



NATIONAL HEALTH LABORATORY SERVICE

REQUEST FOR QUOTATION (RFQ)

RFQ NO: 1930047/25-26

DESCRIPTION: REQUEST FOR SVPL BSL3 ANNUAL SERVICE AND RECERTIFICATION OF HIGH CONTAINMENT FACILITY FOR A PERIOD OF 3 YEARS AT 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: nicdprocurement@nicd.ac.za

Technical Queries:

CONTACT NAME: PROCUREMENT OFFICE

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

NAME OF A BIDDER:.....

COMPULSORY SITE BRIEFING: 29 APRIL 2026 AT 10:00AM

CLOSING DATE: 06 MAY 2026 AT 11:00AM

QUOTATION VALIDITY PERIOD: 90 days

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1. PART A Invitation to Bid
SBD 1
**PART A INVITATION TO
BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ No: 1930047/25-26	CLOSING DATE: 06 MAY 2026		CLOSING TIME:	11:00AM
DESCRIPTION	REQUEST FOR SVPL BSL3 ANNUAL SERVICE AND RECERTIFICATION OF HIGH CONTAINMENT FACILITY FOR A PERIOD OF 3 YEARS AT NICD SANDRINGHAM.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NICD RECEPTION: QUOTATION BOX:NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	PROCUREMENT OFFICE	
TELEPHONE NUMBER	011 386 6000		TELEPHONE NUMBER	011 386 6000	
E-MAIL ADDRESS	nicdprocurement@nicd.ac.za		E-MAIL ADDRESS	nicdprocurement@nicd.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<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**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST 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.
 - A compulsory clarification or site briefing will be conducted: **29 APRIL 2026 AT NICD RECEPTION AT 10:00AM.** 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.
- i) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- j) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- k) All questions regarding this RFQ must be forwarded to the nicdprocurement@nicd.ac.za 24 hours prior the RFQ closing date.
- l) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- m) 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 GCC Document or visit NHLS website https://www.nhls.ac.za/supply-chain/ , click on supply chain management tab then select General Conditions of Contract	Accept	Do not accept

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NICD QUOTATION 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 criterion.**

3. SPECIFICATIONS
FORM OF QUOTATION SUPPLIER NAME: _____

RFQ NO: 1930047/25-26
DESCRIPTION: REQUEST FOR SVPL BSL3 ANNUAL SERVICE AND RECERTIFICATION OF HIGH CONTAINMENT FACILITY FOR A PERIOD OF 3 YEARS 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

Specifications

- to provide consulting services

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.

DURATION:	Three Years (3)
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SERVICE AND RECIRTFICATION INTERVALS:	Annually (Once in 12 Months)
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REPAIRS	Call out rates for repairs as and when required
Rate Per hour normal hours	R
Rate Per hour after hours	R

Mark up % on spares used for repairs as and when required basis (Original invoice for repairs parts required)	%
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No	Description	unit	qty
1	Facility Air Flow Rebalancing to previous setting and Measurements. <ul style="list-style-type: none"> Measure and record initial airflow and calculated Air changes. Adjust air flow where required. 8 Supply diffuser and 8 Exhaust grills Provide air flow measurements and air changes report. 	All	1
2	Service & Validation of Class II A2 <ul style="list-style-type: none"> Initial Downflow/Inflow air velocity measurements Measure/record downflow/inflow measurements Calibration and programming of all sensors and alarms 	No	2

	<ul style="list-style-type: none"> • Record cabinets conditions(gauge/display) • 4 step Smoke test and demonstration • Filter integrity tests • Full report and certificates/documents <p>- Standard applicable: EN 12469 (SANS 12469 of 2002)</p>		
3	<p>Service & Validation of Class III</p> <ul style="list-style-type: none"> • Initial Supply/Exhaust air velocity measurements for main and pass through chamber • Calibration and programming of all sensors and alarms • Measure/record Supply/Exhaust measurements for main and pass through chamber • Record cabinets conditions(gauge/display) • Pressure decay test • Smoke test and demonstration • Supply and exhaust filter integrity test • Full report and certificates/documents 	No	1
4	<p>Service & Validation of BIBO</p> <ul style="list-style-type: none"> • Filter integrity tests • Record cabinets conditions(gauge/display) • Pressure decay test • Full report and certificates/documents 	No	2
5	<p>BMS Annual shutdown service and maintenance</p> <ul style="list-style-type: none"> • Verify all inputs and outputs. • Check Battery in all modules. • Program updates and programming. • Verification of pressure and temperature sensors. • FMEA recording and verification using built in sensors. • BMS service report/documentation 	No	1
6	<p>Service of hydronic chiller system</p> <ul style="list-style-type: none"> • Perform full due diligence system diagnostic check and generate report as per OME standards. • Clean coil fins using a chemical wash and rinse. • Check and clean strainers on the water line pipes (hot and cold) • Flush the pipelines with chemicals and water • Refill and Bleed air out of the system 	No	1

7	20kVA UPS Preventative maintenance and inspections <ul style="list-style-type: none"> • Check condition of equipment • Check Batteries voltage • Check UPS Bypass • Check for alarms • Check for loose Connection • Check load • Blowoff accumulated dust • Service report/job card 	No	1
8	Service of supply air handling unit <ul style="list-style-type: none"> • Clean coil using a chemical wash and rinse and clean condensate drain. • Wash and change primary filters supplied by end user • Change secondary filters supplied by end user • Replace v-belts supplied by end user • Ensure fan and motor is balanced / aligned with pulleys and ensure there are no vibrations after service. • Provide AHU service report 	No	1
9	Service of two exhaust fan motor <ul style="list-style-type: none"> • Supply and change Bearings (DE & NDE) • Spray paint the motor housing to match existing colors (blue & red) • Ensure fan motor with impeller is balanced / aligned and ensure there are no vibrations after service. • Provide AHU service report 	No	2
10	Calibration Magnehelic Gauges x8 (Pa) Thermometer probes x6 Pressure gauges x8 (kPa) <ul style="list-style-type: none"> • SANAS approved calibration and provide certification 	All	1
11	Service and Calibration (Dreager instruments) X-am 5100 H2020(ARNJ-0411) x 1 X-am 5000 Formaldehyde (portable) detector x (ARZM-0842) x1	All	1
12	Compressed air 3-In-filters Cyclonic Separator 10mm	Set (3 filter per	2

	Particulate filter 10mm Coalescer Filter 10mm Cyclonic Separator 15mm Particulate filter 15mm Coalescer Filter 15mm <ul style="list-style-type: none"> • Include nipple fittings and thread tape 	set)	
13	Post Service <ul style="list-style-type: none"> • Clean up and remove all waste materials created during the service. 	All	1

Duration

3 YEARS

4. PRICING SCHEDULE
PRICING SCHEDULE:

Year 1					
No	Annual Service Description	unit	quantity	rates	Cost excluding vat
1	Facility Air Flow Rebalancing to previous setting and Measurements.	All	1		
2	Service & Validation of Class II A2	No	2		
3	Service & Validation of Class III	No	1		
4	Service & Validation of BIBO	No	2		
5	BMS Annual shutdown service and maintenance	No	1		
6	Service of hydronic chiller system	No	1		
7	20kVA UPS Preventative maintenance and inspections	No	1		
8	Service of supply air handling unit	No	1		
9	Service of two exhaust fan motor	No	2		
10	Calibration	No	22		
11	Service and Calibration	No	2		
	Additional Once off Service and repairs cost.				
12	Supply and replace Compressed air 3-In-	No	2		

	filters				
13	Supply only Downflow and exhaust HEPA filters for 4ft Baker IIA2 H14	set	2		
14	Supply only BIBO HEPA Camfill H14 610x610x292 Steel frame, V-shaped pleats foamed gasket (EN1822)	No	2		
15	Supply and install primary (2) and secondary (2) gasket	No	4		
16	Supply and install Motor cooling fan. Framesize: 132	No	2		
17	Supply and install Steam line Pressure gauges. (0 - 12000kpa). Stainless steel casing, 60mm Dia. Non liquid filled.	No	2		
18	Supply and install Steam line pressure reducing valve DN25, PN25. Working Temp 200°C.	No	1		
19	Supply and install Steam line gate valve DN25, PN20. With nipples on either sides. Working Temp 180°C.	No	2		
20	Validate the EDS and provide report.	No	1		
21	Supply and install 450 mm diameter X 250 mm long rubber duct connector sleeve on main exhaust duct network system	No	2		
22	Supply and install 400 mm diameter X 250 mm long rubber duct connector sleeve on main exhaust duct network system	No	2		
	TOTAL				
	PLUS 15% VAT				
	GRAND TOTAL				
	Estimated time to complete work above				

- NB: Delivery cost must be included.

Year 2					
No	Description	unit	quantit y	rates	Cost excluding vat
1	Facility Air Flow Rebalancing to previous setting and Measurements.	All	1		
2	Service & Validation of Class II A2	No	2		
3	Service & Validation of Class III	No	1		
4	Service & Validation of BIBO	No	2		
5	BMS Annual shutdown service and maintenance	No	1		
6	Service of hydronic chiller system	No	1		
7	20kVA UPS Preventative maintenance and inspections	No	1		
9	Service of supply air handling unit	No	1		
9	Service of two exhaust fan motor	No	2		
10	Calibration	No	22		
11	Service and Calibration	No	2		
	TOTAL				
	PLUS 15% VAT				
	GRAND TOTAL				
	Estimated time to complete work above				

Year 3					
No	Description	unit	quantit y	rates	Cost excluding vat
1	Facility Air Flow Rebalancing to previous setting and Measurements.	All	1		
2	Service & Validation of Class II A2	No	1		
3	Service & Validation of Class III	No	1		
4	Service & Validation of BIBO	No	2		
5	BMS Annual shutdown service and maintenance	No	1		
6	Service of hydronic chiller system	No	1		
7	20kVA UPS Preventative maintenance and	No	1		

	inspections				
9	Service of supply air handling unit	No	1		
9	Service of two exhaust fan motor	No	2		
10	Calibration	No	22		
11	Service and Calibration	No	2		
	TOTAL				
	PLUS 15% VAT				
	GRAND TOTAL				
	Estimated time to complete work above				

Total Cost for 3 Years

Year 1 Ex VAT	R	
Year 2 Ex VAT	R	
Year 3 Ex VAT	R	
Plus 15% VAT	R	
Total (In. VAT)	R	

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

3. RFQ EVALUATION PROCESS

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

STAGE 1: ADMINISTRATIVE 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 percentages.

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 Bidder)

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

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		
2. Fully completed and signed Declaration of Interest SBD 4	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4.		

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

4. Bidder must complete the pricing Schedule.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule.		

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

6. TAX Clearance Pin.	Comply	Do Not Comply
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) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		

4.2 STAGE 2: MANDATORY (TECHNICAL) REQUIREMENTS

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)

No.	Mandatory (TECHNICAL) Requirement	Comply	Not Comply
1.	The service provider must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. 2ME Grading or higher. Failure to provide information will lead to disqualification.		

2.	<p>Bidders must provide at least 3 previous job cards/completion certificate signed by end users for containment facility shutdown similar work.</p> <p>Failure to provide information will lead to disqualification.</p>		
3.	<p>Applicable training for at least supervisory staff (senior position) regarding BSC:</p> <ul style="list-style-type: none"> · Servicing (Pre-Validation) · Maintenance · Calibration (Setting of alarms/display readings/Gauges) · Validation (Referring to manufacturers specifications and Standards) <p>Bidders must provide proof of external training certificates that comply to NSF/ANSI 49 and/or EN12469:2000</p> <p>Failure to provide information will lead to disqualification.</p>		
4.	<p>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 from date of RFQ, for the following:</p> <ul style="list-style-type: none"> · Photometer(s), · Balometer and · Anemometer(s). <p>Failure to provide information will lead to disqualification.</p>		
5.	<p>Bidders must provide Maintenance procedure for Class-II A2 microbiological safety cabinet. This procedure must include all the relevant steps (step by step) to complete a validation of a Biological Safety Cabinet.</p> <p>Failure to provide information will lead to disqualification.</p>		
6.	<p>Bidders must provide Maintenance procedure for Bag-in-Bag-Out (BIBO). This procedure must include all the relevant steps (step by step) to complete a validation of a BIBO.</p>		

	Failure to provide information will lead to disqualification.		
7.	The Bidder must provide a list of minimum two competent staff who will undertake work, list must be accompanied by their relevant training records/certificates as in mandatory 3.		
	Failure to provide information will lead to disqualification.		

**4.3 STAGE
: PRICE AND
SPECIFIC GOALS CRITERIA**

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	80 Points
Specific Goals	20 Points

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 interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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"> • City of Johannesburg = 5 • Gauteng Province = 2 • National = 0 	5		
Total Points	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company [TICK

APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

