



BID DOCUMENT NUMBER: ZNB 5083/2020-H

**SUPPLY AND DELIVERY OF CLEANING MATERIAL AND EQUIPMENT FOR VARIOUS INSTITUTIONS. PERIOD
– 3 YEAR CONTRACT**

Name of Bidder.....

Central Supplier's Database Registration Number.....

Income Tax Reference Number.....

BIDDER TO NOTE THE FOLLOWING

CLOSING DATE AND TIME:

Date: 30 March 2021

Time: 11: 00AM

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SECTION A: INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH					
BID NUMBER:	ZNB 5083/2020-H	CLOSING DATE:	30 March 2021	CLOSING TIME:	11: H 00 AM
DESCRIPTION	SUPPLY AND DELIVERY OF CLEANING MATERIAL AND EQUIPMENT FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CENTRAL SUPPLY CHAIN MANAGEMENT DIRECTORATE					
OLD BOYS SCHOOL, 310 JABU NDLOVU STREET					
PIETERMARITZBURG					
3201					
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					
	TCS PIN:		OR	CSD No:	
STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[A STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]		
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	KZN Department of Health	DEPARTMENT	KZN Department of Health
CONTACT PERSON	Mrs R Deonundhan	CONTACT PERSON	Misra Reshma
TELEPHONE NUMBER	033 815 8361	TELEPHONE NUMBER	031 260 4048
FACSIMILE NUMBER	-	FACSIMILE NUMBER	-
E-MAIL ADDRESS	Tenders@kznhealth.gov.za	E-MAIL ADDRESS	misra.reshma@kznhealth.gov.za

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 ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT AND ANY AMENDMENTS THERETO.
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 DEPARTMENT TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA/ JOINT VENTURES/ SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/ TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT. REFER TO THE GENERAL CONDITIONS OF CONTRACT AT THE FOLLOWING WEB ADDRESS:

<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the bid document.

SECTION C: AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....,
..... (Full name)
(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of
.....(Name of Company).

IN HIS/ HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY: (PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1 **DATE:**

2 **DATE:**

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... (Full name)
hereby confirm that I am the sole owner of the business trading as:
.....(Name of Business)

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE

.....(Name of cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/ HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

FULL NAME IN BLOCK LETTERS:

WITNESSES: 1

DATE:

2

DATE:

F. JOINT VENTURE

If a bidder is a Joint Venture, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of the entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and /or contract on behalf of the Joint Venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the Joint Venture partners
on.....20.....

..... (Full name)

..... (Full name)

..... (Full name)

..... (Full name)

whose signatures appear below have been duly authorised to sign all documents in connection with this bid on behalf of:
..... (Name of Joint Venture)

IN HIS/ HER CAPACITY AS:

SIGNED ON BEHALF OF (ENTITY NAME):

SIGNATURE: **DATE:**

IN HIS/ HER CAPACITY AS:

SIGNED ON BEHALF OF (ENTITY NAME):

SIGNATURE: **DATE:**

IN HIS/ HER CAPACITY AS:

SIGNED ON BEHALF OF (ENTITY NAME):

SIGNATURE: DATE:

IN HIS/ HER CAPACITY AS:

SIGNED ON BEHALF OF (ENTITY NAME):

SIGNATURE: DATE:

IN HIS/ HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a Consortium, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of concerned entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of the Consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the Consortium on.....20.....
..... (full name)

whose signature appears below have been duly authorised to sign all documents in connection with this bid on behalf of:

..... (Name of Consortium)

IN HIS/ HER CAPACITY AS:

SIGNATURE: DATE:

SECTION D: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority where:

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (Shareholder, Director, Sole Proprietor, Member, Partner, Trustee):

.....

2.4 Registration number of Company, Sole Proprietor, Close Corporation, Partnership, Joint Venture, Consortium or Trust:

.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.7 The names of all Shareholders/ Directors/ Sole Proprietors, Members, Partners, Trustees, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated in paragraph 3 below.

“State” means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial Legislature;
- (d) National Assembly or the National Council of Provinces; or
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.8 Are you or any person connected with the bidder presently employed by the State? **YES/NO**

If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

Name of state institution at which you or the person connected to the bidder is employed:
.....

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.9 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

If yes, did you attach proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.10 Did you or your spouse, or any of the company's directors/ trustees/ shareholders/members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

If so, furnish particulars:
.....
.....
.....

2.11 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.
.....
.....
.....

2.12 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....
.....
.....

2.13 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

If so, furnish particulars:

.....
.....
.....

3.Full details of directors/trustees/members/shareholders

FULL NAME	IDENTITY NUMBER	PERSONAL INCOME TAX REFERENCE NUMBER	STATE EMPLOYEE NUMBER/ PERSAL NUMBER

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION E: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution’s supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

ITEM	QUESTION	YES	NO
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION F: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE (To be completed by bidder)

This is to certify that I

.....
(name of bidder/authorized representative)

who represents

.....
(state name of bidder)

am aware of the contents of the Central Supplier Database with respect to the bidder's details and registration information, and that the said information is correct and up to date as on the date of submitting this bid, and I am aware that incorrect or outdated information may be a cause for disqualification of this bid from the bidding process, and/ or possible cancellation of the contract that may be awarded on the basis of this bid.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION G: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.2. The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

- 1.3. Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Status Level of Contributor.

- 1.4. The maximum points for this bid are allocated as follows:

CATEGORY	POINTS
PRICE	80
STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and must not exceed	100

- 1.5. Failure on the part of a bidder to submit proof of Status level of contributor together with the bid will be interpreted to mean that preference points for Status level of contribution are not claimed.
- 1.6. The department reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.

2. DEFINITIONS

- a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- c) **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- d) **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- e) **“Black People”** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;

- f) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- g) **“Co-operative”** means a co-operative **registered** in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
- h) **“EME”** means an Exempted Micro **Enterprise** in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- i) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- j) **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- k) **“prices” includes** all applicable taxes less all unconditional discounts;
- l) **“proof of status level of contributor” means:**
 - 1) Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the Act;
- m) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- n) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; and
- o) **“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b).

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the status level of contribution in accordance with the table below:

STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM)	NUMBER OF POINTS (80/20 SYSTEM)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of Status Level of Contribution must complete the following:

6. STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 Status Level of Contributor: = (maximum of 10 or 20 points) (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i. What percentage of the contract will be subcontracted.....%
- ii. The name of the sub-contractor.....
- iii. The status level of the sub-contractor.....
- iv. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

DESIGNATED GROUP: AN EME OR QSE WHICH IS AT LAST 51% OWNED BY:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding 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 by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

SECTION H: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids invited.
- 2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

- 1. I have read, and I understand the contents of this Certificate;
- 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION J: GENERAL CONDITIONS OF CONTRACT

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

❖ I have read, understand and accept the General conditions of the contract which are binding upon me.

.....
Signature

.....
Date

.....
Name of Bidder

SECTION K: SPECIAL TERMS AND CONDITIONS

The bid is issued in accordance with the following subject to the provisions of the General Conditions of Contract:

- i. Section 217 of the Constitution,
- ii. The PFMA and its Regulations in general,
- iii. The Preferential Procurement Policy Framework Act (PPPFA) of 2000
- iv. National Treasury guidelines, and
- v. Revised PPPFA Regulations of 2017

The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions prevail

- (a) **Bidder/s must ensure that they are fully aware of all the conditions contained in this bid document.**
- (b) **Only bidders that fully meet the specifications and all conditions will be considered.**

1. CONDITIONS OF BID

The bid is issued in accordance with the following conditions:

1.1 ACCEPTANCE OF A BID

- 1.1.1 The Department of Health Bid Adjudication Committee is under no obligation to accept any bid.
- 1.1.2 The financial standing of a bidder and its ability to supply goods or render services may be examined before the bid is considered for acceptance.

1.2 CERTIFICATE OF COMPLIANCE

- 1.2.1 If the bidder submits offers for items that make reference to South African National Standards (SANS) or South African Bureau of Standards (SABS) specifications, a Certificate of Compliance must be submitted with the bid document at the time of closing of the bid. SABS/SANS can be contacted for testing and conformity services at Tel: 031 203 2900/ Fax: 031 203 2907. SANS, SABS AND CKS specifications will be for the account of the prospective bidder.
- 1.2.2 Failure to submit the certificate, where applicable, will result in the bid being disqualified. The Department reserves its rights to contact SABS/SANS/CKS for testing and conformity services.
- 1.2.3 The South African National Accreditation System (SANAS) is recognized by the South African Government as the single National Accreditation Body that gives formal recognition that Laboratory, Certification Bodies, Inspection Bodies, Proficiency Testing Scheme Providers and Good Laboratory Practice (GLP) test facilities are competent to carry out specific tasks. This organization can be contacted as follows: Tel: 012 3943760: Fax: 012 3940526.
- 1.2.4 Prior to an award of the bid being made and/or during the evaluation process, the Department of Health reserves the right to conduct inspections of the premises of the most acceptable bidder. Therefore, premises of the bidder shall be open, at reasonable hours, for inspection by a representative of the Department of Health or organization acting on its behalf.
- 1.2.5 Any specification/s and conformity testing will be for the account of the prospective bidder.
- 1.2.6 In the event of the bidder not being the actual manufacturer and will be sourcing the product(s) from the manufacturer, a letter from the manufacturer confirming firm supply arrangement(s) including lead times in this regard, must accompany the bid at closing date and time.

1.3 COMPLIANCE WITH SPECIFICATION

- 1.3.1 Offers must comply strictly with the specification.
- 1.3.2 Offers exceeding specification requirements will be deemed to comply with the specification.
- 1.3.3 The quality of services/ supply must not be less than what is specified.

1.4 LATE BIDS

- 1.4.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 1.4.2 A late bid shall not be considered and, where practical, shall be available for collection.

1.5 MORE THAN ONE OFFER/ COUNTER OFFERS

- 1.5.1 Should the bidder make more than one offer, where applicable, against any individual item, such offer/s must be detailed in the Schedule of Additional Offer/s. The Department reserves its rights in and to the consideration of any additional offer/s subject to compliance with specification and the bidding conditions.
- 1.5.2 Bidders' attention is drawn to the fact that counter offers with regard to any of the abovementioned Special Terms and Conditions will invalidate such bids.
- 1.5.3 Bidders are at liberty to bid for one, a number of items, or bid for all items. If a bidder is not bidding for all the items, the appropriate price page must reflect: 'nil quote'.

1.6 ONLY ONE OFFER RECEIVED

- 1.6.1 Where only 1 offer is received, the Department of Health will determine whether the price is fair and reasonable. Proof of reasonableness will be determined as follows:
 - (i) Comparison with prices, after discounts, to the bidder's other normal clients and the relative discount that the State enjoys;
 - (ii) Where this is not possible, profit before tax based on a full statement of relevant costs; and
 - (iii) In all cases, comparison with previous bid prices where these are available.

1.7 AWARD OF BID (S)

- 1.7.1 The Department of Health Bid Adjudication Committee reserves the right to make multiple awards and or to award per item provided that the respective bidders' offers comply with the specification and meets all the conditions attached to the bid.
- 1.7.2 Notification of the intention to award of bid shall be in the same media that the bid was advertised.
- 1.7.3 In terms of Practice Note Number: SCM-07 of 2006, Section 5: Appeal Procedure, 5.1 "A bidder aggrieved by a decision of the Departmental Bid Adjudication Committee or a delegate of an accounting officer may appeal to the Bid Appeals Tribunal in the prescribed manner." The bidder must, within five working days of the publication of the notice of intention to award, in the Government Tender Bulletin, deliver a written notification of an intention to appeal to Provincial Treasury, Secretariat, Bid Appeals Tribunal, Tel no: 033-897 4200
- 1.7.4 After all appeals, should they be lodged, have been dealt with by the Bid Appeals Tribunal, the successful bidder (s) shall be notified in writing by a duly authorised official of the Department of Health, Central Supply Chain Management Unit. A formal contract will then be entered into by both parties.

1.8 REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

- 1.8.1 A bidder submitting an offer must be registered on the Central Supplier Database. A bidder who has submitted an offer and is not registered on the Central Supplier Database will not be considered.
- 1.8.2 Each party to a joint venture/ consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

NB.: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIER DATABASE, THE BIDDER WILL BE DISQUALIFIED.

1.9 TAX COMPLIANCE REQUIREMENTS

- 1.9.1 Bidders must ensure compliance with their tax obligations.
- 1.9.2 No award may be made to any bidder who is not tax compliant either on the Central Supplier Database or SARS eFiling system at the time of finalisation of the award of the bid.

1.10 TRUST, CONSORTIUM OR JOINT VENTURE

- 1.10.1 In terms of the Preferential Procurement Policy Framework Act and Regulations, as amended, a Trust, Consortium or Joint Venture must submit a consolidated Status Level Verification Certificate for every separate bid.
- 1.10.2 A separate B-BBEE Certificate must be submitted by each company participating in the Trust, Consortium or Joint Venture.
- 1.10.3 The non-submission of a B-BBEE Certificate by a Trust, Consortium or Joint Venture will result in zero (0) preference points being allocated for evaluation purposes.
- 1.10.4 Should this bid be submitted by a Joint Venture, the Joint Venture agreement must accompany the bid document.
- 1.10.5 The Joint Venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 1.10.6 The Joint Venture/Consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the Joint Venture/ Consortium, nomination of an authorised person to represent the Joint Venture or Consortium in all matters relating to this bid and the details of the bank account for payments to be effected.
- 1.10.7 No award will be made to a Trust/ Joint Venture/ Consortium that is not tax compliant at the finalisation of the award.
- 1.10.8 For verification purposes, each party must submit separate proof of TCS/ PIN / CSD number.

1.11 VALIDITY PERIOD OF BID AND EXTENSION THEREOF

- 1.11.1 The validity (binding) period for the bid will be **120 days** from close of bid.
- 1.11.2 However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders. This request will be done before the expiry of the original validity (binding) period.

1.12 PREQUALIFICATION CRITERIA

- 1.12.1 The Department of Health has identified the application of the following prequalification criteria: a Service Provider who has a BBBEE status level of contribution 1

1.13 ACQUISITION OF CLEANING DETERGENTS BY CONTRACTED SERVICE PROVIDERS

- 1.13.1 The successful bidder, if not a manufacturer, will be expected to enter into a contract with a KZN based level one BBBEE detergent manufacturers. Bidder therefore must submit with their bid document clear intention to comply with this requirement in the form of name /s of suppliers and draft service level agreements/contracts/letters of undertaking with such suppliers. If the bidder is a manufacturer, confirmation of such is required.

2. SPECIAL CONDITIONS OF CONTRACT

2.1 CHANGE OF ADDRESS

2.1.1 Bidders must advise the Department of Health's Central Supply Chain Management Unit, Contract Administration Section, should their ownership or address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

2.2 DELIVERY AND PACKAGING

2.2.1 Basis of delivery: Delivery of items must be made in accordance with the instructions appearing on the official order form various institutions.

2.2.2 All deliveries must take place from Monday to Friday between 08h00 and 14h00.

2.2.3 In emergency cases, the Department of Health reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.

2.2.4 The delivery performance of a contractor will be closely monitored and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.

2.2.5 Random inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.

2.2.6 It is the contractor's responsibility to off load the delivery vehicle.

2.2.7 Order details must be presented upon delivery on delivery notes.

2.2.8 The following information must appear on the outer packaging of the carton/box:

- (a) Name of the manufacturer/supplier
- (b) Description of item
- (c) Date of manufacture

2.3 DELIVERY CONDITIONS

2.3.1 Delivery of products must be made in accordance with the instructions appearing on the official order form.

2.3.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against the delivery that has been affected.

2.3.3 In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.

2.3.4 The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.

2.3.5 All invoices must be submitted in the original.

2.3.6 Deliveries not complying with the order form will be returned to the contractor at the contractor's expense.

2.3.7 No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of contract management, supply chain management, Department of Health.

2.4 ENTERING OF HOSPITAL/CLINIC STORES

2.4.1 No representative from a company shall be permitted to enter hospital/clinic premises, buildings or containers where stores are kept unless he/she is accompanied by the responsible official in charge of stores. Before entering hospital/clinic premises, buildings or containers where stores are kept, the company representative must in writing, motivate why entry is necessary and written authority must be obtained to enter from the Manager of the Institution.

2.5 EQUAL BIDS

2.5.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for BBB-EE.

2.5.2 If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for BBB-EE, the contract must be awarded to the tenderer that scored the highest points for functionality.

2.5.3 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

NOTE: Failure to submit sufficient information for an assessment to be made will invalidate the entire bid.

2.6 FIRM PRICES AND ESCALATIONS

2.6.1 This bid requires that all bid prices offered are firm for the contract period. If a non-firm price is offered, the bidder shall be disqualified for not complying with the conditions of the bid.

2.6.2 In respect of rates of exchange, it is mandatory that bidders take forward cover upon award of the contract, for the contract period, with a recognized Financial Institution. Proof of this forward cover must be submitted to the contract management unit upon signing of the contract. Therefore, a price adjustment in respect of a rate of exchange claim will not be considered.

2.7 STATEMENT OF SUPPLIES AND SERVICES

2.7.1 The contractor shall, monthly, furnish particulars of supplies delivered or services executed. Such information must be submitted to the Department of Health Supply Chain Management, Contract Management as follows:

- (i) Name of institution
- (ii) Orders received – order number & catalogue number & quantity delivered.
- (iii) Price

2.7.2 Historical value and volume reports may be requested by the Department of Health, Supply Chain Management, during the term of the contract for the following:

a) SUPPLIER MEASURES

- Delivery period adherence
- Quality adherence

2.7.3 This information will be submitted at the expense of the contractor.

2.8 INSPECTION FOR QUALITY

2.8.1 All deliveries to authorised participants will be subjected to a visual examination and scrutiny by the relevant participants, and/or inspection for quality by Provincial Quality Control Laboratories in the Republic of South Africa, and/or inspection for quality by an accredited South African National Accreditation Section (SANAS) testing agency.

2.8.2 In the event of products tested the contractor will bear the cost of any item failing to meet the relevant standard.

2.9 INVOICES AND PAYMENTS

- 2.9.1 All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.
- 2.9.2 A tax invoice shall be in the currency of the republic of South Africa and shall contain the following particulars:
- (a) The name, address and registration number of the supplier;
 - (b) The name and address of the recipient;
 - (c) An individual serialized number and the date upon which the tax invoice is issued;
 - (d) A description of the goods or services supplied;
 - (e) The quantity or volume of the goods or services supplied
 - (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
 - (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.
- 2.9.3 A contractor shall be paid by the institution concerned, in accordance with supplies delivered and services rendered.
- 2.9.4 Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.
- 2.9.5 Any query concerning the non-payment of accounts must be directed to the institution concerned. The following protocol will apply if accounts are queried:
- (i) Contact must be made with the officer-in-charge of stores;
 - (ii) If there is no response from stores, the finance manager of the institution must be contacted;

NB: The Chief Director: Accounting Services will then take appropriate action

2.10 IRREGULARITIES

- 2.10.1 Companies are encouraged to advise the Department of Health timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

2.11 PERIOD OF CONTRACT

- 2.11.1. 3 years contract

2.12 QUALITY CONTROL TESTING OF PRODUCTS

- 2.12.1 The department reserves the right to have any product in this bid tested with an accredited agent in the republic of South Africa. The quality control testing administrative procedures will be undertaken by the department's supply chain management contract management section.
- 2.12.2 If it is discovered that the product supplied is not in accordance with the specification the following will occur:
- (i) Testing charges will be for the account of the principal contractor;
 - (ii) Possible cancellation of the contract with the principal contractor;
 - (iii) Reporting such negligence by the principal contractor to the provincial and national treasury for listing on the Restricted Suppliers' Database.

2.13 RATE OF EXCHANGE

- 2.13.1 All bids involving imported products must use the rate of exchange that was applicable 14 days prior to the closing date indicated in the bid document. If this day falls on a weekend or public holiday, the next working day must be used.
- 2.13.2 Bidders must submit documentary proof (in the form of a certified copy) from their bank or any recognized legal financial Institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above. Information can be sourced from the internet from a financial Institution website.
- 2.13.3 The Department of Health reserves the right to renegotiate the price should there be a reduction of the price in the market.
- 2.13.4 This clause must be read in conjunction with paragraphs 2.6.1 and 2.6.2..

2.14 SAMPLES

- 2.14.1 Samples will not be accepted with the closing of the bid document.
- 2.14.2 A sample meeting will be arranged with selected companies whereby the companies will be invited to forward their samples on a specified date and time.
- 2.14.3 Samples must be made available for the sample meeting, failure to provide a sample will reject their bid offer.
- 2.14.4 Samples shall be supplied by the bidder at his/her own cost/risk. Samples must be packaged as per the specification. Failure to do so will render the bid invalid.
- 2.14.5 The Department shall not be obliged to pay for such samples. Representative samples will not be accepted.
- 2.14.6 The Department reserves the right not to return such samples and to dispose of them at its discretion.
- 2.14.7 Samples must be clearly marked: Item number:
- Brand Name
 - Name of the Company
 - Bid number
 - Name of the manufacturer/supplier
 - Description of item
 - Date of manufacture
- 2.14.8 The award of this bid will be based on the sample / brand submitted from a manufacturer based on a letter of undertaking, which is compliant to specification. If, during the contract, the awarded supplier wishes to change the item being supplied, the service provider shall apply to the Department in writing, giving reasons why they want to change the product being supplied, which the Department shall consider. This process will be subject to the sample being submitted to the technical committee for evaluation and if in order, to the adjudication committee for approval. This will be done via the contract management unit of the Department. If there is a change in the product being supplied, and no prior approval has been granted, the Department reserves its right to cancel the contract.

N.B Failure to clearly mark the samples submitted shall result in the samples not being evaluated and eliminated from further consideration

2.15 UNSATISFACTORY PERFORMANCE

2.15.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) The institution shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the institution will:
 - (a) Take action in terms of its delegated powers
 - (b) Make a recommendation to its head office, central supply chain management for cancellation of the contract concerned.
- (ii) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint

2.16.1 PREFERENCES

2.16.1 Should the Contractor apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Department may, at its own right: -

- i. Recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the Contract; and/or
- ii. Cancel the contract and claim any damages which the Department may suffer by having to make less favourable arrangements after such cancellation.
- iii. The Department may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

2.17 RESTRICTION OF BIDDING

2.17.1 The Accounting Officer or his/her delegate must:

- a) Notify the supplier and any other person of the intention to restrict it doing business with KZN-DoH by registered mail. The letter of restriction must provide for:
 - ✓ The grounds for restriction;
 - ✓ The period of restriction which must not exceed 10 years;
 - ✓ A period of 14 calendar days for the supplier to provide reasons why the restriction should not be imposed.
- b) The Accounting Officer his/her delegate:
 - ✓ May regard the intended penalty as not objected to and may impose such penalty on the supplier, should the supplier fail to respond within the 14 days; and
 - ✓ Must assess the reasons provided by the supplier and take the final decision.
- c) If the penalty is imposed, the Accounting Officer must inform National Treasury of the restriction within 7 calendar days and must furnish the following information:
 - ✓ The name and address of the entity/ person to be restricted;
 - ✓ The identity number of individuals and the registration number of the entity; and
 - ✓ The period of restriction.

d) National Treasury will load the details on the Database of Prohibited Vendors.

2.18 CONTRACTOR'S LIABILITY

- 2.18.1 In the event of the contract being cancelled by the Department in the exercise of its rights in terms of these conditions, the Contractor shall be liable to pay to the Department any losses sustained and/or additional costs or expenditure incurred as a result of such cancellation, and the Department shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the Department may suffer or may have suffered.
- 2.18.2 The Contractor may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, in supply or service rendered or if the goods or service as a result of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

2.19 PROVINCIAL PROPERTY IN POSSESSION OF A CONTRACTOR

- 2.19.1 Department's property supplied to a Contractor for the execution of a contract remains the property of the Department and shall at all times be available for inspection by the Department or its representatives. Any such property in the possession of the Contractor on the completion of the contract shall, at the Contractor's expense, be returned to the Department forthwith.
- 2.19.2 The Contractor shall be responsible at all times for any loss or damages to the Department's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the Department may require.

2.20 RIGHTS TO PROCURE OUTSIDE THE CONTRACT

- 2.20.1 The Department reserves the right to procure goods outside the contract in cases of urgency or emergency or if the quantities are too small to justify delivery costs, or if the goods are obtainable from another organ of Department or if the Contractor's point of supply is not situated at or near the place where the goods are required or if the Contractor's goods are not readily available.
- 2.20.2 No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Department or local authority.

2.21 USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 2.21.1 The Contractor shall not, without the Department's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Department in connection therewith, to any person other than a person employed by the Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 2.21.2 The Contractor shall not, without the Department's prior written consent, make use of any document or information mentioned in GCC clause 2. 21.1 except for purposes of performing the contract.
- 2.21.3 Any document, other than the contract itself mentioned in GCC clause 2. 21.1 shall remain the property of the Department and shall be returned (all copies) to the Department on completion of the Contractor's performance under the contract or so required by the Department.
- 2.21.4 The Contractor shall permit the Department to inspect the Contractor's records relating to the performance of the Contractor and to have them audited by auditors appointed by the Department, if so required by the Department.

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/1/2020-H		BROOMS and Dustpan			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-00901	Broom Bass				
04-00902	Broom Hair				
05-03201	Dustpan metal				
				Total price (incl. of taxes) To be used for evaluation	

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/2/2020-H		BRUSH			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-01701	Brush Lavatory with holder				
04-03101	Brush scrubbing				
05-03206	Bottle Bristle brushes				
04-03102	Scrubbing brush				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/3/2020-H		DISINFECTANTS/ DETERGENTS			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
40-02700	Powder Chlorine disinfectant (hypochlorite disinfectant)				
40-04330	Sodium perborate or pthalaldehyde				
04-04260	Quaternary ammonium compounds(3rd generation)				
04-04200	Pine Disinfectant Cleaner Liquid				
04-06551	Neutral Detergent Cleaner				
47-50511	Drain disinfectant				
04-13907	Ammonium free detergent				
40-03052	Drain Cleaner				
40-04200	Toilet Cleaner				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: VARIOUS INSTITUTIONS

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/4/2020-H		BUCKETS			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
42-08414	5 litre bucket Red				
42-08416	5 litre bucket Yellow				
42-08418	5 litre bucket Green				
42-08419	5 litre bucket Blue				
42-08420	5 litre bucket White				
				Total price (incl. of taxes) To be used for evaluation	

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: **KZN DEPARTMENT OF HEALTH**
 -At: **VARIOUS INSTITUTIONS**
 Brand:

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/5/2020-H		Mops, Squeegees and Poles			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-09201	Colour coded hygiene mops compete, with yellow handle				
04-09202	Colour coded hygiene mops compete, with white handle				
04-09203	Colour coded hygiene mops compete, with red handle				
04-09204	Colour coded hygiene mops compete, with blue handle				
42-27810	Maslin Mop				
42-32407	Window squeegees complete				
05-03204	Telescopic Poles				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/6/2020-H		POLISH			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
40-04110	Polish stripper non-ammoniated				
04-07517	Floor Polish Buffer				
04-07518	Floor Polish Sealer				
04-10202	Polish Floor light wax				
04-10203	Polish floor liquid				
04-10301	Polish furniture aerosol				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
The annual unit price will be the applicable (contractual) price per year per item.
The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
Bidders must bid as per the price page failing which they will be disqualified.
Pricing must be in line with specification packaging

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/7/2020-H		SOAP			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-12101	Soap general wash Green				
04-12701	Bath soap non perfumed				
04-12703	Bath soap perfumed				
04-12853	Liquid hand wash soap				
04-13908	Dishwashing Liquid				
04-13904	General all-purpose liquid soap				
04-13905	General purpose regular window cleaner				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
(Signature of Bidder)

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Date

.....
(Signature of Witness)

.....
Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS.

PERIOD – 3 YEAR CONTRACT

ZNB 5083/8/2020-H		Bottle			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
05-03202	Soap Dispenser spray bottle 500ml				
05-03203	Spray Bottles 750ml				
		Total price (incl. of taxes) To be used for evaluation			

PERIOD – 3 YEAR CONTRACT

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/9/2020-H		PADS			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-14001	E-Black- stripping Pad				
04-14002	Brown- stripping Pad				
04-14003	E-Green-Scrub Pad				
04-14004	Blue- Cleaner Pad				
04-14005	Red- Buffing Pad				
04-14006	Tan- Buffing Pad				
04-14007	Remover-Ultra High Speed Burnishing Pad				
04-14008	White- Super Polish Pad				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
The annual unit price will be the applicable (contractual) price per year per item.
The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
Bidders must bid as per the price page failing which they will be disqualified.
Pricing must be in line with specification packaging

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/10/2020-H		INSECTICIDES			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
40-04518	Aerosol insecticide (300ml)				
40-04519	Aerosol insecticide (500ml)				
40-04520	Aerosol insecticide (750ml)				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/11/2020-H		WIPES			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
45-07901	Disinfecting wipe				
47-50512	Sporicidal wipes				
				Total price (incl. of taxes) To be used for evaluation	

Total Price (inclusive of taxes) in words:

NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
The annual unit price will be the applicable (contractual) price per year per item.
The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
Bidders must bid as per the price page failing which they will be disqualified.
Pricing must be in line with specification packaging

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083/12/2020-H		DUSTER			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
05-03207	Microfiber head duster- telescopic pole attachment/head				
05-03209	Ceiling fan duster – telescopic pole attachment/head				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /13/2020-H		Steel wool and Sponges			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-13501	Steel wool fine				
04-11601	Kitchen sponges with green abrasive (Scouring)				
04-11500	Scourers pot plastic				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /14/2020-H		Trolleys and signs			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
42-12006	Two -way bucket system with wringer (set)				
42-24320	Janitor trolley				
05-03205	Wet Floor Signs				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

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 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /15/2020-H		Machines			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
42-09510	Scrubbing machines, stripping machines and polisher machines. (Dual speed)				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
The annual unit price will be the applicable (contractual) price per year per item.
The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
Bidders must bid as per the price page failing which they will be disqualified.
Pricing must be in line with specification packaging

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

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 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /16/2020-H		Cloth Mutton			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-04901	Cloth Mutton				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

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 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /17/2020-H		Gloves and Aprons			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
39-06118	Long cuffed heavy duty gloves				
39-01048	Heavy duty aprons				
		Total price (incl. of taxes) To be used for evaluation			

Total Price (inclusive of taxes) in words:

NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
The annual unit price will be the applicable (contractual) price per year per item.
The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
Bidders must bid as per the price page failing which they will be disqualified.
Pricing must be in line with specification packaging

Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION M: PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5083/2020-H
Closing Time 11:00	Closing Date: 30 March 2021

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS AND EQUIPMENTS FOR VARIOUS INSTITUTIONS. PERIOD – 3 YEAR CONTRACT

ZNB 5083 /18/2020-H		Spray and Deo-Block			
ITEM No.	DESCRIPTION	Unit Price Year 1 (incl. VAT)	Unit Price Year 2 (incl. VAT)	Unit Price Year 3 (incl. VAT)	Sub-Total Price (incl. VAT)
04-13902	Air freshener aerosol can				
04-06801	Insecticide Spray				
04-06301	Deo-block deodorant				
				Total price (incl. of taxes) To be used for evaluation	

Total Price (inclusive of taxes) in words:

**NB. The Sub Total price is the unit price for year 1 + year 2 + Year 3
 The annual unit price will be the applicable (contractual) price per year per item.
 The total price is the price that will be used to evaluate the bid (Adding all the Sub-Total Prices)
 Bidders must bid as per the price page failing which they will be disqualified.
 Pricing must be in line with specification packaging**

Required by: KZN DEPARTMENT OF HEALTH

-At: VARIOUS INSTITUTIONS

Brand

Delivery period (on order)

Failure to comply with the above shall invalidate the offer received.

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....
 (Signature of Bidder) Date (Signature of Witness) Date

SECTION N: SPECIFICATION

ZNB 5083/2020-H: SUPPLY AND DELIVERY OF CLEANING MATERIAL AND EQUIPMENT FOR VARIOUS INSTITUTIONS.
PERIOD – 3 YEAR CONTRACT

List of items in the Bid

	ITEM NUMBER	DESCRIPTION
1.	04-00901	Broom Bass
2.	04-00902	Broom Hair
3.	04-01701	Brush Lavatory with holder
4.	04-03101	Brush scrubbing
5.	04-13501	Steel wool fine
6.	04-11601	Kitchen sponges with green abrasive (Scouring)
7.	40-02700	Powder Chlorine disinfectant (hypochlorite disinfectant)
8.	40-04330	Sodium perborate or pthalaldehyde
9.	42-12006	Two -way bucket system with wringer (set)
10.	42-24320	Janitor trolley
11.	42-27810	Maslin Mop
12.	42-09510	Scrubbing machines, stripping machines and polisher machines. (Dual speed)
13.	42-32407	Window squeegees complete
14.	40-03052	Drain Cleaner
15.	42-08414	5 litre bucket Red
16.	42-08416	5 litre bucket Yellow
17.	42-08418	5 litre bucket Green
18.	42-08419	5 litre bucket Blue
19.	42-08420	5 litre bucket White
20.	04-09201	Colour coded hygiene mops compete, with yellow handle respectively
21.	04-09202	Colour coded hygiene mops compete, with white handle respectively
22.	04-09203	Colour coded hygiene mops compete, with red handle respectively
23.	04-09204	Colour coded hygiene mops compete, with blue handle respectively
24.	04-04260	Quaternary ammonium compounds(3rd generation)
25.	04-04200	Pine Disinfectant Cleaner Liquid
26.	04-06551	Neutral Detergent Cleaner
27.	04-04901	Cloth Mutton, for Forensic Mortuary Only
28.	04-13904	General all-purpose liquid soap
29.	04-13908	Dishwashing Liquid
30.	40-04200	Toilet cleaner
31.	40-04110	Polish stripper non-ammoniated

32.	04-07517	Floor Polish Buffer
33.	04-07518	Floor Polish Sealer
34.	04-10202	Polish Floor light wax
35.	04-10203	Polish floor liquid
36.	04-10301	Polish furniture aerosol
37.	04-12101	Soap general wash Green
38.	04-12701	Bath soap non perfumed
39.	04-12703	Bath soap perfumed
40.	04-12853	Liquid hand wash soap
41.	05-03202	Soap Dispenser bottle
42.	04-13902	Air freshener aerosol can
43.	04-13905	General purpose regular window cleaner
44.	04-13907	Ammonium free detergent
45.	04-14001	E-Black- stripping Pad
46.	04-14002	Brown- stripping Pad
47.	04-14003	E-Green-Scrub Pad
48.	04-14004	Blue- Cleaner Pad
49.	04-14005	Red- Buffing Pad
50.	04-14006	Tan- Buffing Pad
51.	04-14007	Remover-Ultra High Speed Burnishing Pad
52.	04-14008	White- Super Polish Pad
53.	05-03203	Spray Bottles
54.	04-06801	Insecticide Spray
55.	04-06301	Deo-block deodorant
56.	05-03205	Wet Floor Signs
57.	04-11500	Scourers pot plastic
58.	05-03201	Dustpan metal
59.	05-03204	Telescopic Poles
60.	05-03206	Bottle Bristle brushes
61.	05-03207	Microfiber duster- telescopic pole attachment/head
62.	05-03209	Ceiling fan duster – telescopic pole attachment/head
63.	40-04518	Aerosol insecticide
64.	40-04519	Aerosol insecticide
65.	40-04520	Aerosol insecticide
66.	04-03102	Scrubbing brush
67.	39-06118	Long cuffed heavy duty gloves
68.	39-01048	Heavy duty aprons
69.	45-07901	Disinfecting wipe
70.	47-50512	Sporicidal wipe
71.	47-50511	Drain disinfectant

DETAILED SPECIFICATION

No.	ITEM NO.	DESCRIPTION
1.	04-00901	Broom Bass (380mm) with Handle, and stay filling. Brown hard synthetic fibre. Packaging: Each

No.	ITEM NO.	DESCRIPTION
2.	04-00902	Broom Hair 300mm with Handle. Equal mixture coco and synthetic fibre Packaging: Each

No.	ITEM NO.	DESCRIPTION
3.	04-01701	Brush Lavatory with holder Durable, non- detachable head, rectangular head type with plastic handle and holder Size: Length 40cm-50cm Packaging: 10 Units per box

No.	ITEM NO.	DESCRIPTION
4.	04-03101	Brush scrubbing 180mm. flat trim, scrub, filled and hard synthetic fibre Packaging: 10 Units per box

No.	ITEM NO.	DESCRIPTION
5.	04-13501	Steel wool fine 500 grams Packaging: 10 x 500g

No.	ITEM NO.	DESCRIPTION
6.	04-11601	Kitchen sponges with green abrasive (Scouring) pack of 3 It must have a hard surface on the other side.it must be packed in 3 per packet. Packaging: 3 packs(bale of 50)

No.	ITEM NO.	DESCRIPTION
7.	40-02700	<p>Powder Chlorine Disinfectant (hypochlorite disinfectant)</p> <p>Powder chlorine disinfectant is a powerful hypochlorite disinfectant powder, which contains a blended detergent system to enhance wetting and penetration and improve disinfection. Powder chlorine disinfectant is recommended for use in medium and high-risk areas in hospitals and other institutions. <i>It must conform to SABS 1196 "Disinfectants and Detergent"</i></p> <p>Must be accompanied by a material safety data sheet A label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container. It must comply with National Regulator for Compulsory Specification regulations (NRSC).</p> <p>Packaging: 100 x 6 gram sachets</p>

No	ITEM NO.	DESCRIPTION
8.	40-04330	<p>Sodium perborate or pthalaldehyde</p> <p>High level disinfectant for decontamination of medical equipment that cannot be autoclaved. Not in 5L. Preferably smaller quantities (either 1L amounts or sachets)</p> <p>This is a based disinfectant for decontamination of equipment that cannot be autoclaved. Must be accompanied by a material safety data sheet. Registered with NIOSH.</p> <p>Packaging Each : 1 litre volume or sachets</p>

No.	ITEM NO.	DESCRIPTION
9.	42-12006	<p>Two -way bucket system with wringer (set)</p> <p>2 x 20ℓ polypropelene bucket with heavy duty handle. One red bucket and one blue bucket, with non-rusting, heavy duty metal handles, non-rusting metal mop wringer, non-rusting metal stand, with four caster wheels to accommodate these buckets and mop wringer. Buckets must be calibrated in litres. Wringer must accommodate a flat long head spaghetti mop.</p> <p>Packaging Each Size 20 litre NB: The bucket must be compatible it with item number 42-24320</p>

No.	ITEM NO.	DESCRIPTION
10.	42-24320	<p>Janitor trolley</p> <p>Janitor Trolley Must Comprise of:</p> <p>A durable plastic frame (5 years-lifetime guarantee) janitor cart with smooth, easy to clean surfaces, firm grip to push the trolley around, 04 wheels comprising non-marking lockable swivel 20.1 cm wheels and 10.2 cm casters, top storage compartment to store a set of 4 x 5ℓ buckets incorporated into waste compartment lid, middle tray to store cleaning material must be lockable e.g. container with scouring agents/detergents, front platform to carry a trolley of 20ℓ double buckets and a mop wringer across, 5 x tool grips on the sides to hold cleaning accessories handles upright e.g. a mop handle, 2 x hooks to hold a safety sign, 75ℓ clear, leak proof vinyl replacement waste bag incorporated into the cart lid</p> <p>A set of 4 x 5ℓ rectangular polypropylene calibrated colour coded buckets with heavy duty non-rusting metal handles: yellow, green, blue and red respectively</p> <p>SABS approved.</p>

		Packaging: Each NB: The Janitor trolley must be compatible it with item number 42-12006
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No.	ITEM NO.	DESCRIPTION
11.	42-27810	Maslin Mop Maslin tool complete with handle and head. Swivel with detachable for floor maintenance. Maslin cloth comes as a separate item. Packaging: Each

No.	ITEM NO.	DESCRIPTION
12	42-09510	Scrubbing machines, stripping machines and polisher machines. (Dual speed) Heavy duty, it must come in appropriate pads. The machine must have a warranty and guarantee. Size of the pad is 4-5 mm. Packaging: Each

No.	ITEM NO.	DESCRIPTION
13	42-32407	Window squeegees complete Size 3m long Heavy duty, durable with plastic telescopic handles, with durable rubber ends, must be adjustable. Packaging: Each

No.	ITEM NO.	DESCRIPTION
14	40-03052	Drain Cleaner It is a very strong acid and it is harmful to the user. Used on monthly basis or when required Material Safety Data Sheets (MSDS) must be provided Packaging : Each

No.	ITEM NO.	DESCRIPTION
15	42-08414	5 litre bucket Polypropylene bucket with non-rusting heavy duty handles. It must be graduated. To be colour coded red, Packaging: Each

No.	ITEM NO.	DESCRIPTION
16	42-08416	5 litre bucket Polypropylene bucket with non-rusting heavy duty handles. It must be graduated. To be colour coded yellow , Packaging: Each

No.	ITEM NO.	DESCRIPTION
17	42-08418	5 litre bucket Polypropylene bucket with non-rusting heavy duty handles. It must be graduated. To be colour coded green Packaging: Each

No.	ITEM NO.	DESCRIPTION
18	42-08419	5 litre bucket Polypropylene bucket with non-rusting heavy duty handles. It must be graduated. To be colour coded blue Packaging: Each

No.	ITEM NO.	DESCRIPTION
19	42-08420	5 litre bucket Polypropylene bucket with non-rusting heavy duty handles. It must be graduated. To be colour coded white Packaging: Each

No.	ITEM NO.	DESCRIPTION
20	04-09201	Colour coded hygiene mops complete, with yellow handle respectively Hygiene mop with Flat Long Gear Press Spaghetti detachable mop head, with non-rusting colour coded metal handle with galvanized threaded metal socket. Handles must be: Red, blue, white and yellow respectively. Packaging: Each
21	04-09202	Colour coded hygiene mops complete, with white handle respectively Hygiene mop with Flat Long Gear Press Spaghetti detachable mop head, with non-rusting colour coded metal handle with galvanized threaded metal socket. Handles must be: Red, blue, white and yellow respectively. Packaging: Each
22	04-09203	Colour coded hygiene mops complete, with red handle respectively Hygiene mop with Flat Long Gear Press Spaghetti detachable mop head, with non-rusting colour coded metal handle with galvanized threaded metal socket. Handles must be: Red, blue, white and yellow respectively. Packaging: Each
23	04-09204	Colour coded hygiene mops complete, with blue handle respectively Hygiene mop with Flat Long Gear Press Spaghetti detachable mop head, with non-rusting colour coded metal handle with galvanized threaded metal socket. Handles must be: Red, blue, white and yellow respectively. Packaging: Each

No.	ITEM NO.	DESCRIPTION
24	04-04260	<p>Quaternary ammonium compounds(3rd generation)e.g. alkyl ammonium compound, alkyl dimethyl benzyl ammonium chloride, alkyl dimethyl bethylbenzyl ammonium chloride,</p> <p>Mortuary cleaner disinfectants based on quaternary ammonium compounds for the disinfection of gloves, floors and surfaces. May be used diluted or undiluted.</p> <p>The disinfectant must comply with the latest issue of SABS/SANS 116.</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container To be supplied in five litre plastic non -refundable containers. It must comply with NRCS regulations Packaging: 5ℓ</p>

No.	ITEM NO.	DESCRIPTION
25	04-04200	<p>Pine Disinfectant Cleaner Liquid</p> <p>It is used in cleaning, deodorizing and disinfecting bathrooms, kitchen, toilets etc., it gives pine aroma, environmentally sound, and naturally biodegradable It must be SABS registered. It must comply with NRCS regulations</p> <p>Material Safety Data Sheets (MSDS must be provided)</p> <p>Packaging 5Lt</p>

No.	ITEM NO.	DESCRIPTION
26	04-06551	<p>Neutral Detergent Cleaner 5ℓ</p> <p>The quality of the product must meet the latest issue of SABS/SANS. 1828 Detergent disinfectant based on quaternary ammonium free. SABS/SANS 1828 has no perfume</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container It must comply with NRCS regulations</p> <p>Must be accompanied by a material safety data sheet To be supplied in five litre plastic non -refundable containers.</p> <p>Packaging: 4 x 5ℓ per box</p>

No.	ITEM NO.	DESCRIPTION
27	04-04901	<p>Cloth Mutton 400 gram rolls, for Forensic Mortuary Only</p> <p>Size: 30cm x 30cm</p> <p>To be marked with KZN.</p> <p>Packaging: Each</p>

No.	ITEM NO.	DESCRIPTION
28	04-13904	<p>General all-purpose liquid soap 5ℓ</p> <p>An alkaline water based detergent with deodorizer, for general cleaning of all hard surface. This product must be non- volatile, non -irritating to mucus membrane and skin. It must be biodegradable. To be supplied in plastic non-refundable containers. Must comply with SABS/SANS 825 Must be accompanied by a material safety data sheet. It must comply with NRCS regulations A waterproof label clearly indicating product, safety data and dilution or usage instructions to be on the outside of the container.</p> <p>Packaging: 4 x 5ℓ per box</p>

No.	ITEM NO.	DESCRIPTION
29	04-13908	<p>Dishwashing Liquid 750ml</p> <p>This product must be non- volatile, non -irritating to mucus membrane and skin. It must be biodegradable. To be supplied in plastic non-refundable containers. Must comply with SABS/SANS 825 Must be accompanied by a material safety data sheet. It must comply with NRCS regulations A waterproof label clearly indicating product, safety data and dilution or usage instructions to be on the outside of the container.</p> <p>Packaging: 4 x 5ℓ per box</p>

No.	ITEM NO.	DESCRIPTION
30	40-04200	<p>Toilet Cleaner 750mℓ</p> <p>The quality of the product must meet the latest issue of SANS 639. Disinfectant based on quaternary ammonium free chlorine based detergent.</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container</p> <p>To be supplied in plastic recyclable packed in a cardboard box</p> <p>Must be accompanied by a material safety data sheet. It must comply with NRCS regulations</p> <p>A waterproof label clearly indicating product, safety data and dilution or usage instructions to be on the outside of the container.</p> <p>Packaging : per box</p>

No.	ITEM NO.	DESCRIPTION
31	40-04110	<p>Polish Stripper Non-ammoniated</p> <p>Polish strip also good degreaser (for cleaning and stripping purpose). Ammonia free. An effective low – foaming ammonia free polymer and wax emulsion floor stripper. High efficient</p>

		<p>floor stripper with pleasant aroma. Especial suitable for the hospitals, medical facilities and office environment. Must be totally non-slip. The quality of the product must meet the latest edition of SANS 1224/10245:2008. It must be non-volatile, non-irritating to mucus membrane and skin. It must be biodegradable.</p> <p>Must be accompanied by a material safety data sheet. It must comply with NRCS regulations</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container.</p> <p>Size: 5ℓ recyclable plastic containers</p> <p>Packaging: 4x 5ℓ recyclable plastic containers</p>
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No.	ITEM NO.	DESCRIPTION
32	04-07517	<p>Floor Polish Buffer 5l</p> <p>Floor Polish buffer. For use after stripping and after the floor has been sealed to maintain polish floor.</p> <p>It must be non-volatile, non-irritating to mucus membrane and skin. It must be biodegradable. Must be accompanied by a material safety data sheet. It must comply with NRCS regulations</p> <p>Packaging: 4x 5ℓ recyclable plastic containers</p>

No.	ITEM NO.	DESCRIPTION
33	04-07518	<p>Floor Polish Sealer 5l</p> <p>Floor Polish sealer. For use after stripping the floor to maintain gloss of the floor.</p> <p>The quality of the product must meet the latest edition of SANS 1042/10245:2008. It must be non-volatile, non-irritating to mucus membrane and skin. It must be biodegradable. Must be accompanied by a material safety data sheet. It must comply with NRCS regulations</p> <p>Packaging: 4x 5ℓ recyclable plastic containers</p>

No.	ITEM NO.	DESCRIPTION
34	04-10202	<p>Polish Floor Light Wax 2.5 ℓ</p> <p>Non-slip paste. White. Light colour, for use on wooden floors. The quality of the product must meet the latest issue of SANS specification 1597.</p> <p>Must be accompanied by a material safety data sheet.</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container</p> <p>Packaging: 6 x 2.5ℓ containers in a cardboard box.</p>

No.	ITEM NO.	DESCRIPTION
35	04-10203	<p>Polish Floor Liquid 5ℓ</p> <p>Polymer floor covering that produces a hard floor coating. Non- slip, self-shine water based. The quality of the product must meet the latest issue of SANS 1024 of 1976.</p> <p>Must be accompanied by a material safety data sheet. It must comply with NRCS regulations.</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container</p> <p>Size: 5ℓ recyclable plastic containers</p> <p>Packaging: 4 x 5ℓ recyclable plastic containers in a cardboard box.</p>

No.	ITEM NO.	DESCRIPTION
36.	04-10301	<p>Polish Furniture Aerosol 275 ml</p> <p>Furniture, aerosol, non-wax emulsion. For use on wooden furniture. It must contain no propellant alleged to damage ozone and approved by Aerosol Manufacturers association (AMA).</p> <p>Must be accompanied by a material safety data sheet. It must comply with NRCS regulations</p> <p>Packaging: 6 x 275 ml</p>

No.	ITEM NO.	DESCRIPTION
37	04-12101	<p>Soap General Wash Green 1kg bar box of 25</p> <p>Odour free, Pure soap for general purposes according to the latest edition of SABS 235</p> <p>(a) The colour of the soap must be similar to 275 'opaline' green as specified in SANS 235 (b) Soap must have a smooth texture</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container NB: Only use for washing of personal protective equipment. Packaging: Bars must be individually wrapped</p> <p>Packaging: 25 X 1kg per box</p>

No.	ITEM NO.	DESCRIPTION
38	04-12701	<p>Bath Soap 50g</p> <p>The quality of the product must meet the latest edition of SANS specification 237 (i) Soap must be white in colour, pure and non-perfumed.</p> <p>Each cake of soap must be individually wrapped in 50gram cakes.</p> <p>Packaging: 144 x 50g packed in a cardboard box.</p>

No.	ITEM NO.	DESCRIPTION
39	04-12703	<p>Bath Soap 50g</p> <p>The quality of the product must meet the latest edition of SANS specification 237 (i) Soap must be white in colour, pure and perfumed.</p> <p>Each cake of soap must be individually wrapped in 50gram cakes.</p> <p>Packaging: 144 x 50g packed in a cardboard box.</p>

No.	ITEM NO.	DESCRIPTION
40	04-12853	<p>Liquid Hand wash Soap 5ℓ</p> <p>Ordinary liquid hand wash soap. The quality of the product must meet the latest edition of SANS specification 288 type 3.</p> <p>Must be accompanied by a material safety data sheet</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container</p> <p>Colour: pink</p> <p>Packaging: 4 x 5ℓ recyclable plastic container packed 4 in a cardboard box.</p>

No.	ITEM NO.	DESCRIPTION
41	05-03202	<p>SOAP DISPENSER SPRAY BOTTLE:</p> <p>500ml plastic bottle with durable spout to dispense liquid soap for hand washing</p> <p>It must fit into a hands-free elbow operated bracket for elbow action</p> <p>A pump top dispenser</p> <p>Colour: transparent white</p> <p>Packaging Each</p>

No.	ITEM NO.	DESCRIPTION
42	04-13902	<p>Air Freshner Aerosol Cans</p> <p>It must be ozone friendly and approved by Aerosol Manufactures Association (AMA)</p> <p>Packaging: 6 x 180ml-240ml.</p>

No.	ITEM NO.	DESCRIPTION
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43	04-13905	<p>General Purpose Regular Window Cleaner 750ml with trigger</p> <p>Clear liquid. Water based. The product must lift off dirt, dissolve grease and be streaky-free when applied to glass.</p> <p>750ml trigger spray plastic recyclable bottles packed 10 in a cardboard box.</p> <p>Must be accompanied by a material safety data sheet</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container</p> <p>Packaging: 10 x 750ml per box</p>
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No.	ITEM NO.	DESCRIPTION
44	04-13907	<p>Ammonia Free Detergent 5ℓ</p> <p>Hard surface cleaning agent. Must be accompanied by a material safety data sheet</p> <p>A waterproof label clearly indicating product, safety data sheet and dilution or usage instruction to be on the outside of the container To be supplied in 2ℓ or 5ℓ recyclable plastic containers packed.</p> <p>Packaging: 4 x 5ℓ per box</p>

No.	ITEM NO.	DESCRIPTION
45	04-14001	<p>E-Black- Stripping Pad</p> <p>The E-Black Stripping Pad is constructed of polyester fibres in a semi open texture Nonwoven fabrication. Designed for customers who want a more dense nonwoven pad. Use with water based floor stripping solution to remove worn and soiled floor finishes or sealers. For use on standard electric floor machines or automatic scrubbers. Ideal for use on machine speeds up to 350 RPM.</p> <p>Packaging: Each</p>

No.	ITEM No	DESCRIPTION
46	04-14002	<p>Brown- Stripping Pad</p> <p>The Brown Stripping Pad is constructed of polyester fibres in a semi open texture nonwoven fabrication and is designed for medium duty stripping. Use with water based floor stripping solution to remove worn and soiled floor finishes or sealers. For use on standard electric floor machines or automatic scrubbers. Ideal for use on machine speeds up to 350 RPM</p> <p>Packaging: Each</p>

No.	ITEM No	DESCRIPTION
47	04-14003	<p>E-Green- Scrub Pad</p> <p>The E- Green- Scrub Pad is constructed of polyester fibres in a semi open texture nonwoven fabrication and is designed for deep scrubbing. Use with a cleaning solution to scrub hard floor surfaces. This pad will aggressively remove dirt and scuff marks from heavily soiled floors. For use on standard electric floor machines or automatic scrubbers. Ideal for use on machines speeds up to 350 RPM.</p>

		Packaging: Each
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No.	ITEM No	DESCRIPTION
48	04-14004	<p>Blue – Cleaner Pad</p> <p>The Blue Cleaner Pad is constructed of polyester fibres in a semi open texture nonwoven fabrication and is specifically designed for medium wet scrubbing or heavy duty spray cleaning. Use with a neutral floor cleaning solution to remove old soiled floor finish layers. This product is also used to scrub soiled hard surface floors such as concrete when used with appropriate cleaning chemicals. Aggressively removes heavy dirt and scuff marks. Ideal for use on machines speeds up to 350 RPM.</p> <p>Packaging: Each</p>

No.	ITEM No	DESCRIPTION
49	04-14005	<p>Red- Buffing Pad</p> <p>The Red Buffing Pad is used for light cleaning and buffing. It will remove light scuff marks and dirt while Producing a high gloss shine. For use on standard electric floor machines, orbital scrubbers and automatic scrubbers. Ideal for machine speeds up to 800 RPM.</p> <p>Packaging: Each</p>

No.	ITEM No	DESCRIPTION
50	04-14006	<p>Tan- Buffing Pad</p> <p>The Tan Buffing Pad is a floor maintenance pad used for light cleaning and buffing. It will remove light scuff marks and dirt while producing a high gloss shine. For use on standard electric floor machines, orbital scrubbers and automatic scrubbers. Ideal for use on machine speeds up to 800 RPM</p> <p>Packaging: Each</p>

No.	ITEM No	DESCRIPTION
51	04-14007	<p>Remover- Ultra High Speed Burnishing Pad</p> <p>The Remover floor maintenance UHS burnishing Pad is constructed of polyester fibres in a textured nonwoven fabrication. Used to burnish/polish floor finish to a high gloss, soft and hard finishes. The pad has a special formulation that allows the pad to effectively remove black marks and restore gloss in one pass. Ideal for use on machine speed up to 3000 RPM.</p> <p>Packaging: Each</p>

NO.	ITEM NO.	DESCRIPTION
52	04-14008	<p>White- Super Polish Pad</p> <p>The White polish floor maintenance Pad is made of polyester fibres in dense textured, nonwoven pattern, bonded with a sturdy adhesive. This extra fine pad has been designed for polishing clean, dry floors. Use dry or with fine water mist to produce a high gloss wet look to newly finished floors. For use with standard electric floor machines, orbital scrubbers and automatic scrubbers. Ideal for use on machines speeds up to 1000 RPM.</p> <p>Packaging: Each</p>

NO.	ITEM NO.	DESCRIPTION
53	05-03203	Spray Bottles

		Durable plastic bottles, 750ml, with spray pumping mechanism, must have sticker attached for labelling the contents. The trigger must be colour-coded in blue, red, green, yellow, and white. Packaging: Each
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NO.	ITEM NO.	DESCRIPTION
54	04-06801	Insecticide Spray The quality of the product must meet the latest issue of SANS 899 of 1997. It must be ozone friendly and approved by Aerosol Manufactures Association (AMA) Packaging: 6 x 180ml cans.

NO.	ITEM NO.	DESCRIPTION
55	04-06301	Deo-block Deodorant It helps to eliminate all urinal odors on contact, block is air soluble, individually wrapped and last 30-60 days Packaging: 12 per box

NO.	ITEM NO.	DESCRIPTION
56	05-03205	Wet floor signs Two sided 25" 63.5cm model, Highly visible, two sided bright yellow to meet OSHA requirement, folding design for convenient storage or transport on Janitor Cart. Caution messages printed in English and Isizulu, durable plastic and flexible locking style hanger that makes sign stationary and visible from all directions Packaging: Each

NO.	ITEM NO.	DESCRIPTION
57	04-11500	Scourers Pot Plastic Colourful, Made of PP material, rust proof plastic mesh scourers, weight 6g to 80g per ball ISO 9001:2000 Packaging: pack

NO.	ITEM NO.	DESCRIPTION
58	05-03201	Dustpan Metal Long handled dust pan metal Length 36" Width 12 Colour black/Silver Packaging: Each

NO.	ITEM NO.	DESCRIPTION
59	05-03204	Telescopic poles

		<p>Length: 4m poles These are constructed of anodized extruded aluminium, these poles are strong yet lightweight with a locking system. They are used to clean/ damp dust high areas that cannot be easily reached</p> <p>Packaging: Each</p>
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NO	ITEM NO.	DESCRIPTION
60	05-03206	<p>Bottle bristle brushes</p> <p>Length 50cm Single stem, single spiral wire/ metal brushes ideal for internal cleaning application</p> <p>Packaging : Each</p>

NO.	ITEM NO.	DESCRIPTION
61	05-03207	<p>Microfiber head duster – telescopic pole attachment/head</p> <p>Microfiber duster, it's a 30-inch-long flexible dusting system which can bend to any shape and the microfiber sleeve is detachable and machine washable. Great for cleaning above, underneath and around corners.</p> <p>Packaging: Each</p>

NO.	ITEM NO.	DESCRIPTION
62	05-03209	<p>Ceiling fan duster – telescopic pole attachment/head</p> <p>Premium ceiling fan duster – telescopic pole attachment/head, 10-inch-wide premium ceiling fan duster</p> <p>Packaging: Each</p>

NO.	ITEM NO.	DESCRIPTION
63	40-04518	<p>Aerosol insecticide Mult insect odourless spray</p> <p>Packaging: Each 300ml, spray cans</p>

NO.	ITEM NO.	DESCRIPTION
64	40-04519	<p>Aerosol insecticide Mult insect odourless spray</p> <p>Packaging Each : 500ml spray cans</p>

NO.	ITEM NO.	DESCRIPTION
65	40-04520	<p>Aerosol insecticide Mult insect odourless spray</p> <p>Packaging Each : 750 ml spray cans</p>

NO.	ITEM NO.	DESCRIPTION

66	04-03102	Scrubbing brush long handle, 3x5cm head and 3cm bristles (for cleaning of showers) Packaging: Each
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NO.		DESCRIPTION
67	39-06118	Long cuffed heavy duty gloves: for cleaning purpose, reusable cleanable rubber gloves, resistant against hot and cold temperatures Packaging Each : packs of 50 pairs

NO.		DESCRIPTION
68	39-01048	Heavy duty aprons: used by cleaners. Reusable, cleanable, impervious 40 micron. Packaging Each :Packaging Each : packs of 50 pairs

NO.		DESCRIPTION
69	45-07901	Disinfecting wipe A third generation ,wipe with a non-dilution and pre mix of biocides , Quaternary ammonium compounds and Biguanide ,with different mechanisms of action from ten seconds in dirty conditions , killing in1 minute preventing bacterial resistance and superbug formation, multipurpose action as a disinfectant and detergent , no need for water Efficacy against MRSA , Acinetobacter , VRE , Klebsiella , Pseudomonas , TB , Norovirus , Hepatitis B and C ,E-coli ,Salmonella ,Aspergillus , Candida , H1N1 , HIV, enveloped viruses Packaging: unit: 50 per box Packaging : Each

NO.		DESCRIPTION
70	47-50512	Sporicidal wipes A Peracetic generated wipe formulation that kills and prevents transfers and regrowth of spores with a premeasured dose, dilution in water to activate, cleaning and disinfecting Efficacy in the removal of dry Biofilm pathogens, microorganisms, Clostridium Difficile, Candida Aurius ,and many others , killing within 2 minutes in dirty conditions Packaging: unit: 50 per box

NO.		DESCRIPTION
71	47-50511	Drain Disinfectant Contains foaming PAA (peracetic acid) generating granules that have a proven efficacy against slimy build-up of biofilms and bacteria, including highly resistant Gram – negatives species., including Pseudomonas aeruginosa, Klebsiella, Acinetobacter, and Carbapenemase-producing Enterobacteriaceae (CPE). Destroys biofilms all the way through the system preventing regrowth for at least four days

		Packaging: unit
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SECTION O: EVALUATION CRITERIA

Evaluation will be based on the following:

- Phase 1: Pre-qualification criteria
- Phase 2: Minimum Compulsory Requirements
- Phase 3: Technical Evaluation
- Phase 4: Price and Preference Points

Phase 1: Pre-qualification criteria

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. BBBEE STATUS - MINIMUM LEVEL 1	100%

Phase 2: Minimum Compulsory Requirements

The Bidder shall complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Bidders MUST ensure that the following Sections of the bid document MUST be completed in ALL respects to qualify for the next stage of evaluation:						
1	Section A: Invitation to Bid	Yes				
2	Section B: Special Instructions	Yes				
3	Section C: Authority to Sign the Bid	Yes				
4	Section D: Declaration of Interest	Yes				
5	Section E: Declaration of Bidder's Past SCM Practices	Yes				
6	Section F: Declaration that CSD is Updated with Latest Bidder's Details	Yes				
7	Section G: Preference Points Claimed	Yes	Yes			
8	Section H: Certificate of Independent Bid Determination	Yes				
9	Section I: Record of Amendments to Bid Documents	Yes If Applicable	Yes If Applicable			
10	Section J: General Conditions of Contract	Yes				
11	Section K: Special Terms and Conditions	Yes				
12	Section L: Compulsory site inspection	No	No			
13	Section M: Pricing Schedule	Yes	Yes			
14	Section N: Specification	Yes	Yes			

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Bidders MUST provide the following as per the Mandatory Requirements:						
1.	Consortium/ Joint Venture/ Partnership agreement, if applicable.	Yes If Applicable				
2.	A Status Level Verification Certificate/Sworn Affidavit (For EMEs& QSEs) must be Submitted in order to qualify for Preference Points.	Yes	Yes			
3.	Letter of undertaking if not the manufacturer of the Equipment OR If the bidder is the manufacturer of the equipment, letter confirming that the bidder is the manufacturer	Yes	Yes			
4.	SANS certificate applicable to each item	Yes	Yes			
5.	Proof of service level agreement/contract/letter of undertaking with KZN based level one BBBEE detergent manufacturers.	Yes	Yes			
6.	Valid SANS /SABS certificates in respect of chemicals to be supplied by KZN based level one BBBEE detergent manufacturers	Yes	Yes			

Phase 2: Technical Evaluation

The prospective bidder will be required to provide a sample for evaluation purposes as required in terms of clause 2.14 of the special terms and conditions of the bid. For items that require **SANS**, sample must be accompanied by the relevant SANS certificate as stipulated on the specification.

Phase 3: Price and Preference Points

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Status Level of Contributor.

The maximum points for this bid are allocated as follows:

CATEGORY	POINTS
PRICE	80
STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and must not exceed	100

Failure on the part of a bidder to submit proof of Status level of contributor together with the bid will be interpreted to mean that preference points for Status level of contribution are not claimed.

The department reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.