



**NATIONAL HEALTH
LABORATORY SERVICE**

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION (RFQ)

DESCRIPTION: REQUEST FOR APPOINTMENT OF A REPUTABLE SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS ON AN AD HOC BASIS AT NHLS SANDRINGHAM.

RFQ NO: 2128177 (RE-ADVERT-02)

CLOSING DATE AND TIME: 16 APRIL 2025 AT 11H00AM

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

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1 PART A Invitation to Bid (RFQ)
SBD 1
**PART A INVITATION TO
QUOTE**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ NO: 2128177 (RE-ADVERT-02)	CLOSING DATE: 17 APRIL 2025		CLOSING TIME:	11:00AM
DESCRIPTION	REQUEST FOR APPOINTMENT OF A REPUTABLE SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS ON A ADHOC BASIS AT NHLS SANDRINGHAM.				
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 DEPARTMENT		CONTACT PERSON	PROCUREMENT DEPARTMENT	
TELEPHONE NUMBER	011 386 6000		TELEPHONE 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 No.					
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 NO: 2128177 (RE-ADVERT-02) – REQUEST FOR APPOINTMENT OF A REPUTABLE SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS ON AN AD HOC BASIS AT NHLS SANDRINGHAM.

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p>Yes No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p>Yes No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>															
<p>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p>																		
<table> <tr> <td>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td>YES</td> <td>NO</td> </tr> </table> <p>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.</p>				IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO																
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO																
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO																
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO																
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO																

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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

QUOTATION VALIDITY PERIOD

The quotation validity period is 90 days.

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.
- 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 for preparing a proposal in response to this RFQ, without prior written permission from NHLS 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 shall 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 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 session will be conducted- **N/A**
- j) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- m) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date. The NHLS reserve the right to do due diligence on the quotations.
- n) The NHLS reserves the right to benchmark prices quoted.
- o) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- p) IQuotation All-Inclusive
 - i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
 - ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
 - iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
 - iv. The offer must be in ZAR currency.
 - v. The ARC reserve the right to do due diligence on the quotations.
 - vi. The ARC reserves the right to benchmark prices quoted.
 - vii. Quotes should be submitted on an official letterhead and duly signed .

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Delays in the supplier's performance

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality 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.

Penalties

- i. 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, 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.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1
MODDERFONTEIN ROAD, SANDRINGHAM.**

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink http.	Accept	Do not accept

9 TERMS OF REFERENCE / SCOPE OF WORKS

FORM OF QUOTATION SUPPLIER NAME: _____

RFQ NO: 2128177

DESCRIPTION: Appointment of a reputable service providers for the provisioning of supply chain management consulting services for a period of twelve (12) months on an ad hoc basis.

The National Health Laboratory Service ("NHLS") is a Schedule 3A Public entity which was established in 2001 by an Act of Parliament to provide diagnostic pathology laboratory services to the National and Provincial Health Department. Further, NHLS is the largest public health laboratory service with more than 260 laboratories across nine provinces and approximately 8000 staff members.

The NHLS is requesting for a single service provider to render the supply chain management consulting services for a period of twelve (12) months on an ad hoc basis. The successful bidder(s) will be required to provide consulting services and attend to Supply Chain Management audit queries related to Request for Quotations (RFQ), Request for Bids (RFBs) and contracts. The successful bidder/s will be responsible for ensuring that it deploys properly qualified resources to the NHLS to provide consulting services in the supply chain management department to focus in three (3) respective areas demand management, acquisition management and contract management.

The resource will be required as and when required (Ad-hoc services). The anticipated hours per resource is 720 hours (3 hours daily x 5 days x 4 weeks x 12 months). This is a scenario should the resource be needed daily.

Terms of Reference

- to provide consulting services and attend to Supply Chain Management (SCM) audit queries related to Request for Quotations (RFQ), Request for Bids (RFBs) and contracts;
- to provide consulting services related to elements of supply chain management in the public sector, i.e. demand management, acquisition management, and supply chain performance management;
- Analysis of various types of expenditures and commitments;
- Monitor and evaluate NHLS internal controls /systems to continually improve effectiveness and integrity;
- To liaise and engage with auditors (internal and external) and ensure timely response to audit queries in order to avoid qualifications and clear all audit findings. This includes the facilitation of gathering and submission of any information that is requested by the relevant audit teams;
- to assist in the compilation of registers required for audit purposes;
- to review documentation before submission to ensure it has all the information needed for audit;
- to identify all irregular expenditures for the financial year;
- to prepare all disclosure information for SCM that is required for the annual financial statements;
- to Update all registers for the financial year, amongst others namely:
 - Irregular expenditure register;
 - Tender register;
 - RFQ register;
 - Deviation register;
 - Contract register;
 - Commitment register
- To provide report and assistance and skills transfer to the SCM team during the external audit and financial year-end;
- To ensure that all audit information submitted is accurate and is provided timeously.

Resources:

- The resources should have the knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, National Treasury Supply Chain Management Instruction Notes, Broad-Based Black Economic Empowerment (B-BBEE) Act, and other applicable legislation;

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- Three (3) resources; 2x SCM Consultants (Junior level), 1x Project Manager/SCM Consultant (Middle level);
- The resources to be deployed should have the following attributes and skills, namely, relevant procurement contract legal knowledge, interpersonal skills, computer literacy (MS Office, specifically MS Excel), administration and organizational skills, attention to detail, ability to meet deadlines, planning and organizing skills, communication skills (written and verbal) and analytical thinking skills;
- The resources to have experience in operating and navigating the Oracle system or SAP.

Rates:

- The rates and remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the following guidelines, namely:
 - The “Guidelines on fees for audits done on behalf of the Auditor-General of South Africa (AGSA) as issued by the South African Institute of Chartered Accountants (SAICA);
 - The “Guide on hourly fee rates for consultants”, as issued by the Department of Public Service and Administration (DPSA); and or
 - Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

The successful bidder/s will have to:

- Maintain confidentiality of information and
- Conduct relevant integrity checks on the resources to be deployed to the NHLS.

Duration

- Twelve (12) months

STAGE 3: FUNCTIONALITY EVALUATION CRITERIA

TEC

HNICAL / 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 facilitated 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).

#	Criteria	Weight
1.	Relevant Experience A summary of firm’s experience, highlighting the firm’s experience working with public entities, particularly in supply chain management environment. Substantiation: Provide summary of the firms’ experience A company profile clearly indicating the number of years in supply chain management environment and a list of clients must be submitted as evidence.	Weight (15%) I. Less than 2-years’ experience = (0%) II. 1 - 4 years’ experience = (5%) III. 4- 8 years’ experience = (10%) IV. More than 10 years + (15%)

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2.	Resource Experience	Weight (30%)
	<p>The bidder must provide curriculum Vitae (CVs) of their three (3) resources (2x SCM Consultants (Junior level), 1x Project Manager/SCM Consultant (Middle level) who will be deployed to the NHLS account and provide services to the NHLS. The resources/employees should meet the following requirements:</p> <p>Substantiation: The bidder must provide detailed CVs detailing experience in administering and facilitating the supply chain management consulting services and experience in Supply Chain Management environment in the public sector with a minimum of three (3) years' experience.</p> <ul style="list-style-type: none"> Three (3) resources; 2x SCM Consultants (Junior level), 1x Project Manager/SCM Consultant (Middle level). 	<p>I. 2x SCM Consultants (Junior level) with relevant years of experience [At least 15 combined years' experience] = (10%)</p> <p>II. 2x SCM Consultants (Junior level) with relevant years of experience [More than 15 combined years' experience] = (15%)</p> <p>III. 1x Project Manager/SCM Consultant (Middle level) with relevant years of experience [At least 7 years' experience] = (5%)</p> <p>IV. 1x Project Manager/SCM Consultant (Middle level) with relevant years of experience [At least 10 years' experience] = (15%)</p>

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3.	Bidder's Track Record Letters of reference or letter of appointment from a client to whom you have rendered similar services ie consulting services supporting supply chain management	Weight (30%) I. Less than 1 letter with contactable references = (0%) II. 1 letter with contactable references = (5%) III. 2 letters with contactable references = (10%) IV. Good: 3 letters with contactable references = (15%) V. 4= Very good: 4 letters with contactable references = (25%) VI. = Excellent: 5 or more letters with contactable references (30%)
4.	Project Plan and Methodology Bidders must provide an approach project plan (methodology and technical approach) detailing the execution of the project, which is consistent with the execution programme, assignment of resources linked to the project scope and timelines. The methodology is to make reference to the terms of refence and how the proposed resources will be optimise within the period of 12 months.	Weight (25%) I. Project plan and methodology is not clear/no clear link of resources for the project scope and/or no clear timelines = (0%) II. Project plan and methodology is illustrated average with some link of resources for the project scope and timelines = (15%) III. Detailed project plan and methodology with clear with clear assignment of resources linked to the project scope and timelines = (25%)
	Total Points	100%
	Minimum Threshold is 80%	

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

Stage 4: Price and Specific Goals Criteria

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, 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:

Price Assessment	80 Points
Specific Goals	20 Points

THE EVALUATION PROCESS

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a three-phased approach (3-Stages):

Stage 1: Administrative Requirements:

All incomplete submissions and respondents who do not meet the minimum requirements at quotation submission will be eliminated from further evaluation

Stage 2: Mandatory (Technical) Requirements:

All incomplete submissions and respondents who do not meet the minimum requirements at quotation submission will be eliminated from further evaluation.

Stage 3: Functionality Evaluation Criteria

Determination of **Functionality** (100 Points). To progress to the second phase, the Bidder must score a minimum of 80% /(70 points).

Stage 4: Price and Specific Goals

The final evaluation phase will be based on **Price and Specific Goals**.

- a) Determination of Percentage for Price – 80 points,
- b) Determination of level for for Specific Goals – 20 points.

STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

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

(NOTE: Failure to provide the below listed documents WILL lead to disqualification)

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).		

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

3. Fully completed and signed RFQ document and initial each page.	Comply	Do Not Comply
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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.		

. 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 9).		

5. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	Comply	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).		

6. . The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response an updated CSD Registration Report within the RFQ advert period.		

b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	Comply	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 a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		

STAGE 2: MANDATORY (TECHNICAL) REQUIREMENTS (if applicable)

- Mandatory compliance/responsiveness will be tested based on returnable documents submitted.
- At this stage, it must be determined what documents are required to be returned by Bidders.

(NOTE: Failure to provide the below listed documents WILL lead to disqualification)

1. The Service Providers must provide a valid SAHPRA certification	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the SAHPRA certification		

2 PRICING SCHEDULE

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

PRICING SCHEDULE:

No.	Description	Quantity	Unit Price Exc. Vat (per hour)	Total Price Incl. Vat (15%)
	Appointment of a reputable service providers for the provisioning of supply chain management consulting services for a period of twelve (12) months on an ad hoc basis- refer to (page 21 -23) Three (3) resources; 2x SCM Consultants (Junior level), 1x Project Manager/SCM Consultant (Middle level).			
1.	Project Manager / SCM Consultant (Middle level)	1	R	R
2.	SCM Consultant (Junior level)	2	R	R

- Three (3) resources; 2x SCM Consultants (Junior level), 1x Project Manager/SCM Consultant (Middle level).

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

Name of bidder.....

Bid number: RFQ NO:2128177

Closing Time 11:00 AM

Closing date: 16 APRIL 2025

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ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	NO.
------	----------	-------------	---------------------------	-----

**** (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

RFQ NO: 2128177 (RE-ADVERT-02) – REQUEST FOR APPOINTMENT OF A REPUTABLE SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS ON AN AD HOC BASIS AT NHLS SANDRINGHAM.

PRICE DECLARATION FORM

Please indicate your total RFQ price here (compulsory):

1x Project Manager / SCM Consultant (Middle level)	R
2x SCM Consultant (Junior level)	R

Important:

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

The following must be noted:

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

All prices must be firm and fixed from the tender closing date and for the duration of the contract

All the consortium or joint venture partners must submit a complete set of the latest audited financial statements. All bidders must cost according to the costing template provided or this will lead to disqualification.

The cost of delivery, labour etc. must be included in this proposal.

Bidders must keep all items listed below in stock.

We undertake to hold this offer open for acceptance for a period of 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:

11 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: _____

3 Date:
DECLARATION OF INTEREST

ŠBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2 Bidder's declaration

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

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.

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 or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.

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 NO: 2128177 (RE-ADVERT-02) – REQUEST FOR APPOINTMENT OF A REPUTABLE
SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A
PERIOD OF TWELVE (12) MONTHS ON AN AD HOC BASIS AT NHLS SANDRINGHAM.**

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA
SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1
5 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bidders 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 quote (RFQ):

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The **80/20 preference point system** will be applicable in this tender/RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders 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 allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof 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 of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”** 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;

“The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

(e) “Historically Disadvantaged Individual (HDI)”

RFQ NO: 2128177 (RE-ADVERT-02) – REQUEST FOR APPOINTMENT OF A REPUTABLE SERVICE PROVIDER OF SUPPLY CHAIN MANAGEMENT CONSULTING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS ON AN AD HOC BASIS AT NHLS SANDRINGHAM.

- 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
- (f) **“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.
- (g) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- “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 on the basis of race, gender and disability including the implementation of programmes 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 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 bidder 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 quotations for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 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 80/20 preference point system.

Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively

involved in and exercise control over the enterprise. The following formula is prescribed

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

Where

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

EP = The percentage of equity ownership by an HDI within the enterprise or 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 bidder 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 (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> City of Johannesburg = 5 Gauteng Province = 2 National = 0 	5		
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 authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder 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:

.....

.....

.....

**7 CERTIFICATE OF ACQUAINTANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE
DOCUMENTS****8 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, as the case may be.

An example for a company is shown below:

“ By resolution of the board of directors passed on _____ 20 _____

Mr _____ 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 CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____

1 _____

12 BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The RFQ 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	SBD FORMS	
Schedule 2	B-BBEE Certificate and/or Affidavit	
Schedule 3	Tax Clearance Certificate and/or TAX Verification PIN	
Schedule 4	Certificate of attendance of compulsory briefing session (if applicable)	N/A
Schedule 5	(Applicable for Renovation)	N/A
Schedule 6	Letter of good standing	N/A
Schedule 7	Bidder must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. (Bidder must provide proof grading level 1GB, 1SO and 1 EB) – (Applicable for CIDB construction)	N/A