



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

RFQ NO: 1930048/25-26

**DESCRIPTION: REQUEST FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE AND VALIDATION OF CLASS II BIOLOGICAL SAFETY CABINETS FOR 6 MONTHSAT NICD SANDRINGHAM.**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL INSTITUTE FOR COMMUNICABLE  
DISEASES  
1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**Quotation Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS: Comfortt@nicd.ac.za

**Technical Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS: Comfortt@nicd.ac.za

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

**CLOSING DATE: 07 APRIL 2026 AT 11:00**  
**SITE BRIEFING: 01 APRIL 2026 AT 10:00**  
**NICD RECEPTION**  
**QUOTATION VALIDITY PERIOD: 90 days**

<b>CONTENTS</b>	<b>PAGE</b>
1 PART A INVITATION TO QUOTE (RFQ) SBD 1 .....	4
2 TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION (RFQ) .....	6
3 TERMS OF REFERENCE / SCOPE OF WORKS/ SPECIFICATION.....	9
4 PRICING SCHEDULE & FORM OF OFFER (SBD 7) .....	10
5 RFQ EVALUATION PROCESS AND CRITERIA .....	12
6 SCHEDULE OF WORK CARRIED OUT BY THE BIDDER .....	16
7 STANDARD BIDDING DOCUMENTATION (SBDs) .....	10

**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>	RFQNo:1930048/25-26	<b>CLOSING DATE:</b> 07 APRIL 2026		<b>CLOSING TIME:</b>	11:00AM
<b>DESCRIPTION</b>	MAINTANANCE AND VALIDATION OF CLASS II BIOLOGICAL SAFETY CABINETS AT NICD SANDRIGHAM				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
NICD STORES:RFQ BOX:NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	PROCUREMENT OFFICE		<b>CONTACT PERSON</b>	PROCUREMENT OFFICE	
<b>TELEPHONE NUMBER</b>	011 555 0498		<b>TELEPHONE NUMBER</b>	011 555 0498	
<b>E-MAIL ADDRESS</b>	Comfortt@nicd.ac.za		<b>E-MAIL ADDRESS</b>	Comfortt@nicd.ac.za	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	CODE		NUMBER		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	CODE		NUMBER		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS</b>	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIE R DATABAS E No:	MAAA
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<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>

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<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.
1.2.	<b>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.
1.4.	<b>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) Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid (Except when procuring through an established panel or transversal contract).
- f) 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.
- 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 clarification or site meeting or briefing session will be conducted: YES **01 APRIL 2026 AT NICD RECEPTION**
  - Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified.
  - 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 bidder will be responsible for final measurements.
- j) Quotation procedure using the two (2) stage system will apply: **Not applicable**.
- 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 [comfortt@nicd.ac.za](mailto:comfortt@nicd.ac.za) 24 hours prior the RFQ closing date.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) 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.
- a) 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 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.

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	<b>Accept</b>	<b>Do not accept</b>

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

**2.1 Objective Criteria has poor past performance with the NHLS projects- Preferential Procurement Regulations S21f of 2022**

- According to the Preferential Procurement Policy Framework Act (PPPFA), 2000: Preferential Procurement Regulations, 2022
- The bid will be awarded subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Section 2 (1)(f) of the Act states that “the contract must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in paragraph (d) and (e) justify the award to another bidder”.
- **The NHLS will evaluate the past performance of the bidder and determine whether the bidder has poor past performance within the NHLS as an objective criteria.**

**3. TERMS OF REFERENCE / SCOPE OF WORKS/ SPECIFICATIONS**

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

RFQ NO: 1930048/25-26

**DESCRIPTION: Maintenance and validation of class ii biological safety cabinets at NICD Sandringham.**

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 a service provider to render the

**Terms of Reference/ Scope of Works/ Specifications**

- to provide consulting services

**Resources:**

The resources should have knowledge of the

**Duration**

Six (6) months

**4. PRICING SCHEDULE**

Item No.	Description	UNIT	Quantity	Rates	Price (Excl. VAT)
	<b>Maintenance and Validation of Biological safety cabinets:</b>	1 ea			
1	Chemicals for Decontamination of BSC		125	R	R
2	-Sealing, demarcation, process indicators for Decon. -Adsorbtion and certification of Decon.(next day) -Cleaning, service and routine maintenance(pre-filters) -Location assessments and pre- Validation assessment -Record all assessments on the NHLS std. report form	1 ea	125	R	R
3	-initial Downflow/Inflow air velocity measurements -calibration and programming of all sensors and alarms -measure/record downflow/inflow measurements -record cabinets conditions(gauge/display) -4 step Smoke test and demonstration -filter integrity test -full report and certificates/documents	1 ea	125	R	R
4	Uniform flow clean bench service and validation, incl. primary filter replacement, airflow measurements, HEPA filter integrity test, all per ISO-14644 Standard	1 ea	10	R	R
5	Externally ventilated fume hood for chemical safety service and validation, incl. exhaust system - Check/evaluation, airflow measurements, airflow visualization, make-up air quality, all per ASHRAE-110/EN-14175	1 ea	5	R	R
6	Recirculating fume hoods for chemical safety service and validation incl. filter condition assessment, airflow measurements, airflow visualization, all per ASHRAE-110/BS 7989:2001	1 ea	14	R	R
7	A- Total bi-annual validation cost per above		6 months cycle	R	R
	Repair cost				
8	Downflow and exhaust HEPA filters for 4ft Bioflow II(FWH) H14	Set of 2 filters	4	R	R
9	Downflow and exhaust HEPA filter for 4 healforce H14	Set of 2 filters	6	R	R
10	Downflow and exaust HEPA filter for 4ft ESCO(AC2-4S1) H14	Set of 2 filters	8	R	R
11	Downflow and exhaust HEPA filters for 4ft NuAire(incl.HEPEX) H14	Set of 2 filters	4	R	R
12	Esco control sensor and PC Board	1 Set	2	R	R
13	14 Power Supplies control board- ESCO		5	R	R

14	Healforce control sensors and PC board	1 Set	3	R	R
15	Call out charges incl. travel	1	11	R	R
16	<b>Labor charges per hour</b>	<b>1 hr</b>	<b>290</b>	<b>R</b>	<b>R</b>
17	<b>Revalidation of repaired BSC</b>	1 ea	11	R	R
	<b>TOTAL Excl. Vat</b>			<b>R</b>	<b>R</b>
	<b>VAT 15%</b>				<b>R</b>
	<b>TOTAL PRICE Incl. VAT</b>			<b>R</b>	<b>R</b>

- NB: Delivery cost must be included.

### FORM OF OFFER (SBD 7)

The employer, identified in the acceptance signature block, has solicited offers/quotations for the procurement of:

.....

.....

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of the RFQ.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder 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 this form of offer before the end of the period of validity stated in the submission data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client. Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Offer, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Quotation (RFQ).

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

Signature(s) .....

Name(s) (Print name of signatory) .....

Capacity .....

Name of the Bidder .....

**4. 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 three-phased approach (3-Stages):

**STAGE 1: ADMINISTRATIVE COMPLIANCE :**

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

**STAGE 3: 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.

**4.1 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)	<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>		
2. 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>		

3. Fully completed and signed RFQ document	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document.</b>		

4. Bidder must 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>		

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>		

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

**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.	<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>		

**4.2 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)**

<b>REQUIREMENT</b>	<b>COMPLY</b>	<b>DO NOT COMPLY</b>
1. 1. Applicable training for at least supervisory staff (senior position regarding 2. – Servicing (pre- validation) 3. –Maintenance 4. – Calibration (setting of alarms/display readings/gauges)		

<p>5. – Validation (referring to manufactures specifications and standards)</p> <p>6.</p> <p>7. <b>Bidders must provide proof of external training certificates that comply to NSF/ANSI 49 and/or EN12469:2000</b></p>		
<p>2 Provide internal training program were the training and competency for all relevant staff is demonstrated for the service and validation of Biological Safety Cabinets and competency criteria to be specified.</p> <p>Bidders must provide a training program as part of their submission. (If <b>all</b> relevant staff are trained in accordance to mandatory 1 this mandatory 2 shall fall away.)</p>		
<p>3. In the event that a Biological Safety Cabinet is deemed dangerous to the operator or any other person the Laboratory Manager or appointed representative shall immediately be informed of the situation and advised in writing that the bio-safety cabinet should be removed from service with immediate effect. The correspondence shall include detailed reasons for the removal of the cabinet from service and shall be left with the Laboratory Manager at the time of the decision. The cabinet should also be marked clearly as “not safe for use” with a reason.</p> <p>Bidders must provide the above mentioned “removal/failure” form and signage as part of their submission.</p>		
<p>4. Should any Biological Safety Cabinets be located in a position or be found to be maintained in such a manner as to cause risk to the user or any other person the supplier must report same together with recommendations on the NHLS standard report in the prescribed manner and also discussed with the Laboratory Manager or the appointed representative.</p> <p>Bidders must supply written demonstration/method for the placement of cabinets as per relevant standards and how to evaluate external interference.</p>		

<p>5.Only appropriately calibrated equipment shall be used to certify or calibrate cabinets. Validation certificates or calibration logs for the said equipment must be submitted with this application.</p> <p>Bidders must provide calibration logs/certificates valid for at least 6 (six) months from date of RFQ, for the following:</p> <ul style="list-style-type: none"> <li>• Photometer(s) and</li> <li>• Anemometer(s).</li> </ul>		
<p>6.When the Service/Validation of the Biological Safety Cabinet has been done, copies of all equipment calibration certificates shall form part of the documents handed / forwarded to the laboratory manager or representative with the validation report, including Decontamination certificate/report.</p> <p>Bidder must provide a Decontamination procedure for decontaminating Biological Safety Cabinets. This procedure to include the following:</p> <ul style="list-style-type: none"> <li>• Validated decontamination method with a repeatable validation report.</li> <li>• Working cards or decontamination report that include STEL and LTEL (Short and long term exposure) values and released values at decontamination.</li> <li>• Validation of Chemical Indicators (for validated method) by Biological Indicators that include Methods, references and 3x test data with reproducible results.</li> <li>• Control form/procedure of Decontamination materials, recorded by batch identification and expiry dates for relevant decontamination method.</li> <li>• Form/List of all PPE used during decontamination.</li> </ul> <p>Procedure and report of post decontamination cleaning and consumable disposal.</p>		
<p>7.No work shall be undertaken unless by a person trained as in Mandatory 1</p>		

<p>above and the supplied supporting documentation is provided. If the person is deemed competent as per Mandatory 2 the person stated in Mandatory 1 shall sign off all work done on our premises.</p> <p>The Bidder shall supply a list of competent staff with their relevant training records/certificates as part of this bid.</p>		
<p>8. During the term of this agreement, The Supplier shall take all steps to ensure that the site remains clear of waste and any hazardous material or substances and on completion of such work.</p> <p>The bidder shall include a written demonstration that they are aware of <b>Healthcare Risk Waste management</b>. The Supplier shall make good and leave the site and equipment serviced clean and tidy (including fumigation residues, tape marks etc.).</p> <p>Please note, the supplier shall provide all consumables other than the necessary Laboratory PPE as determined the documented risk assessment applicable to that facility (including cleaning materials etc.)</p>		
<p><b>9. Compulsory additional documentation to be submitted with this RFQ:</b></p> <ul style="list-style-type: none"> <li>Maintenance procedure for Class-II A2 microbiological safety cabinet that were manufactured in South African borders, sold/built by local manufacturers (homologations certificate).</li> </ul> <p>This procedure must include all the relevant steps (step by step) to complete a validation of a Biological Safety Cabinet that was manufactured in South African borders.</p> <ul style="list-style-type: none"> <li>Maintenance procedure for Class-II A2 microbiological safety cabinet that were</li> </ul>		

manufactured outside of South African borders, sold with a sales permit.  
This procedure must include all the relevant steps (step by step) to complete a validation of a Biological Safety Cabinet that was manufactured outside of South African borders.

All two (2) procedures/methods must accompany this bid

10.Details of a proposed method of ensuring that booking for appointments for decontamination and validation including repairs.

Bidder must provide a procedure/method to contact and arrange/book appointment with the relevant labs.

11.Only HEPA filters that are within specifications of the manufacturer requirements for the said Biological Safety Cabinet shall be used without modification or forceful insertion.

Bidder must supply Specifications for the eight (8) (4 complete sets) of HEPA filters requested in the pricing schedule and reference it to the required manufacturers

12.The appropriate standard report form as drafted by the NHLS/NICD must be completed and delivered to the Laboratory Manager or the appointed representative within 2 working days of the service having been completed. Copies of standard reporting forms are available from NICD Procurement (Xxxxxxx) email: [xxxxxx@nicd.ac.za](mailto:xxxxxx@nicd.ac.za)

<p>13.Reasons together with justifying measurements must be recorded on the NHLS report template for any HEPA filter replaced. The certificate of manufacture for any replaced HEPA filters shall be delivered to the Laboratory Manager or the appointed representative within 2 working days of the service having been completed. The filter serial numbers of both the removed and the replacement HEPA filters shall be recorded on the same report document including the revalidation information.</p>		
<p>14.Once the facility manager or appointed representative has been shown the old HEPA filter that has been replaced, the HEPA filter will be placed in the plastic covering and then the box which previously contained the new HEPA filters, it must be clearly marked with the relevant NHLS health care risk waste details and taped shut with bio-safety tape and then given to the facility manager or their representative for disposal by the NHLS through our health care risk waste disposal stream. (The NHLS Laboratory Manager will supply the necessary health care risk waste details, relevant sticker and tape to ensure compliance with the NHLS policy).</p>		
<p>15.In the event of another date having to be set for repair work such date shall be agreed with the Laboratory Manager for the repair of the cabinet prior to departure from the facility. (Commitment to adherence to this requirement, require a yes answer)</p>		
<p><b>General guidelines</b> 16.The Supplier hereby certifies that all electrical or mechanical equipment, which will be brought onto the site and used during the course of the Agreement, conforms to the relevant standards and regulations and is safe to use. Further, The Supplier understands that should it come to the attention of the company's officials/ representatives that such equipment does not meet the required standards, The</p>		

<p>NHLS may order cessation of work until such time as the equipment is repaired satisfactorily. This is to be in alignment to the Occupational Health and Safety Act no 85 of 1993 (OHSACT) and the regulations framed there under as well as the appropriate standards and specifications including VC 8041, SANS 12469:2002 and SANS 10226:2009.</p>		
<p><b>General guidelines</b></p> <p>17.The NHLS reserves the right to monitor, audit or check any work, testing or validation process being performed or done on any equipment and also question any technician working on any piece of equipment to assess their level of competency and confirm that they are trained and understand the impact of their work as per the supplied supporting documentation. The NHLS also reserves the right to employ a third party to conduct the audit, check or tests. This monitoring may not necessitate the presence of the Service provider.</p>		
<p>18.All the equipment stated in Mandatory 5 shall conform to all relevant standards and regulations applicable to Biological Safety Cabinets</p> <p>Successful bidder to supply a complete “Site Safety File” prior to commencement of any work.</p>		
<p>19.The bidder shall commence work at NICD within a week of being awarded this RFQ</p>		

#### 4.4 STAGE 3: 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:

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

**5. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER**

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded, 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: \_\_\_\_\_

**6. SBD4 DECLARATION OF INTEREST**
**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 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 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)”**

- 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:

$$P_s = 80 \left( 1 - \frac{80/20 \cdot (P_t - P_{min})}{P_{min}} \right)$$

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

### 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

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

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

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 RFQ 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"> <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 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.

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

