5. INVITATION FOR PROPOSALS

The (NHLS) invites suitably qualified bidders to submit proposals to update the Fixed Asset Register (FAR) and assist in addressing audit findings from the 2023/24 financial year.

6. CURRENT STATUS

- a) The NHLS and SAVP currently do have Fixed Asset Registers (FAR) in place, however the following concerns exist.
 - i) The NLS uses ORACLE ERP system for Fixed Assets
 - ii) The NHLS requires assistance with restatement of Property plant and Equipment (and corresponding depreciation and impairment) and various audit findings which were identified during the 2023/24 financial year.
 - iii) Assets carried at R1 costs which require to be assigned values.
 - iv) Assets depreciation calculated incorrectly
 - v) Assets not included in the FAR
 - vi) Assets in the FAR that could not be traced physically
 - vii) Assets not in good condition included in the FAR that need to be assessed
 - viii) Asset names and descriptions are incorrect on the asset register, there are several instances in which the supplier and invoice number is recorded under the asset name
 - ix) There are assets which are no longer in use that are still recorded on the FAR
 - x) Expenditure incorrectly capitalised
 - xi) Assets incorrectly expensed
 - xii) There are some assets included in the FAR that are not tagged
 - xiii) Herewith below is a breakdown of items and values in the asset register per category as at 31 January 2025 for the NHLS and SAVP

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

NHLS

Description	No of items	Cost R'000	Accumulated Deprecitation R'000	Carrying Amount R'000
Buildings	56	612 509	(215 936)	396 573
Buildings - air system	15	431	(243)	188
Computer equipment	13 305	532 294	(325 980)	206 314
Furniture and fittings	4588	16 913	(4 863)	12 050
Laboratory equipment	17 277	1 982 223	(1 216 749)	765 474
Land	8	105 480	RNIL	105 480
Leasehold buildings	158	28 842	22 255	51 097
Mobile Units	109	47 689	(27 997)	19 692
Motor Vehicles	188	93 051	(82 823)	10 228
Office Equipment	3 960	100 501	(32 958)	67 543
Plant and machinery	186	635 172	(624 305)	10 867
TOTAL	39 850	4 155 105	(2 509 599)	1 645 506

SAVP

Description	No of items	Cost R'000	Accumulated Deprecitation R'000	Carrying Amount R'000
Computer equipment	20	299	35	264
Furniture and fittings	47	115	81	34
Laboratory equipment	121	4,664	2,910	1,754
Office Equipment	20	53	34	19
Sheep	39	31	13	R18
Horses	33	120	29	R91
Cost -Asset Clearing		R33		R33
TOTAL	280	5 315	3 102	R2 213

7. SCOPE OF WORK

- ✓ Reconciliation of FAR to the General Ledger for April 2024 – 31 March 2025
- ✓ Review the appropriateness of the PPE accounting policy in accordance with the Standard of Generally Recognised Accounting Practice – Property Plant and Equipment (GRAP) 17 and ensure that they have been applied accordingly and consistently.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- ✓ Perform calculation for Review of useful lives and provide the journal entries and associated disclosures in accordance with GRAP 17
- ✓ Provide technical support on PPE related findings where required.
- ✓ Scrutinize the general ledger (GL) accounts, with special focus on accounts in which assets may have been inappropriately expensed, e.g. repairs and maintenance accounts, and ensure that all PPE purchases were correctly allocated and capitalized in the GL.
- ✓ Identify and assess assets for impairment and provide relevant journals in accordance with GRAP 21
- ✓ Identify R1/NIL value assets and assign appropriate values to them in accordance with GRAP 17
- ✓ Perform assessment of useful lives, assess the residual values as per GRAP 17
- ✓ Assistance in the identification of assets for impairment. Provide the required Journals for impairment if applicable
- ✓ Propose required journals to affect any corrections of prior year and current year fixed assets identified based on the work performed. The comparatives are currently misstated as there was a qualification on PPE during the 2023/24 audit
- ✓ Reconcile the assets register to the general ledger to rectify differences propose correcting journal entries where required
- ✓ Review the current existing fixed asset policy and provide updates where necessary.
- ✓ Review the PPE Disclosure Note in the Annual Financial Statements (AFS) in accordance with GRAP and advise any amendments required based on the outcomes of the work performed
- ✓ Be readily available to provide assistance on responses to any technical audit findings related to PPE where required.
- ✓ Submit complete and auditable files for all work carried out as part of the handover. (Prepare an Audit File for Property Plant & Equipment for submission to the Auditors.)
- ✓ Skills Transfer on Assets Management in terms of GRAP 17.

Notes

- The NHLS will utilise its own resources to perform the year-end physical asset verifications, however the successful service provider will be involved in this process by advising on the process and indicating the kind of information it requires from these counts in order to properly execute the scope of work in these Terms of Reference.
- The scope of work excludes valuation of buildings

8. TIMEFRAMES

The FAR is one of the key supporting schedules to the Annual Financial Statements (AFS). In order to meet the legislated timeframes for submission of the 2024/25 AFS to external auditors on 31 May 2025 the below timeframes are applicable to this project.

No	Deliverable	Timeline
1	A complete FAR and supporting documentation	15 May 2025
2	All journals for processing in the General Ledger	15 May 2025
3	Auditable file of all work carried out	15 May 2025
4	Review of PPE note	21 May 2025

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

5	Review of the Fixed Assets Policy	15 May 2025
6	Skills Transfer	Thought the duration of the project
7	Ad hoc technical assistance with audit findings	Only when required during the audit

9. EXPECTED DATE OF COMMENCEMENT

The successful bidder will be required to commence with the project on 4 April 2025.

10. MANDATORY REQUIREMENTS

Bidder must submit a matrix of the contactable clients (**Annexure A provided**) and for each client indicate the following-

- ✓ Entity where services were provided
- ✓ Name **and** position of the contact person of the entity where services were rendered
- ✓ Telephone/cell phone number, email address of the contact person for verification
- ✓ Financial year when the assets-related services were rendered
- ✓ Nature of PPE-related services were rendered
- ✓ No of assets in the asset register **under review** by the bidder
- ✓ Total Cost of the assets **under review**
- ✓ Indicate the whether the accounting framework utilised where services were provided was GRAP or not [GRAP Yes/No]
- ✓ Indicate if your services turned the external audit outcomes for Property, plant and equipment.
- ✓ Explain the nature of the turnaround

Bidders will be disqualified in the following instances

- i. The matrix is not submitted
- ii. The matrix utilised differs from the matrix provided in the RFQ
- iii. The matrix is not fully completed

The bidder must demonstrate **all** of following on the matrix that for at least **two** of the entities where services were rendered [***In addition to the matrix, supporting reference letters for these two entities must be attached***]. **The bidder will be disqualified if it does not meet the criteria for at least two entities where services were rendered.**

- i. No of assets in the asset register **under review** by the bidder are at least 10 000 **and** the total cost of the assets **under review** by the bidder were R1 billion or more
- ii. There was improvement to external audit outcomes **for Property, Plant and equipment** as a result of services rendered by the bidder
- iii. Accounting framework where services rendered was GRAP
- iv. The nature of the services related to the following or similar work:

Commented [RM1]: This will then speaks to the table in annexure A

Commented [XN2R1]: Yes

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- a. Compilation of Fixed Asset Registers in the public sector using GRAP
- b. Reviewing/Reconfiguring and or/updating of Fixed Asset Registers in the public sector using GRAP
- v. Supporting reference letters for these

11. EVALUATION CRITERIA

No	Description	Weight
1	<p><u>Company Experience</u></p> <p>Submit a company profile which must include number of years experience with Fixed Assets Related services in the public sector.- <u>Please complete Annexure A</u></p> <p>A company profile clearly indicating the number of years' experience with Fixed asset related services in the public sector and a list of clients must be submitted as evidence.</p> <ul style="list-style-type: none"> • <1 year experience – 0% 1 year -3 years – 8% • > 3- 5 years' experience – 15% • >5 years – 25% 	25%
2	<p><u>Reference letters and contactable references</u></p> <p>Reference letters and contactable references where similar work was performed in line with Standards of GRAP in the public sector. Contactable references must be in the past three recent years.</p> <ul style="list-style-type: none"> • 1 or less References – 0 % • Two reference letters and contactable references– 8 % • Three reference letters and contactable references– 15 % • Four reference letters and contactable references – 20% • Five or more reference letters and contactable references– 20% <p>Similar work means the following:</p> <ul style="list-style-type: none"> ➤ Compilation of Fixed Asset Registers in the public sector using GRAP ➤ Reviewing and or/updating of Fixed Asset Registers in the public sector using GRAP ➤ Review of useful lives and impairment of assets in terms of GRAP ➤ Technical advisory on Fixed Asset related matters in terms of GRAP 	20%

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

3	<p><u>Sufficient and appropriately qualified Project Leader and Manager - Please complete Annexure B</u></p> <p>Accreditation, relevant qualifications, and experience of the project Team/ Project Leader (Copy of SAICA membership certificate, Curriculum Vitae (CVs) must be submitted for points to be allocated)</p> <p>Relevant qualifications and experience means the following-</p> <ul style="list-style-type: none"> i) Project Leader and Manager must be a qualified Chartered Accountant (CA) with combined more 6 or more projects performing similar work related to fixed assets in the public sector using GRAP framework. ii) Project /Team leader and Manager should have post-articles public sector experience with application of GRAP. <ul style="list-style-type: none"> ✓ 2x Qualified Chartered Accountants with relevant years of experience [1-3 combined projects of similar work] - 5% ✓ 2x Qualified Chartered Accountants with relevant years of experience [>3-6 combined projects of similar work] - 10% ✓ 2x Qualified Chartered Accountants with relevant years of experience [> 6 combined projects of similar work] – 25% 	25%
4	<p><u>Sufficient and appropriately qualified Team Members (Excluding the Project/Team Leader)</u></p> <p>Accreditation, relevant qualifications, and experience of the team members (Certified copy of SAICA membership certificate, Certified certificate copies of qualifications, Curriculum Vitae (CVs) must be submitted for points to be allocated)</p> <p>Relevant qualifications and experience means the following</p> <p>All team members must have a minimum BCom (Accounting) with articles</p> <ul style="list-style-type: none"> • All team members have a minimum BCom Accounting with articles – 25% • 50% and more of team members have a BCom Accounting with completed articles – 15% • <50% Team members have BCom Accounting with completed articles – 5% 	25%

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

5	Project plan	5%
	<ul style="list-style-type: none"> ➤ Detailed project plan with clear with clear assignment of resources linked to the project scope and timelines. Project plan should include skills transfer- 5% ➤ Project plan is not clear/no clear link of resources for the project scope and/or no clear timelines. Project plan should include skills transfer - 0% 	

Minimum Functionality score – 70%

NB: Bidder who do not comply on Mandatory Requirement will not be evaluated further i.e. Technical Evaluation. And (Briefing session Compulsory).

Form OF QUOTATION SUPPLIER NAME: _____
RFQ NO:

Important Note:

- Always read specifications in conjunction with Bill of Quantities and Plan (if plan is applicable and supplied).
- All Quantities measured are indicative and will be re-measured on completion.
- Specific products to be used, to be confirmed in the Bill of Quantities.
- All materials and products to be used, to be accredited with ISO 9001.
- Due to the nature of our labs (operating 24 hours) **the contractor will be expected to work after hours and over the weekend.**
- Variation orders can only be approved in writing (via email) by the NHLS Project Manager
- No additional or extra work done will be paid for unless the project manager has issued a variation order.
- NHLS Project Manager will conduct all inspections.
- The contractor should be required to move the equipment (furniture, benches, etc.) and put back requested.
- Only the material installed will be paid for and not for any wastage (no material on site will be paid).
- NHLS delegates can also contact the client or visit the work done as referred to on the completion certificate.
- Contractors will be requested to **provide a comprehensive safety file**; work will be only allowed to commence after the file has been formally approve by NHLS.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- A contractor is expected to **sign a 37(2) Agreement** (Form – FMI 0008) before commencing with the project.
- No payment will be made less than R200,000.00.

References:

- NHLS delegates can also contact the client or visit the work done as referred to as the reference or completion certificate.
- All the contractors will be requested to provide NHLS with the following signed of stamped references or completion certificates of similar work done on company or department's letter head, not more than five years (5) old as per the table below

IF QUOTE VALUE	REQUIRED REFERENCE OR COMPLETION CERTIFICATES	CONTRACT VALUE OF PROJECT PREVIOUSLY DONE
R0- R50,000.00	One (1) copy of contactable reference or completion certificate, on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	N/A
R50,000.00 - R100,000.00	Two (2) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	N/A
R100,000.00 - R200,000.00	Three (3) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	At least 1x R100,000.00 and above
R200,000.00 and above	Three (3) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	At least 3x R200,000.00 and above

GUARANTEE, MAINTENANCE, PENALTY AND RETENTION PERIOD

The Guarantee and Maintenance period shall be for 12 months commencing on the date of Practical completion and acceptance of the Installation. During the Guarantee period the Contractor shall repair all defects in the Installation which may arise because of inferior quality materials or faulty workmanship. **5% retention of the contract price will be held back for a period of 3 months after the date of Practical completion and acceptance of the installation**

The fact that the Installation will be used and occupied by the Employer during the guarantee period shall in no way exempt the Contractor from his responsibility under this clause

Should a non-urgent fault occur during the guarantee period the Contractor will be advised, and he shall repair the fault in good time

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, then the Contractor will be advised and shall proceed immediately to rectify the fault

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, and the Contractor is not available, the Employer shall reserve the right to obtain the services of any available Contractor to repair the fault. The cost of such repair work shall be borne by the Contractor

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

in accordance with the escalated rates. In such a case the faulty equipment shall be kept for scrutiny by the Contractor. If this occurs during the retention period and retention money is still due to the Contractor, such claim from the Alternative Contractor, will be deducted from the Retention fund

Should the frequency and breakdown/s, in the opinion of the Project Manager, become so regular as to constitute an unacceptable state of affairs or should the installation or portions thereof prove to be unacceptable, the Contractor shall upon receipt of a written instruction from the Project Manager, replace portions/components or even the entire installation, if need be, at his own cost as prescribed by the Project Manager

Where the practical completion is not reached by the date stated in the Tender/ RFQ document or by the revised date granted by the Project Manager, the Contractor shall be liable to a Penalty deterrent by the Project Manager, which is in this instance .1% (point 1 percent) of the Tender/ RFQ Total value, Per Day

PRELIMINARIES

Tenderer's attention is drawn to the fact that the Hospital and Laboratory will be fully operational during the building process. The work will have to be carried out in phases and at times that must be liaised and agreed to with the Business Manager and Hospital Management. This might result in certain work being carried out at certain times only, even after hours of weekends. Also note that sensitive electronic equipment is in use and no work that causes a vibration can be carried out when these equipment are in operation. Operating theaters in the vicinity of the building work will also be in use during the building program and the Contractor must liaise closely with the Hospital Management and obtain their written consent and permission, before removing and/or servicing equipment/structures, that might interfere with the running of the theaters or any other service/s. The use of certain lifts for moving materials will also have to be agreed to with Hospital Management. The tenderer must allow for this in his prices since no additional claim will be entertained in this regard

7 TECHNICAL / FUNCTIONAL EVALUATION CRITERIA

Next step 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 or 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)

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 to get the final order of merit for the bidders being evaluated.

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2017, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		

1. Fully completed and signed Declaration of Interest SBD 4, SBD 6.1.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4, SBD 6.1		

3. Fully completed and signed RFQ document and initial each page.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document. Bidder to initial each page of the RFQ document.		

4. Bidder <i>must</i> complete the pricing Schedule (Pages 7 and 8).	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule (Pages 7 and 8).		

5. Bidder <i>must</i> provide registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. If required	Comply YES	Do Not Comply
Substantiation: Bidder must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000.		

a) Essential Returnable Documents (to be returned by Bidders)

1. B-BBEE Certificate and/or Affidavit	Comply YES	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or an Affidavit prescribed by the B-BBEE Codes of Good Practice.		

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

2. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter	Comply YES	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).		

3. CSD Report (Central Supplier Database)	Comply YES	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response an updated CSD Registration Report within the RFQ advert period.		

4. CIPC - Company Registration Number	Comply YES	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a copy of Company Registration (CIPC).		

8 SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)

Signature of person authorized to sign the bid: _____

Date: _____

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

9 BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

	Description	Submitted (Yes/No)
Schedule 1	CSD FORM	
Schedule 2	B-BBEE Certificate and/ or Affidavit	
Schedule 3	Tax Clearance Certificate and/or TAX Verification PIN	
Schedule 5	Certificate of attendance of compulsory briefing session (if applicable)	N/A
Schedule 6	(Applicable for Renovation)	
Schedule 7	Letter of good standing	

NOTE:

“Provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000.
Provide proof of grading level 2GB/ 2CE OR HIGHER

Technical mandatory documents which should be included on submission

no	Certificate and or license	comply	Do not comply
1	Air conditioners trade test certificate (where air conditioners included)	N/A	
2	Electrical Wire man’s license IF APPLICABLE	N/A	
3	Specify air conditioner brand	N/A	
4	Plumbing Trade test certificate	N/A	

**10 GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY
Republic of South Africa**

**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT
July 2010**

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010**

NOTES

The purpose of this document is to:

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ☐ The General Conditions of Contract will form part of all bidding documents and may not be amended.
- ☐ Special Conditions of Contract (SCC), which is relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

32. Taxes and duties

33. National Industrial Participation Programme (NIPP)

34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may be included, but they are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labor, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding
- immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such a performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of fulfilling the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so, required by the purchaser.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.1.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analysis

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the
The purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or
- Not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers' cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 1.1 The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 1.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods.
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods.
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defects, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the destination

indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and at all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, except for any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price,

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue the performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such an imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser.
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or people prohibited from doing business with the public sector.

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such a person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of the bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation from the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
(a) the parties shall continue to fulfil their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Program administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

The above General Conditions of Contract (GCC) are accepted by:

Name:	Signature:
Designation:	Date:

RFQ:1925409 APPOINTMENT FOR A SERVICE PROVIDER TO UPDATE FIXED ASSET REGISTER AND REVIEW OF USEFUL LIVES AND IMPAIRMENT OF ASSETS FOR A PERIOD OF 4.5 MONTHS OR MORE DEPENDING ON AUDIT AT NHLS SANDRINGHAM CAMPUS:

Bidder:	
---------	--