



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

**RFQ NO: 1464032**

**DESCRIPTION: PANEL OF SUPPLIERS FOR THE PROVISION OF COURIER SERVICES:  
TRANSPORTATION OF DIAGNOSTIC HUMAN SAMPLES CATEGORY A (UN2814/2900) FROM  
NHLS SITES TO NICD SANDRINGHAM FOR A PERIOD OF TWO (2) YEARS**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**PREPARED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
NO.1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**Quotation Queries:**

CONTACT NAME: PROCUREMENT OFFICE

**E-MAIL ADDRESS:**

procurementcorporate@nhls.ac.za

**Technical Queries:**

CONTACT NAME: PROCUREMENT OFFICE

**E-MAIL ADDRESS:**

procurementcorporate@nhls.ac.za

**NAME OF A BIDDER:.....**

**CLOSING DATE: 26 JUNE 2025 AT 11:00**

**QUOTATION VALIDITY PERIOD: The quotation validity period is 90 days.**

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# 1. PART A INVITATION TO BID

SBD 1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)</b>					
<b>BID NUMBER:</b>	<b>RE-ADVERT - RFQ NO:1464032</b>		<b>CLOSING DATE: 26 JUNE 2025</b>		<b>CLOSING TIME: 11:00AM</b>
<b>DESCRIPTION</b>	<b>PANEL OF SUPPLIERS FOR THE PROVISION OF COURIER SERVICES: TRANSPORTATION OF DIAGNOSTIC HUMAN SAMPLES CATEGORY A (UN2814/2900) FROM NHLS SITES TO NICD SANDRINGHAM FOR A PERIOD OF TWO (2) YEARS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NHLS RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	<b>PROCUREMENT OFFICE</b>		<b>CONTACT PERSON</b>	<b>PROCUREMENT OFFICE</b>	
<b>E-MAIL ADDRESS</b>	<a href="mailto:procurementcorporate@nhls.ac.za">procurementcorporate@nhls.ac.za</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:procurementcorporate@nhls.ac.za">procurementcorporate@nhls.ac.za</a>	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS</b>	<b>TAX COMPLIANCE SYSTEM PIN:</b>		<b>O R</b>	<b>CENTRAL SUPPLIER DATA BASE No:</b>	<b>MAAA</b>
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<b>TICK APPLICABLE BOX]</b>  Yes                      No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<b>[TICK APPLICABLE BOX]</b>  Yes                      No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>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.</b>
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.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

## 2. 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) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer 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.
  - **A compulsory clarification site meeting or briefing session** will be conducted at: **N/A**  

The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
  - The contractor will be responsible for final measurements.
- i) Writing must be in block letters and black ink.
- j) Quotation procedure using the two (2) stage system will apply: **Not applicable.**
- k) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- l) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- m) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- n) All questions regarding this RFQ must be forwarded to the [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za) 24 hours prior the RFQ closing date.
- o) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- p) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

### Quotation must be 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

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subject to adjustment except as provided for in the conditions of contract.

- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

***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.**

	Accept	Do not accept
The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="https://www.nhls.ac.za/supply-chain/">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract		

### 3. SCOPE OF WORKS

FORM OF QUOTATION SUPPLIER NAME: \_\_\_\_\_

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**DESCRIPTION: PANEL OF SUPPLIERS FOR THE PROVISION OF COURIER SERVICES  
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#### 1. BACKGROUND

In fulfilling its obligation to its mandate, that is to provide an effective and efficient Health Laboratory service to the Public Sector health care providers. Our mission is to ensure the provision of high-quality pathology and Laboratory services that are clinically efficient and cost-effective. NHLS is responsible for the collection of specimens from clinics, hospitals and point-of-care facilities nationally. These specimens must be delivered most quickly and economically to designated laboratories for testing while retaining cold chain integrity. Simultaneously, test reports must be returned to these facilities as well as collection materials, laboratory stock and other consumables delivered to these facilities. Within this requirement, the NHLS is soliciting the services of dedicated couriers for the transportation of specimens, reports and stock.

This RFQ invite outlines the requirements for the transportation of Category A blood samples, classified as UN2900 and UN2814, by qualified courier companies. The successful bidders will be responsible for the safe, timely, and compliant transportation of these samples, adhering to all relevant national and international regulations, including those stipulated by the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO) Packaging of Biological Substances.

The successful bidder will be responsible for the safe, timely, and compliant transportation of these samples, adhering to all relevant national and international regulations, including those stipulated by the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO) Packaging of Biological Substances

#### 2. OBJECTIVE OF THIS RFB

The objective of this Tender is to first, validate courier suppliers in terms of governance, capability and compliance to legislative requirements with the intent of being appointed to NHLS for the rendering of courier services. Each respondent must provide a clear outline of their company structure, including shareholding and financial performance for the last three years, as well as operational infrastructure for the shipment of human specimens.



Bidders to provide a clear outline of their geographic capabilities and previous experience within the shipment of human specimens (which may contain Hazardous Biological Agents (HBA)). This outline needs to specify which areas can be accommodated and clearly outline where sub-contractors are utilized. NHLS reserves the right to appoint multiple suppliers based on competence and compliance. It is, however, not the intent to have multiple service providers per business unit and service providers are required to bid for the whole area.

### **3. VEHICLE REQUIREMENTS**

#### **3.1. Vehicle Type:**

- Dedicated vehicles designed for the transportation of dangerous goods.
- Well-maintained vehicles with secure locking systems.
- Climate-controlled vehicles to maintain the required temperature range for blood samples.

#### **3.2. Vehicle Signage:**

- Clear and prominent signage, including:
- Dangerous Goods placard
- Biological Substance, Category A" label
- Infectious Substance label
- Keep Away from Heat label

### **4. DRIVER REQUIREMENTS**

#### **4.1. Training and Certification:**

- Formal training in transporting dangerous goods, specifically Category A biological substances.
- Valid driver's license.
- Current Dangerous Goods Transportation certification.

#### **4.2. Personal Protective Equipment (PPE):**

- Appropriate PPE, including:
  - Gloves
  - Goggles or face shield
  - Lab coat or disposable gown
  - Mask

### **5. PACKAGING REQUIREMENTS**

#### **5.1. Triple Packaging:**

- Adherence to UN standards (Instruction P620) for triple packaging:
  - **Primary Packaging:** Leak-proof primary container for the blood sample.

- **Secondary Packaging:** Sturdy secondary container with absorbent material.
- **Tertiary Packaging:** Rigid outer packaging to protect the contents.

#### 5.2. Marking and Labelling:

- Clear and accurate labelling on each package:
- Biological Substance, Category A label
- Infectious Substance label
- Keep Away from Heat" label
- Shipper's and consignee's names and addresses
- UN number (UN2900 or UN2814)
- Packing group(PGII OR PGIII)
- PROVIDE REQUIRED PACKAGING MATERIAL (ALREADY LABELLED) UPON CONSIGNMENT COLLECTION

### 6. DOCUMENTATION REQUIREMENTS

#### 6.1. Air Waybill:

- Detailed Air Waybill including:
- Shipper's and consignee's names and addresses
- Number and type of packages
- Description of contents ("Biological Substance, Category A")
- UN number and packing group
- Total weight and dimensions
- Declaration of compliance with regulations

#### 6.2. Additional Documentation:

- As required by regulatory authorities, such as Dangerous Goods Declarations or Safety Data Sheets.

### 7. TRANSPORTATION DOCUMENTS

#### 7.1. Temperature Control:

- Maintenance of the required cold chain temperature range throughout transportation.
- Use of temperature monitoring (Data Logging) devices.
- Provide Ice Packs/Dry Ice on Request

#### 7.2. Security:

- Robust security measures to prevent theft, loss, or damage.
- Driver training in security procedures.

### 8. EMERGENCY PROCEDURES

#### 8.1. Incident Response Plan:

- Comprehensive plan to address accidents or spills, including:

✓ Notification of authorities

- ✓ Containment procedures
- ✓ Cleanup procedures

## 9. INSURANCE

### 9.1. Insurance Coverage:

- Adequate insurance coverage to protect against loss, damage, or liability.

### Additional Considerations:

- **Compliance with Local Regulations:** Adherence to all local, national, and international regulations governing the transportation of dangerous goods.
- **Risk Assessment:** Regular risk assessments to identify potential hazards and implement mitigation strategies.
- **Training and Awareness:** Ongoing training for drivers and staff on handling, packaging, and transporting dangerous goods.
- **Emergency Contacts:** Availability of 24/7 emergency contacts for incident response.
- **Record-Keeping:** Detailed records of shipments, including temperature logs and incident reports.

## 10. SCOPE OF WORK

The Supplier will be on the panel for Two (2) years to collect and transport human diagnostic specimens (including but not limited to blood specimens, sputum, urine, tissue biopsies etc.), from points of departure to destinations specified by the NHLS' instructions given from time to time for delivery to the NICD

The Suppliers should employ such competent resources required to fulfil NHLS' requirements, including contingencies in the event of absenteeism by any of the Supplier's drivers, for whatever reason. Proof of contingencies and driver evaluation must be included in the proposal response.

The Supplier must commit to comply with all processes and procedures, either manual or electronically as required by NHLS, and provide for training by NHLS staff on NHLS specific processes and procedures from time to time. This includes the usage of electronic scanners and tracking devices where implemented, this must be stated in the proposal response,

All Supplier drivers must wear an identifiable and agreed uniform with clear identification of the driver and company. The Supplier shall be entitled to use subcontractors with prior written authorisation from the NHLS for unforeseen peaks in vehicle demand. Appointment of such subcontractors shall in no way whatsoever absolve the Suppliers of their total liability in terms of their obligation towards NHLS. Any subcontractors must be presented to NHLS before

engagement and, if already identified, included in the proposal response.

The Supplier must provide evidence of their knowledge of the pathology/laboratory services and/or general courier services for which they are proposing.

The supplier must provide flexibility on routes, such as increasing or decreasing the frequency of stops at collection sites, for which the Supplier needs to illustrate how they are going to accommodate these changes.

Some of the collection sites are 24-hour sites and the supplier might be required to accommodate variable collection times as well as after-hour callouts and weekend routes.

The Supplier must endorse each waybill's notes for stock materials when the commodities are delivered to the NHLS' consignees as to any damage to the commodities caused by the Supplier or its personnel. The supplier must indicate how they currently manage damages and biological spills in their proposal response. Any spill must be treated as dangerous, and each vehicle must be equipped with a compliant dangerous goods spill kit.

The Supplier must comply with all applicable laws, ordinances and regulations, including (but without limitation) the National Road Carrier Transportation Act, the National Bargaining Council for Road Freight Logistics Industry (NBCRFLI) and all applicable Road Ordinate Hazardous Subsistence Regulations. Understanding and Compliance with the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO) Packaging of Biological Substances is compliance is Compulsory.

In addition to the above, the Supplier must ensure that all vehicles and drivers comply with a minimum of the following:

- a. Compliance with the Road Traffic Act on transportation of Dangerous Goods
- b. Sample integrity through operating procedures and random measurement
- c. Drivers to have annual medicals, which they must pass as well as vaccinations and proven immunity where necessary. Including Surveillance for possible exposures.

The proposal response must include proof of compliance, including proof of driver training or evidence of scheduled driver training, in terms of the National Road Traffic Act.

The Supplier must state evidence of procedures to ensure that before loading specimens, the vehicles are clean and free of any matter, which could cause contamination of the commodities being loaded.

Vehicles must be fitted with rubberized canopies that must be coated to block direct sunlight from cooler boxes. Vehicles must be padded to reduce “shaking” of samples on dirt roads.

The Supplier will not be allowed to co-load shipments with specimens, nor perform any other transportation activities while on route for the NHLS.

The Supplier must present evidence of procedures and access to communication technology to immediately report any loss of specimen that occurs from the time the goods are placed onto the vehicle/s until the time of off-loading of the goods at the NHLS’ consignees or to the delivery points nominated.

Communication must include contingencies for areas where cell phone reception is either not available or unreliable and must be outlined in the proposal.

The Supplier must provide evidence or examples of a daily trip sheet that will indicate the pick-up point, date & time, and the contents of the parcel and obtain the signature of a responsible person at that point and sign that he/she has received the parcel, Including waybills for laboratory to laboratory.

Electronic Waybills must be provided to the assigned laboratory daily and attached to invoice submission.

The Supplier must retain copies of all trip sheets/or Electronic Waybills for queries and all trip sheets should be validated and or interrogated through the Supplier’s vehicle tracking system.

The NHLS reserves the right to perform random inspections and audit the Supplier facilities, premises, documentation and vehicles of the supplier's sub-contractor at any time during normal working hours.

Bidders must submit a letter of reference not older than a period of three years, that will be an added advantage.

## **11. SAFETY AND LEGAL COMPLIANCE**

If the Supplier is appointed to NHLS, the following safety and legal compliance will be required. The Supplier must indicate their acceptance of these minimum specifications and provide proof where possible.

The Supplier’s drivers must be trained annually by the provisions of the Road Traffic Act no 93 of 1996 as amended and the International Civil Aviation Organization (ICAO) Technical Instructions

for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO)  
Packaging of Biological Substances

All drivers must be trained by NHLS quality assurance on the handling of specimens, and general behaviour in the Laboratories, including cleaning of cooler boxes.

## **12. DRIVERS TRIP PROCEDURES**

### **Pre-departure each vehicle must be inspected for:**

1. Dangerous Goods Declaration (DGD) when specimens are transported
2. Designated space (orange coloured container affixed to each vehicle)
3. Transport emergency card
4. Ensure that the vehicle is free of contaminating loads
5. Ensure that the vehicle is roadworthy
6. Ensure that a spill kit is in place with all other relevant equipment

### **Pre-departure each driver must comply with:**

1. Be fit to drive (have a valid driver's license)
2. Carry proof of compliant training with the driver in the vehicle.
3. Carry a valid Dangerous Goods operator card affixed to the windscreen of the vehicle

Driver absenteeism or route delays must be communicated to the assigned Laboratory Manager no later than 30 minutes before the scheduled route start time. Such communication must include information on alternative arrangements made. Appointed service providers will be subjected to a driver evaluation process by the NHLS.

### **During each trip, every driver must ensure that:**

1. The driver is fit to drive. This includes taking sufficient breaks and being free of any substances that could interfere with the ability to drive
2. The integrity of samples is protected against physical and environmental harm
3. Each route is completed timeously and if any delays are experienced the driver will inform appropriate management.

### **Template for the submission of responses:**

Each responded is requested to respond to each heading under of preceding points in this annexure.

Clearly reference the paragraph numbers as these responses will be used during the evaluation of tenders in accordance with the Evaluation Criteria below.

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## **13. TECHNICAL SUITABILITY: MANDATORY REQUIREMENTS**

***The bidder who fails to comply with the Mandatory Requirements will be disqualified.***

3.3.1 Provide evidence of the training for drivers and staff on handling, packaging, and transporting dangerous goods in accordance with the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO) Packaging of Biological Substances	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response (with a unique reference to locate substantiating evidence), proof by means of certificates and accreditation of Drivers and staff responsible for the transportation of both UN3373/2814 and 2900</b>		

3.3.2 Provide evidence of registration with the National Bargaining Council for Road Freight Logistics Industry (NBCRFLI)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: (Bidders to provide CERTIFICATE of registration with National Bargaining Council for Road Freight Logistics Industry (NBCRFLI)</b>		

3.3.3 Provide evidence of ability to comply or make provision to comply with NRTA (National Road Traffic Act) 93 of 1996 for driver compliance and Certification.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation:</b> <b>1. Prospective Bidders to provide evidence including but not limited to valid driver's training certificates from an accredited training provider as authorised by the Department of Transport or Provide proof of contracting a certified company to perform driver training and ensure driver compliance in respect of dangerous goods)</b> <b>2. Provide valid proof for professional drivers permit as per RTMA for Transportation of Dangerous Goods.</b> <b>Note: to view a list of accredited service providers for dangerous goods training, please visit <a href="http://www.transport.gov.za">www.transport.gov.za</a></b>		

3.3.4 Online with E-Waybill Processing of Specimen Order Placement Capabilities	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: Bidders to provide evidence of the Online E-Waybill system used for their clients' Order processing. Proof of Order Placement completed on their current system from End to End.(le from Order Processing to Delivery)</b>		

3.3.5 Provide Dangerous goods insurance of on vehicles, equipment, Blood Samples Specimen in-transit and third-party insurance. Both insurances must be for a minimum of R500,000.00(Five Hundred Thousand Rands)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response , proof by means of an Insurance Schedule Letter or commitment letter. ( reference to locate substantiating evidence)</b>		

	<b>Comply</b>	<b>Do Not</b>
--	---------------	---------------



3.3.6 Provide evidence of Standard Operating procedure (SOP) on the management of accidents and spills as per categories UN3373, UN2814 and UN2900 (Both for Blood Samples Category A and Category B)		<b>Comply</b>
<b>Substantiation: Prospective bidders are to Provide evidence SOP Manual/documents) for UN3373, UN2814 and UN2900 (Both Category A and Category B) to deal with spillage. Each Category to have its own SOP.</b>		
3.3.7 All courier Vehicles/or Blood Samples Collection Cooler Boxes to be fitted with temperature monitoring devices.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: Proof of Monitoring devices to be presented , No Internet Downloaded Pictures will be allowed</b>		

14. TECHNICAL REQUIREMENT	WEIGHTING	SCORING
<b>1. Company Profile and Experience</b>  The Bidder must have a minimum of ten (3) years' experience in the Transportation of Category A Biological Samples on a National Network. Staff Training records with Dates showing at least 3 years of Active Practice	<b>15%</b>	<b>1. Company Experience</b>  <ul style="list-style-type: none"> <li>• 5 or more years = 15</li> <li>• 4-5 years' experience = 10</li> <li>• 3 years of experience = 5</li> <li>• Less 3 years' experience = 0</li> </ul>
<b>2.Track Record/References</b>  The Bidder must include at least three (3) detailed reference letters that they are currently transporting Category A, Biological Samples, Category A samples, or previous contracts held  Please provide at least three (3) reference letters from the former or current client and it must be on the client letterhead, must have client names, contact numbers and contact person.	<b>15%</b>	<b>2. Track Record: References</b>  <ul style="list-style-type: none"> <li>• 5 or more References = 15</li> <li>• Between 3 - 4 References = 10</li> <li>• Less than 3 References = 0</li> </ul>
<b>3. Transportation Methodology</b> Detailed description of the proposed transportation methodology, including: <ul style="list-style-type: none"> <li>• Provide currents Real Time procedures for ensuring sample integrity and traceability from Collection to delivery <b>(4%)</b>.</li> <li>• Provide Temperature control measures and systems for maintaining sample viability. <b>(4%)</b></li> <li>• Provide Emergency response plan for spills, leaks, and accidents. <b>(2%)</b></li> <li>• Provide Procedures for handling and disposal of contaminated materials. <b>(2%)</b></li> <li>• Proposed routes and delivery schedules, demonstrating efficiency and timeliness.<b>(4%)</b></li> <li>• Demonstrate ability to meet NHLS turnaround times for sample deliveries <b>(3%)</b></li> </ul>	<b>20%</b>	Detailed description of the proposed transportation methodology, including: <ul style="list-style-type: none"> <li>• Chain of custody procedures, ensuring sample integrity and traceability <b>(4%)</b>.</li> <li>• Temperature control measures for maintaining sample viability. <b>(4%)</b></li> <li>• Emergency response plan for spills, leaks, and accidents. <b>(2%)</b></li> <li>• Procedures for handling and disposal of contaminated materials.<b>(2%)</b></li> <li>• Proposed routes and delivery schedules,</li> </ul>



<ul style="list-style-type: none"> <li>• Provision of a detailed risk assessment and mitigation plan.(1%)</li> </ul> <b>Please provide support substantiation per line item with a clear subject line</b>		<p>demonstrating efficiency and timeliness.(4%)</p> <ul style="list-style-type: none"> <li>• Demonstrate ability to meet NHLS turnaround times for sample deliveries (3%)</li> <li>• Provision of a detailed risk assessment and mitigation plan. (1%)</li> </ul>
<p><b>4. Packaging and Containment</b> Provide Triple packaging as per UN Standards (Instruction P620) i.e.</p> <ul style="list-style-type: none"> <li>• Primary Packaging: Leak-Proof primary container for biological samples (5%)</li> <li>• Secondary Packaging: A Sturdy secondary container with absorbent material (5%)</li> <li>• Tertiary Packaging: Rigid outer packaging to protect contents (5%)</li> </ul> <p><b>Please provide samples and Containers per line item to confirm Accuracy and Compliant of the Containers required (Containers to be returned when required)</b></p>	<b>15%</b>	<ul style="list-style-type: none"> <li>• Primary Packaging: Leak-Proof primary container for biological samples (5%)</li> <li>• Secondary Packaging: A Sturdy secondary container with absorbent material (5%)</li> <li>• Tertiary Packaging: Rigid outer packaging to protect contents (5%)</li> </ul>
<p><b>5. Driver Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Provide Proof of valid Driver's Licences and Professional Driving Permits- Minimum of 5 (2%)</li> <li>• Proof of specialized training in the transportation of dangerous goods, specifically Category A Infectious substances (2%)</li> <li>• Demonstrated understanding of UN2814 and UN2900 regulations (2%)</li> <li>• Training in the handling of Biological samples and chain of custody procedures (2%)</li> <li>• Proof of regular medical evaluations of drivers (2%)</li> </ul> <p><b>Please provide support substantiation per line item with a clear subject line</b></p>	<b>10%</b>	<ul style="list-style-type: none"> <li>• Provide Proof of valid Driver's Licences and Professional Driving Permits-Minimum of 5 (2%)</li> <li>• Proof of specialized training in the transportation of dangerous goods, specifically Category A Infectious substances (2%)</li> <li>• Demonstrated understanding of UN2814 and UN2900 regulations (2%)</li> <li>• Training in the handling of biological samples and chain of custody procedures (2%)</li> <li>• Proof of regular medical evaluations of drivers (2%)</li> </ul>
<p><b>6. Quality Management System</b></p> <ul style="list-style-type: none"> <li>• Provide the company quality management system (QMS) (3%)</li> <li>• Provide Procedures for Monitoring and Evaluating Service Performance (3%)</li> <li>• Provide Corrective and preventative action procedures for addressing Non-Conformances (2%)</li> <li>• Provide Document control Procedures (2%)</li> </ul>	<b>10%</b>	<ul style="list-style-type: none"> <li>• Provide the company quality management system (QMS) (3%)</li> <li>• Provide Procedures for Monitoring and Evaluating Service Performance (3%)</li> <li>• Provide Corrective and preventative action procedures for addressing Non-Conformances (2%)</li> <li>• Provide Document control Procedures (2%)</li> </ul>

<b>Please provide support substantiation per line item with a clear subject line</b>		
<b>7. Regulatory Compliance and Documentation</b> Bidders to demonstrate understanding of and compliance with all applicable national and international regulations, including <ul style="list-style-type: none"> <li>• NRTA (National Road Traffic Act) 93 of 1996 Dangerous Goods (Model Regulations) <b>(5%)</b></li> <li>• International Air Transport Association (IATA) Dangerous Goods Regulations <b>(10%)</b></li> </ul> <b>Please provide support substantiation per line item with a clear subject line</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>• NRTA (National Road Traffic Act) 93 of 1996 Dangerous Goods (Model Regulations) <b>(5%)</b></li> <li>• International Air Transport Association (IATA) Dangerous Goods Regulations <b>(10%)</b></li> </ul>
<b>TOTAL POINTS</b>	<b>100</b>	
<b>THRESHOLD</b>	<b>75%</b>	

#### 4. PRICING SCHEDULE

<b>CAT A Samples Courier Service Pricing Template</b>					
<b>ROUTE</b>		<b>ROUTE NAME</b>	<b>Rate Per Parcel</b>	<b>Rate Per Parcel</b>	<b>Rate Per Parcel</b>
			<b>0-1KG</b>	<b>2-3KG</b>	<b>3-4KG</b>
Durban - Johannesburg-NICD		DBN-JHB			
Cape Town -Johannesburg-NICD		CTN-JHB			
Port Elizabeth - Johannesburg-NICD		PE-JHB			
Bloemfontein - Johannesburg-NICD		BMF-JHB			
Polokwane -Johannesburg-NICD		PLK-JHB			
Nelspruit -Johannesburg-NICD		NLS-JHB			
Braamfontein, Johannesburg to NICD		BRF-JHB			
Kimberley - Johannesburg-NICD		KIMB-JHB			
Mahikeng - Johannesburg-NICD		MHK-JHB			

#### EXTRA ROUTE COSTS BREAKDOWN

<b>ZONES</b>	<b>Distant Range</b>	<b>Additional Charge</b>
<b>Zone 1</b>	0-50KM	
<b>Zone 2</b>	0-100KM	
<b>Zone 3</b>	0-150KM	
<b>Zone 4</b>	0-200KM	
<b>Zone 5</b>	0-250KM	
<b>Zone 6</b>	0-300KM	

#### Guideline:

- Fill in the rates for each weight category and each route.
- Fill in the rates for each weight category and each route.
- Ensure clarity and accuracy to facilitate effective decision-making for the courier service
- All Rates should be declared on TOTAL cost per shipment
- Costing should include the cost of packaging in accordance with IATA (International Air Transport Association) regulations for dangerous goods.
- Utilize temperature monitoring devices to ensure compliance throughout the transport process
- Pricing to include insurance to cover loss, damage, or contamination of samples during transportation

#### RECOGNITION OF FUEL PRICE FLUCTUATIONS

Bidders must acknowledge that transportation rates are subject to adjustment based on fluctuations in fuel prices.

Any adjustments to pricing due to fuel cost changes must be communicated in writing and supported by relevant documentation (e.g., average fuel price indices).

The Fuel Pricing Calculation Model must be presented

Rate adjustments will be considered on a **quarterly basis or as mutually agreed upon**, ensuring transparency and fairness in pricing.



No.	Description	Total Price Exc Vat
1.	PANEL OF SUPPLIERS FOR THE PROVISION OF COURIER SERVICES: TRANSPORTATION OF DIAGNOSTIC HUMAN SAMPLES CATEGORY A (UN2814/2900) FROM NHLS SITES TO NICD SANDRINGHAM FOR A PERIOD OF TWO (2) YEARS	
<b>TOTAL PRICE EXCLUSIVE OF VAT</b>		<b>R</b>
<b>VAT %</b>		<b>R</b>
<b>DELIVERY</b>		<b>R</b>
<b>TOTAL PRICE INCLUSIVE OF VAT</b>		<b>R</b>

NB: Delivery cost must be included.

**5. FORM OF OFFER (SBD 7)****Offer**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

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The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda

There to as listed in the returnable schedules, and by submitting this offer has accepted the condition of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

Rand. ....

.....

..... (in words); R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

**for the tenderer**

(Name and .....  
.....

address of organization/) .....  
.....

.....  
Name and signature of witness ..... Date .....

## 6. RFQ EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a four-phased approach (4-Stages):

### **Stage 1: Administrative Compliance**

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

### **Stage 3: Functionality (Technical) Evaluation Criteria**

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on meeting minimum threshold criteria of 75%.

### **Stage 4: Price and Specific Goals**

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

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

### **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)**

The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	<b>Comply</b>	<b>Do Not Comply</b>
<b>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).</b>		

Fully completed and signed Declaration of Interest SBD 4	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4</b>		

Bidder <i>must</i> complete the pricing Schedule.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must submit and attach to the bid response fully completed pricing Schedule.</b>		

4. Tax Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	<b>Comply</b>	<b>Do Not Comply</b>
<b>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).</b>		

5. The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.</b>		

**B. Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

6. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	<b>Comply</b>	<b>Do Not Comply</b>
<b>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.</b>		

**Stage 2: Mandatory technical requirements**

**The bidder who fails to comply with the Mandatory Requirements will be disqualified.**

3.3.1 Provide evidence of the training for drivers and staff on handling, packaging, and transporting dangerous goods in accordance with the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air and the World Health Organization (WHO) Packaging of Biological Substances	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response (with a unique reference to locate substantiating evidence), proof by means of certificates and accreditation of Drivers and staff responsible for the transportation of both UN3373/2814 and 2900</b>		

3.3.2 Provide evidence of registration with the National Bargaining Council for Road Freight Logistics Industry (NBCRFLI)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: (Bidders to provide CERTIFICATE of registration with National Bargaining Council for Road Freight Logistics Industry (NBCRFLI)</b>		

3.3.3 Provide evidence of ability to comply or make provision to comply with NRTA (National Road Traffic Act) 93 of 1996 for driver compliance and Certification.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation:**

**1. Prospective Bidders to provide evidence including but not limited to valid driver's training certificates from an accredited training provider as authorised by the Department of Transport or Provide proof of contracting a certified company to perform driver training and ensure driver compliance in respect of dangerous goods)**

**2. Provide valid proof for professional drivers permit as per RTMA for Transportation of Dangerous Goods.**

**Note: to view a list of accredited service providers for dangerous goods training, please visit [www.transport.gov.za](http://www.transport.gov.za)**

**3.3.4 Online with E-Waybill Processing of Specimen Order Placement Capabilities**

**Comply**

**Do Not  
Comply**

**Substantiation:** Bidders to provide evidence of the Online E-Waybill system used for their clients' Order processing. Proof of Order Placement completed on their current system from End to End. **(le from Order Processing to Delivery)**

**3.3.5 Provide Dangerous goods insurance of on vehicles, equipment, Blood Samples Specimen in-transit and third-party insurance. Both insurances must be for a minimum of R500,000.00(Five Hundred Thousand Rands)**

**Comply**

**Do Not  
Comply**

**Substantiation: The bidder must submit and attach to the bid response , proof by means of an Insurance Schedule Letter or commitment letter. ( reference to locate substantiating evidence)**

**3.3.6 Provide evidence of Standard Operating procedure (SOP) on the management of accidents and spills as per categories UN3373, UN2814 and UN2900 (Both for Blood Samples Category A and Category B)**

**Comply**

**Do Not  
Comply**

**Substantiation: Prospective bidders are to Provide evidence SOP Manual/documents) for UN3373, UN2814 and UN2900 (Both Category A and Category B) to deal with spillage. Each Category to have its own SOP.**

**3.3.7 All courier Vehicles/or Blood Samples Collection Cooler Boxes to be fitted with temperature monitoring devices.**

**Comply**

**Do Not  
Comply**

**Substantiation: Proof of Monitoring devices to be presented , No Internet Downloaded Pictures will be allowed**

### **Stage 3: Functionality (Technical) Evaluation Criteria**

All submissions meet all administrative requirements and successfully selected based on meeting the minimum threshold criteria of 75%. Will be considered to the third stage.

### **Stage 4: Price And Specific Goals Criteria**

Bid will be evaluated based on 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:

<b>Price Assessment</b>	<b>80 Points</b>
<b>Specific Goals</b>	<b>20 Points</b>



## 7. 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: \_\_\_\_\_

## 8. DECLARATION OF INTEREST

**SBD4**

### 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 interest<sup>1</sup> 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**

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<sup>1</sup> 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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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

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

This preference form must form part of all 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/RFQ is the **80/20** preference point system.
- b) 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 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 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 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 of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (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 disadvantage 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

## 80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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 tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

#### 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 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 (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"> <li>City of Johannesburg = 5</li> <li>Gauteng Province = 2</li> <li>National = 0</li> </ul>	5		
<b>Total Points</b>	<b>20</b>		

#### 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 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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 9. 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 \_\_\_\_\_

2 \_\_\_\_\_