



NATIONAL HEALTH LABORATORY SERVICE

REQUEST FOR QUOTATION (RFQ)

RFQ NO: KZN 098552

DESCRIPTION: SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL AND SURVEILLANCE CAMERAS AT NHLS PRINCE MSHIYENI LABORATORY .

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
149 PRINCE STREET
DURBAN
4000

Quotation Queries:	Technical Queries:
CONTACT NAME: PROCUREMENT OFFICE	CONTACT NAME: PROCUREMENT OFFICE
E-MAIL ADDRESS: kzn.procurement@nhls.ac.za	E-MAIL ADDRESS: kzn.procurement@nhls.ac.za

NAME OF A BIDDER:.....

Compulsory Site Briefing – Yes
NHLS Prince Mshiyeni Laboratory (meet at Lab reception)
Date – 21 April 2026
Time – 11:30 am

CLOSING DATE: 30 April 2026 AT 11:00
QUOTATION VALIDITY PERIOD: 90 days

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**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ No KZN 098552	CLOSING DATE: 30 April 2026		CLOSING TIME:	11:00AM
DESCRIPTION	SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL AND SURVEILLANCE CAMERAS AT NHLS PRINCE MSHIYENI LABORATORY.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NHLS RECEPTION: RFQ BOX: 149 PRINCE STREET DURBAN, 4000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	Mr Khayaletu Mabaso	
TELEPHONE NUMBER	031 327 6700		TELEPHONE NUMBER	031 327 6700	
E-MAIL ADDRESS	Kzn.procurement@nhls.ac.za		E-MAIL ADDRESS	Khayaletu.mabaso@nhls.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIE R DATABAS E No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<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>
--	--	---	--

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.
- i) A compulsory clarification or site meeting or briefing session will be conducted at NHLS Prince Mshiyeni Laboratory.

NHLS Prince Mshiyeni Laboratory

Date: 21 April 2026

Time: 11:30 am – Meet at Lab 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 kzn.procurement@nhls.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 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 NHLS RFQ BOX, NO:149 PRINCE STREET, DURBAN

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: KZN 098552

SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL AND SURVEILLANCE CAMERAS AT NHLS PRINCE MSHIYENI LABORATORY.

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

SCOPE OF WORK:

Executive Overview

A **comprehensive access control system** using the **biometric and RFID platform** to deliver a secure, reliable, and scalable solution in the respective labs.

Each Lab will feature **access-controlled doors and emergency exit doors**, managed centrally through **applied** software.

The design ensures full **integration capability**, remote monitoring, centralized user management, and standardized inter-site communication using **encrypted VPN tunnels**. The system is engineered for high availability, minimal maintenance overhead, and seamless expansion.

3.2. System Objectives

- **Enhance Security:** Restrict unauthorized access to sensitive or restricted areas.
- **Improve Accountability:** Centralized tracking of user entry/exit across in labs.
- **Unify Administration:** Centralized user enrollment and permissions.
- **Enable Scalability:** Supports future integration of time attendance, CCTV, and visitor management.
- **Ensure Cost Efficiency:** Deploy cost-effective and standardized hardware across all labs.
- **Enable Remote Visibility:** Through secure intersite VPN communication, administrators can monitor all access points in real time.

3.3. System Architecture

3.3.1. Overview

Each Lab will host a **local access control network**, comprising biometric/card readers, door controllers, locking mechanisms, and power systems. These are connected via a secure **LAN segment** to the building, which links through a **VPN tunnel** to the central management server.

3.3.2. Architecture Components

- **Edge Devices:** Temper proof Fingerprint and RFID readers at each entry and exit point.
- **Control Layer:** Dual-door network controllers managing authentication, lock actuation, and input/output logic.
- **Network Layer:** Structured Cat6A cabling and PoE-enabled switches for power and data connectivity.
- **Central Layer:** Access Control Server with real-time monitoring, event logs, and user database.

- **Security Layer:** VPN inter-site connectivity ensuring encrypted, authenticated data transmission.

3.3.4. Equipment Specification

Component	Description / Model
Access Controller	Dual-Door Network Controller (supports TCP/IP, RS-485, 100,000 users)
Biometric Reader	Temper Proof Facial Recognition with 3.5" Screen, TCP/IP & RS-485
Magnetic Lock	Electromagnetic Lock (300kg Holding Force)
Exit Button	Stainless Steel, LED Indicator
Door Contact	Surface Mount Magnetic Door Contact (NO/NC) in steel conduit
Power Supply	12VDC 5A Regulated PSU with Battery Backup
Backup Battery	12V 7Ah Sealed Lead-Acid Battery
Enclosure	Lockable Metal Controller Cabinet (with tamper switch)
LAN Switch	5-Port Industrial PoE Switch (Cat6A rated)
Cabling (Data)	Cat6A UTP Cabling for all readers/controllers in steel conduit
Cabling (Lock/Control)	4-Core 0.5mm ² Stranded Cable for Locks/REX in steel conduit
VPN Router	VPN Router (IPsec/SSL capable)
Software License	Professional Access Control License
Workstation	(32Ch-C) with dual-monitor output
Server Hardware	Central Server – 16GB RAM, 4TB Storage, RAID1

4. Communication and Networking Design

4.1. Inter-site Communication

All labs will connect to the central platform via **VPN-based secure tunnels** over existing WAN infrastructure.

This design leverages:

- **IPSec encryption (AES-256)** for data confidentiality.
- **Centralized authentication and routing** through the VPN hub.
- **Failover redundancy** via dual-WAN routers (where applicable).
- **Local caching** of controller databases ensuring operation continues even during WAN interruptions.

This ensures that access decisions are made locally, while logs and configuration sync automatically once connectivity is restored.

4.2. Local Networking

- Each controller and reader connects via Cat6A to a local PoE switch.
- Each switch uplinks to the building's router/firewall for VPN access.
- VLAN segmentation isolates Access Control traffic from general user networks.
- Devices are statically assigned IP addresses and grouped logically per lab for easy administration.

5. Cabling and Installation Standards

5.1. Data Cabling

- All data cabling will be **Cat6A UTP** compliant with **EIA/TIA-568B** standards.
- Each reader and controller terminated to dedicated patch panels in labeled enclosures.
- Maximum run: **90m horizontal + 10m patch** (tested and certified).
- Patch leads to be factory-terminated and labeled.

5.2. Power and Door Control Cabling

- 4-core stranded 0.5mm² for locks, door contacts, and REX buttons.
- All terminations crimped and ferruled.
- Cabling in steel conduit (galvanized) for protection, segregation and illegal tempering.
- Door devices labelled at both ends for maintenance traceability.

6. Installation Methodology

6.1 Site Assessment & Drawings: Detailed site verification for cable routing, device placement, and power proximity.

6.2 First Fix: Conduit, trunking, and containment installed in accordance with building standards.

6.3 Cable Laying: Cat6A and control cables installed, tested, and labeled.

6.4 Second Fix: Device mounting and enclosure installation.

6.5 Controller Commissioning: IP address assignment, door configuration, time profiles, and test access groups.

6.6 Integration : Register each lab controllers to the central management server via VPN.

6.7 Testing & Verification: Functional testing of every door, lock, REX, and contact; Fluke certification for data links.

7 Handover Documentation: As-built drawings, device IP schedule, commissioning certificates, test results, and user manuals.

8 Training: Onsite user training for security staff and system administrators.

9 Warranty: 12-month warranty.

9. Power and Redundancy

- Each site includes a 12VDC regulated PSU with 14Ah backup battery for 5-hours.
- Controllers retain cached access lists during power or network loss.
- Central server operates on UPS and surge protection with automated daily backups.

10. Software Platform

- Centralized access control management for all doors.
- User database, time profiles, anti-passback, and event reports.

- Scalable for additional cameras, intercoms, or attendance modules.
- Optional modules: Visitor Management, Health & Safety Access, and Elevator Control.

11. Testing, Commissioning & Certification

All cabling and terminations shall be:

- Tested using a calibrated **Fluke DSX cable certifier** to verify Cat6A performance.
- Door hardware tested for lock/unlock, forced door, and emergency egress.
- Controllers verified for network communication and failover behavior.
- Complete system acceptance testing witnessed by the client and documented.

Configuration will be validated to ensure:

- Proper user synchronization.
- Correct event logs per door.
- Centralized reporting from all labs.

12. Compliance & Standards

All installations comply with:

- SANS 10142 (Wiring of Premises).
- TIA/EIA-568-B (Structured Cabling).
- ISO/IEC 11801 (Network Standards).
- OHS Act No. 85 of 1993 (Safety Compliance).
- Global Installation Guidelines

13. Maintenance & Support

- **12-Month Comprehensive Warranty** on all equipment supplied.

Remote diagnostics via VPN and maintenance dashboards

FORM OF TENDER:

SUPPLIER: _____

TENDER NO: KZN 098552

DESCRIPTION: THE SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL AND SURVEILLANCE CAMERAS AT NHLS PRINCE MSHIYENI LABORATORY

Description	Unit	Quantity	Rate	Cost excl vat
ETHEKWINI BUISNESS UNIT				
Prince Mshiyeni Lab				
Supply and installation of biometrics management software and hardware including training of end-user as per specifications	No	1		
Supply and install automatic (non-touch entry & exit with manual override) Natural Anodised Aluminium sliding door with frame with bottom half alu vented panel and top half 6 ^{mm} safety glazed glass with NHLS branding and information. Door should have an opening of 1400 ^{mm} 2200 ^{mm} (L) x 2800 ^{mm} (H) Doors should be aluminium grade 6063 with frames, doors, rails and handles	No	1		
Supply and install automatic Natural Anodised Aluminium Double door with frame with bottom half alu vented panel and top half 6 ^{mm} safety glazed glass with 600kg maglock Door should have an opening of 1400 ^{mm} 2200 ^{mm} (L) x 2800 ^{mm} (H) Doors should be aluminium grade 6063 with frames, doors, rails and handles	No	1		
Supply and install access control Double main entrance Lab door.	No	1		
Supply and install Class B Chromodeck single with 910 ^{mm} opening, temper proof emergency exit door with sabs signage and handle bar	No	1		
Supply and install access control for emergency exit door with alarm with override	No	1		
Supply and install Facial Recognition interface reader	No	2		
Supply and install video intercom station with receiver.	No	1		
Supply and install 180° Outdoor dome camera with night vision	No	4		
Supply and install 180° indoor dome camera with night vision	No	1		
Supply and install 40inc monitors	No	2		
Trunking and cabling as per scope of work	M	Item		
Supply and install power unit 12v	No	1		
Supply and install U.P.S for system	No	1		
Trenching for cables	M	150		
Contingency				R 50 000.00
SUB TOTAL				
PLUS 15% VAT				
TOTAL				
Estimated time to complete work above				

Call Out Rate for repairs as and when required throughout the contract	Price
Rate per hour normal hours	R
Rate PER Hour after Hours	R
Call – out fee (including 1 st hour free)	R
Rate per hour for remote repairs	R

Mark up % on spares used for repairs as and when required (Original Invoice will be required)	%
---	---

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)	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. (BOQ)	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 Certificate and/or TAX verification Pin and/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 (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)

Technical mandatory documents which should be included on submission

no	Certificate and or license	Comply	Do not comply
1	Private Security Industry Regulation Authority Certificate (PSIRA)		
2	Access Control Installation Certificate		
3	Electrical Light Current or Electronics Certificate		
4	Brochure of system hardware		
5	Three copies of signed contactable references or completion certificates of previous work, related to project, on client’s letterhead, with contact details, valid e-mail address, office telephone, cell phone, business address and Project Values - at least 3 x R200,000.00 and above		
6	Minimum 24 month Warranty on all cameras and Biometric Software and Hardware		

Important Note:

- Always read specification in conjunction with Bill of Quantities and Plan (if plan is applicable and supplied).
- All Quantities measured are indicative and will be re-measured on completion.
- Specific products to be used, to be confirmed in Bill of Quantities.
- All materials and products to be used, to be ISO 9001 accredited.
- **Hours and over the weekend.**
- Variation orders can only be approved in writing (via the email) by the NHLS Project Manager
- No additional or extra work done will be paid for unless the project manager has issued a variation order.
- NHLS Project Manager will conduct all inspections.
- The contractor should be required to move the equipment (furniture, benches, etc.) and put them back requested.
- Only material installed will be paid and not for any wastage (no material on site will be paid).
- NHLS delegates can also and contact the client or visit the work done as referred on the completion certificate.
- Contractor will be requested to **provide comprehensive safety file**; work will be only allowed to commence after the file has been formally approve by NHLS.
- A contractor is expected to **sign a 37(2) Agreement** (Form – FMI 0008) before commencing with the project.
- **No progress payment will be made less than R200,000.00.**

References:

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

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

GUARANTEE, MAINTENANCE, PENALTY AND RETENTION PERIOD

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

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

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

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

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, and the Contractor is not available, the Employer shall reserve the right to obtain the services of any available Contractor to repair the fault. The cost of such repair work shall be borne by the Contractor in accordance with the escalated rates. In such a case the faulty equipment shall be kept for scrutiny by the Contractor. If this occurs during the retention period and retention money is still due to the Contractor, such claim from the Alternative Contractor, will be deducted from the Retention fund

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

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

PRELIMINARIES

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

TENDERS SHOULD BE BASED ON THE FOLLOWING SPECIFICATIONS

SITE APPLICATION

Chromodek external wall panels with wood grain internal panels
200^{mm} x 75^{mm} x 20^{mm} x 3^{mm} lip structurally welded steel chassis
75^{mm} x 50^{mm} x 20^{mm} x 3^{mm} lip cross members
Laminated flooring, kitchen and bathrooms
Belgotex carpets, lounge and bedrooms
Aluminum windows with 3mm glazing
Chromodek IBR roof sheeting, pitched roof with washable ceiling panels
Electrical wiring, light switches, plug points and distribution board, and must be wired to SABS standards
Electrical Compliance Certificate must be supplied with each unit
Plumbing equipment must be SABS approved, with 150L geyser
Light fittings
Steps, Jacks, concrete blocks for siting and leveling

Painted 6mm Ultra board ceilings
PVC gutters and down pipes with brackets ext
External skirting all around mobile lab 100^{mm} into ground

PLUMBING:

Supply and install ½ inch “Polycop” Polypropylene pipes from water supply to mobile parkhome
All water pipes above ground level must be Polycop
Supply and install drainage and waste pipes 110^{mm} and 50^{mm} from parkhome to nearest outlets from hospital
Allow for bends, reducers, junctions, manholes, saddles, air vents, stopcocks, etc:
Trenches to be 500^{mm} deep, backfill with soft sand and compact
Supply and install one copper tap outside parkhome with 70^{mm} x 70^{mm} square tubing as support
Remove all rubble from site
All material and equipment must be SABS approved
Supply and install Kent water meter at mobile lab

ELECTRICAL:

Supply and install 16^{mm} x 3 core armed cable from distribution board in hospital to mobile parkhome
Supply and fit 6 way eaves box underneath mobile parkhome
Supply and install 60 amp single phase 5 ka circuit breaker in distribution board in hospital
Supply and install 50 amp single phase 5 ka circuit breaker in eaves box at parkhome
Allow for cable glands, shrouds, sleeves under roads, kicker pipes against building, saddles
Trenches to be 500^{mm} deep, backfill with soft sand and compact, fir danger tape 200mm above cable
Remove all rubble from site
All material and equipment must be SABS approved
Install stove and connect electrical connection
Air conditioners to be installed and connected
Supply and install copper earth spike 1.5 m
COC to be issued on completion for electrical installation
Supply and install electrical meter GEC Type at mobile lab in weather proof box
Cable markers must be installed every 8m from mobile unit up to sub station

Air-conditioners

Contractor to provide adequate power supply to air con unit
12 month warrantee to be included
Contractor is liable for any damages to structure
All work must be SABS approved
Each air con to be separately wired via isolator from the DB board and connected with a circuit breaker (see size and Phase requirements as stipulated in Bill)
D/P Isolator to be installed and connected adjacent to air-con unit internally (see size and Phase requirements as stipulated in Bill)
Electrical Certificate Of Compliance to be issued on completion
Allow for drilling through wall and plaster/ patch and paint afterwards. Piping to installed through walls only, never glass panes
All piping/cabling to be in PVC trunking / ducting. Allow for correct lengths
Units always to be heating and cooling (unless otherwise stipulated in Bill)
All piping, brackets, gas up to commissioning to be included in pricing
Supply units of the following Manufacturers: Samsung, LG, Carrier, Daiken, York
All Air-cons to be Inverter type

Plumbing

Only registered Plumbers to be employed for any plumbing & drainage work
 Allow for $\pm 2\text{m}^2$ tiling above each basin and sink
 Allow for A Grade Glazed white tiles, 152 x 152mm, 5 – 6.5mm thick
 Sinks size: 1350^{mm} x 535^{mm} unless otherwise specified in bill of quantities
 Sink mixer for tea room sink to be 15mm chrome plated brass cobra mixer type tap
 All basins to be white glazed, each fitted with an approved 32mm chrome plated brass waste fitting with screwed outlet, and a 15mm chrome plated brass elbow action tap connected to water supply
 All sinks to be stand alone stainless steel sink, work area, splash back on Pre-manufactured 40 x 32^{mm} stainless steel square tubing frames, 4 legs on adjustable pedestals. Exposed surfaces having a smooth finish, each fitted with an approved 32mm chrome plated brass waste fitting with screwed outlet, and a 15mm chrome plated brass Hospital goose neck tap
 Stainless steel grade 316 or Type 304 to be used for stainless steel sinks
 All material to be SABS approved
 Make sure all existing water pipes and waste is in good working condition
 All existing basins and sinks to be washed and cleaned
 On each water supply line, a ball valve need to be installed as close as possible to outlet, this includes basins, sinks, toilets
 Each tap to be visibly marked with “H” or a “Red” mark for Hot water and “C” or a “Blue” mark for Cold water
 Geysers: Install makes such as Franky, Kwikhot or similar. Install on a drip tray with drain pipe to outside, pressure valve, safety valve, shut off valve, overflow pipe. Isolator to be installed at least 1m from Geyser, hot and cold water supply lines to be bonded and earthed. Isolator to be wired to DB with dedicated double pole circuit breaker.
 Toilets: these shall be deemed to include the following: WC Pan, flush valve or 11 litre cistern with flushing apparatus, float valve and flush pipe and all finishings to pipes and cistern. To be the wash down type, approximately 400 high manufactured of white glazed fireclay or vitreous china, each provided with the compatible “P” or “S” –Traps, jointed to Pan. Pans and traps to be set on and encased in Class B concrete not less than 100mm thick at any point or position
 Wall mounted bowl urinals: to be of white glazed fireclay or vitreous china, approximately 700 x 380mm in size with back flush entry, secured to wall with at least 2 concealed hanger brackets. Each urinal to be fitted with 38mm chrome plated domical grating, urinal flushing valve complete with push button assembly, spreader and all other necessary chrome plated brass fittings as well as a chrome plated brass bottle trap
 Hydroboil installations: Install always above sink (see bill of quantities for size)
 Emergency shower: complete body shower with eye station. Flow rate to be 60 litre per minute. At floor level, 700mm below shower head, the radius of water reaching the floor should be 200mm. At the eye station flow rate should be 6 litre per minute at a flow pressure safe enough not to injure the User. This unit to be 1 metre from floor level. Make use of emergency showers as supplied by Broen, Bull Maurice Trading or similar

Electrical

Only registered Electricians to be employed for any electrical work
 Wires to be used for sockets outlets; 2.5mm² PVC
 Colour for 2- compartment steel/PVC power skirting unless differently specified in bill of quantities (colour to be confirmed)
 Normal plugs to be white and dedicated plugs to be red
 Electrician to consult with Lab Manager regarding lab equipment when circuit are installed to prevent overloading, new plug points to be wired from distribution board and marked properly
 Legend card in DB to be up to date
 Electrical Certificate of Completion to be issued on completion
 All material to be SABS approved
 All installations to comply with SANS10142 installation rules
 All additional /replaced plugs, isolators and light switches must be labelled on the cover and Distribution Board
 Circuit breakers to be SABS approved and type and size to be confirmed with Project Manager before installation
 Hydroboils: wire from DB Board with 30Amp double pole isolator next to Unit (at least 1m away) and 20Amp circuit breaker in DB board

PLEASE TAKE NOTE THAT THE ABOVE SPECIFICATIONS AND MEASUREMENTS ARE SUBJECT TO CHANGE AS MAY BE DETERMINED BY THE FINAL APPROVED DRAWINGS OR COMPULSARY SITE MEETING FOR THE JOB IN QUESTION

WORKS AGREEMENT

Contractor: The contractor shall:

- Provide adequate supervision and management of the works at all times.
- Provide toilet facilities for use by his workers except where provided by the client (NHLS).
- Storage space is not always available for material and sufficient arrangements should be catered for and included in pricing.
- Submit all local authority notices by the works.
- Comply with all statutes, regulations and bylaws of local or other authorities having jurisdiction regarding the execution of the works and obtain all certificates and other documents required by such authorities.
- Notify the Project Manager where compliance with any statute, regulation or bylaw requires a change or variation to the works upon which such change shall be deemed to be a contract instruction.
- Immediately begin the works and continue at a rate of progress satisfactory to the Project Manager in terms of the agreement.
- Comply with all contract instructions in good time.
- Bring the works, within the constructed period, to practical completion in terms of completion.
- Bring the works to final completion.
- Surplus material and waste to be carted away to a suitable dumping site to be found by the Contractor, outside the boundary of the site

Completion

Practical Completion

- The Project Manager shall inspect the works from time to time to give the contractor interpretations and guidance on the standard and state of completion of the works which he will require the contractor to achieve for practical completion
- The contractor shall inform the Project Manager of the date on which he expects to achieve practical completion
- The Project Manager shall inspect the works on or before the date requested by the contractor

Where the works:

- Has reached practical completion the Project Manager shall at once issue a certificate of practical completion to the contractor
- Has not reached practical completion the Project Manager shall issue a practical completion list to the contractor detailing the outstanding work to be done and defects to be rectified to achieve practical completion
- Is not ready for practical completion inspection the Project Manager shall issue a list as a general guide to the contractor of the outstanding areas of work and defects to be attended to before he can request a further inspection

Final Completion

- Within seven calendar days of practical completion the Project Manager shall prepare and issue to the contractor a final completion list detailing the incomplete work and defects to be rectified within a reasonable period
- The defects liability period of fourteen calendar days shall start on the date of practical completion
- On the expiry of the defects liability period the Project Manager shall immediately inspect the works for final completion.

Where the works:

- Has reached final completion the Project Manager shall at once issue a certificate of final completion to the contractor
- Has not reached final completion the Project Manager shall issue a defects list to the contractor detailing any incomplete work and defects to be rectified before the Project Manager will undertake a further inspection
- Where the contractor has achieved final completion the latent defects liability period shall end three years from the date of final completion

Employer: The employer shall:

- Hand over the site to the contractor by the date stated in the schedule. The construction period and latent defects liability period shall commence with the handover of the site.
- Arrange for water, sewer and electrical connections as required and pay all fees concerning this
- Provide water and electricity as required for the execution of the works free of charge.
- Not issue instructions to, interfere with, hinder or obstruct any of the contractor's workers or any other persons employed or acting on behalf of the contractor.

Risk and Insurance

- The Contractor indemnifies the NHLS against any loss in respect of claims from other parties arising out of or due to the execution of the works or occupation of the site by the contractor consequent upon:
 - Death or bodily injury or illness of any person.
 - Physical loss and damage to any property other than the works.
 - Removal of or interference with lateral support of an adjoining property.
- The contractor shall take out insurances in respect of his employees as are required by law.
- Where, in the opinion of the Project Manager, loss and damage to the works due to the contractor's negligence the contractor shall be liable for such loss and damage.
- The contractor shall in all circumstances be at risk for loss of, or damage to his construction plant or vehicles.
- The contractor shall enclose the site along the facades where work is being done. He shall furthermore allow for all the required scaffolding, gantries, hoarding, etc. to safeguard pedestrian traffic on the sidewalks or paths as well as vehicular traffic in the streets
- The form of scaffolding, gantries, hoardings, etc., must be fully detailed in his "method statement" as previously required. It is not the intention to prohibit or deviate pedestrians or traffic during construction and Tenderers are to account for this when pricing the Tender
- Adequate warning signs/ lights/ etc. are to be employed where required. If the Tenderer requires the full pavement width and even part of the adjacent street, then he must make all the necessary arrangements with local authorities for the pavement and street closure as well as pay for all fees in connection therewith including the loss of income due to parking meters
- The existing premises will be occupied at all times and the Contractor will be required to keep all noise to a minimum

Safety

- From the date of site handover to the Contractor until the completed work is handed back to the Employer, the Contractor shall be responsible for maintaining safe working conditions on site
- The Contractor shall be responsible in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the regulations promulgated in terms of the Act or Factories, Machinery and Buildings Work Act, whichever is applicable
- The Contractor shall be responsible for supplying and installing the required safety signs as determined by the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) All safety signs shall comply with the requirements of the latest edition of SANS 11861 as Applicable

Programme

- The Contractor shall submit his programme of work to the Project Manager not later than 14 days after the Contractor has been notified of the acceptance of his tender. If necessary, the Project Manager may instruct the Contractor to adjust his programme to suit other activities

_____ **END** _____

4.3 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:

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

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for quotations for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Points awarded for historically disadvantaged individuals

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

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

Where

NEP= Points awarded for equity ownership by an HDI

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

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

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

Table 1: Specific goals for the 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	7	%	
Woman	3	%	
Disabled	1	%	
Youth	3	%	
Locality <ul style="list-style-type: none"> • KZN Province 	6		
Total Points	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company [TICK

APPLICABLE BOX]

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS: