Province of the
EASTERN CAPE
HEALTH

Office of the Nelson Mandela Bay Health District Manager
Private Bag X 28000 · Greenacres · Port Elizabeth · 6057

Enquiries : S. Calitz
Tel : 041 391 8179

Date : 2026-11-09

ADVERTISEMENT OF A 5 DAY BID
REQUEST FOR PROPOSALS/QUOTATIONS via CSD Portal

**Nelson Mandela Bay Health District**
REF.NO : SCMU3-P26/27-**1028-NMM**

**PROVISIONING FOR THE SUPPLY OF MAINTENANCE/SERVICING OR REPLACEMENT OF FIRE FIGHTING EQUIPMENT AT NELSON MANDELA BAY HEALTH DISTRICT HEALTH CARE FACILITIES FOR A PERIOD OF 24 MONTHS**

Quotations are hereby invited from a registered supplier/company to provide for the above items at Nelson Mandela Bay Health District.

All bidding documents must be downloaded, completed signed by the bidder.

Electronic quotation to be completed as required. Please ensure that you quote according to the specification's requirements.

Submission of completed documents is done via E-Tenders. No other form of submission form will be accepted.

Ensure that all the required compliance proof of evidence is submitted via E-Tender System by closing date and time in table below.

| | |
|---|---|
| Bid Issue starting date is<br>**10 November 2026** | Closing Date is<br>**24 November 2026** at 11h00. |
| Bid Enquiry Period | **10 –18 November 2026 11h00** |

.....
MR R. DE VOS
DEPUTY DIRECTOR : SCM
NELSON MANDELA BAY HEALTH DISTRICT

## 1. CONDITIONS FOR THIS TENDER General

1.1 The bidder must be registered on **Central Supplier Database (CSD) and summary report (not older than30 days)** must be attached as proof thereof.

1.2 The closing time for the receipt of quotations in response to this invitation to quote is detailed on the cover page of this invitation to bid.

1.3 Bidders must be a legal entity or partnership (consortium is acceptable subject to bid documents and specifications).

1.4 Eastern Cape Department of Health (ECDoH) does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State.

1.5 Receipt of the invitation to quote does not confer any right on any party in respect of the Services or in respect of or against the ECDoH.

1.6 The ECDoH (as the case may be) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the process or to accept or reject any response to this invitation to quote on notice to the bidders without liability to any party.

1.7 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **90 calendar days from the closing date of the bid.**

1.8 Provincial Treasury price index will be used for price evaluation and prices above the price index and/or market prices will not be accepted.

1.9 The Department reserves the right to award the bid to one or more than one bidder/s .

1.10 **No tippex is allowed on the tender document.**

1.11 Please ensure that you read the specification to ensure that your price is submitted on the correct goods & services required.

1.12 In Case of Samples : Products must be delivered in accordance to the samples provided no deviation is allowed or permitted.

1.13 All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required

1.14 VAT must be recorded separately if your company is a registered VAT Vendor. If your company is not a registered VAT Vendor you are not permitted to charge VAT

1.15 All prices must include all charges related to deliver the services, NO additional or extra costs will be paid not calculated in the unit pricing.(e.g delivery etc.)

1.16 Joint Ventures/Sub Contracting agreements must be attached to bid document

1.17 The department reserves the right not to accept bids whose quotations fall beyond reasonable rates

## 2. ADDITIONAL REQUIREMENTS TO THIS CONTRACT

- If the supplier is unable to deliver goods due to any reason, alternative arrangements must be made by the supplier him/herself as it is not the facilitates responsibility.

## 3. PROJECT DELIVERABLES

- The supply and delivery dates and times will be agreed upon with the successful bidder.
- Delivery addresses will be provided to the suppliers
- If at any time during performance of the contract, the supplier or its Sub Service Provider(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s).
- Non-compliance to delivery period will lead to cancellation of the contract.

| | |
|---|---|
| First instance | Issue notice of breach |
| Second instance | Meeting and second notice of breach |
| Third instance | Cancellation of contract |

## 4. ORDER QUANTITIES AND PRICES

This contract is term based and prices are fixed throughout the period of the contract. Quantities will vary depending on health facility needs, as the need arise.

## 5. EVALUATION PROCESS

The 80/20 preference point system will be used in terms of Regulation 6 of the Preferential Procurement Regulation, 80 points (maximum) for the lowest price bid and 20 points (maximum) for HDI Special Goals

## 6. EVALUATION CRITERIA

**6.1** The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2 : Mandatory Compliance Requirements
- Stage 3: Price and Specific Goals Points

The stages are further detailed below

### 6.2. Stage 1: Compliance Pre-qualification evaluation

**6.2.1** ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDoH to accept a bid for evaluation. In this regard a pre-qualification verification will be carried out by ECDoH in order to determine whether a bid complies in this regard.

**6.2.2** Where the Bidder's bid fails to comply fully with any of the pre-qualification criteria, or ECDoH is for any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDoH will have the right to either:

**6.2.3** Reject the Bid in question and not to evaluate it at all;

**6.2.3.** a give the Bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its Bid so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDoH may determine, of it being requested by ECDoH and is administrative in nature, as opposed to forming a material part of the Bidder's Bid;
in any event permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Bid.

**6.3. The following Administration Pre-qualification criteria shall apply:**

**Administration Compliance Requirements**

**6.3.1** The bid documentation must be completed comprehensively and correctly in original BLACK ink all signatures MUST be Original. All SBD documents

**6.3.2** Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).

**6.3.3** Bidders must be Registered on the Central Suppliers Data Base

6.3.4 CIPRO certificate (Company Registration Documents) **and** ID copies (must be certified with original stamp within 3 months from closing date of bid

6.3.8 Locality Ownership: Proof of business address (municipal account or valid lease agreement)

Prospective bidders are required to submit the following documentation for quality for Administrative compliance;

| # | ***Administrative Requirements*** | Complied | |
|---|---|---|---|
| | | YES | NO |
| A | Joint Venture Agreement requirement if applicable | | |
| B | CIPRO certificate (Company Registration Documents) (must be certified with original stamp within 3 months from closing date of bid) | | |
| C | ID copies (must be certified with original stamp within 3 months from closing date of bid) | | |
| D | Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof. | | |
| E | Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status. | | |

6.4 **Stage 2: Mandatory Pre-qualification evaluation requirements**
**The following Mandatory Pre-qualification criteria shall apply:**

**Mandatory Compliance Requirements**

**6.4.1 Proof of Financial Stability to be attached**
Proof of Financial Capacity: Submission of
a) Recent Audited Financial Statements,
b) Good Standing letter from Registered Financial Institution Bank(not an account Confirmation letter)
c) ECDC Financial Assistance Letter

**6.4.2** Submission of a completed and signed SBD1 – Supplier Contract details
**6.4.3** Submission of a completed and signed SBD4 - Declaration
**6.4.4** Submission of a completed and signed SBD6.1 – HDI Special Goal Claim form
**6.4.5** Submission of a completed and signed SBD3.1

**6.4.6 Submission of Valid CIDB Registration Grading of 1SF or Higher**

**6.4.7 Submission of Valid COIDA Good Standing Letter : Fire Protection Services.**

**6.4.8 Submission of Valid Registration Certificate with the Fire Detections and Installers Association(FDIA) and or Valid Registration with South African Qualification and Certification Committee for the Fire Industry (SAQCC-FIRE)1475**

**6.4.9 Submission of Validar Registration Certificate with the Fire Detections and Installers Association(FDIA) and or Valid Registration with South African Qualification and Certification Committee for the Fire Industry (SAQCC-FIRE DETECTION )10139**

**6.4.10** Submission of Proof of SABS Compliant workshop

**6.4.11** 3x Contactable Reference for maintenance/services/installations carried out on Hand Held Fire Fighting Equipment in the last 24 months.

**6.4.12** **Submission of Valid Registration Certificate with the Fire Detections and Installers Association(FDIA)**

**6.4.13** Mandatory submission of documents via CSD Supplier Date Base NO manual submission is accepted

Prospective bidders are required to submit the following documentation for quality for Administrative compliance;

| # | ***Mandatory Administrative Requirements*** | Complied | |
|---|---|---|---|
| | | YES | NO |
| A | Invitation to Bid (SBD1) completed and signed | | |
| B | Pricing Schedule (SBD 3.1) Manuel pricing schedule | | |
| C | New 2022 Declaration of Interest (SBD 4) | | |
| D | Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) | | |
| E | Financial Capacity(good stand letter from Bank, recent audit financial Statements or ECDC Financial Assistance) | | |
| D | **Submission of Valid CIDB Registration Grading of 1SF or Higher** | | |
| E | **Submission of Valid COIDA Good Standing Letter : Fire Protection Services** | | |
| F | **Valid Registration with South African Qualification and Certification Committee for the Fire Industry (SAQCC-FIRE)1475** | | |
| G | **Valid Registration with South African Qualification and Certification Committee for the Fire Industry (SAQCC-FIRE DETECTION)10139** | | |
| H | Proof of SABS Approved/Certified Workshop | | |
| I | 3 x Contactable Reference for maintenance/services/installations carried out on Hand Held Fire Fighting Equipment in the last 24 months | | |
| J | Mandatory submission of Tender documents and attachments via CSD Supplier Data Base NO manual submission is accepted | | |
| K | Electronic Submission via CSD RFQ Portal | | |

## 6.5 SECOND STAGE: PRICE AND PREFERENCE POINTS EVALUATION

As a general rule the Department must follow an open bidding process as this is a requirement in terms of Section 217 of the Constitution of RSA, 1996 as amended.

The 80/20 Preference Point system in terms of Preferential Regulations 6 must be applied for all procurement from R0,00 to R1 million inclusive of Vat. The following formula must be used to calculate points out of 80 for price

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where
Ps = points scored for comparative price of bid or offer under consideration.
Pt =Comparative price of bid or offer under consideration.
Pmin = comparative price of lowest acceptable bid or offer.

The following table must be used to calculate the score out of 20 points for Specific Goals

| The specific goals allocated points in terms of this tender | Weighting (of 20 POINTS) | Number of points (80/20 system) |
|---|---|---|
| Historically Disadvantaged Individuals Ownership | 20% | 4 |
| Women Ownership | 20% | 4 |
| Youth Ownership | 20% | 4 |
| Disability Ownership | 10% | 2 |
| Military Veterans Ownership | 10% | 2 |
| Locality Ownership in Nelson Mandela Bay Metro | 20% | 4 |
| TOTAL | | **20** |

a) A tenderer must submit proof of its Specific Goals status of contributor.

b) A tenderer failing to submit proof of Specific Goals status level of contributor or is a non-compliant contributor to Specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.

c) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:

- CSD report (must be recent within 7 days from closing date);
- CIPRO certificate and/or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote);
- Medical certificate / Doctor's medical report (Impairment should be substantially limiting - long term or of recurring nature)
- Municipal accounts or proof of address

d) A tenderer may not be awarded points for Specific Goals status level of contributor if the tender documents indicate that they intend subcontracting 25% of their contract value to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the contract.

# Part 2 : Specifications

## 1. SCOPE OF WORK

- Inspection and servicing of all portable fire extinguishers
- Pressure testing, refilling and recharging of extinguishers were required
- Replacement of damaged or expired valves, hoses, gauges, pins, seals, brackets and cylinders.
- Verification of extinguishers accessibility, mounting, signage and visibility
- Labelling and tagging of serviced extinguishers with service dates and technician details
- Issuing of inspection reports and certification of compliance
- Quarterly inspection and annual reports during the 36-month contract period
- Safe disposal of condemned or expired extinguishers in accordance with regulations
- Provision of qualified and SAQCC registered technicians for all servicing activities

## 2. SCOPE OF SERVICES

The appointed contractor shall provide the following services at all identified PHC facilities:

### 2.1 INSPECTION OF FIRE EXTINGUISHERS

**The contractor shall:**

- Conduct routine inspections of all portable fire extinguishers.
- Check physical condition, accessibility, mounting brackets, seals, gauges, hoses, valves, and nozzles.
- Verify correct positioning and signage.
- Identify damaged, missing, discharged, corroded, or expired extinguishers.
- Affix inspection/service labels and tags.

### 2.2 SERVICING AND MAINTENANCE

**The contractor shall:**

- Service all fire extinguishers in accordance with SANS requirements.
- Refill extinguishers after discharge or when pressure levels are below acceptable limits.
- Replace defective components including: hoses, nozzles, safety pins, pressure gauges,O-rings, Valves

## 3. OBJECTIVES

- Ensure all fire extinguishers and related fire equipment remain fully operational and compliant.
- Ensure compliance with the Occupational Health and Safety Act and applicable South African National Standards (SANS).
- Provide a safe environment for patients, staff, visitors, and assets.
- Maintain accurate maintenance and compliance records for all facilities.

## 4. COMPLIANCE REQUIREMENTS

- The appointed service provider must:
- Be accredited and compliant with SANS 1475 requirements
- Employ SAQCC-registered fire equipment technicians
- Maintain detailed maintenance records for each facility
- Ensure all equipment remains operational and compliant throughout the contract duration
- Provide certificates of service and compliance after each maintenance

## 5. APPLICABLE STANDARDS AND REGULATIONS

- All work shall comply with the latest editions of:
- Occupational Health and Safety Act (Act 85 of 1993)
- SANS 1475 – Installation, inspection, testing and maintenance of portable rechargeable fire extinguishers
- SANS 1910 – Fire protection equipment
- SANS 10105 – Use and control of safety signs
- SAQCC Fire requirements
- National Building Regulations
- Local municipal fire regulations

## 6. PRESSURE TESTING (HYDROSTATIC TESTING)

**The contractor shall:**

- Conduct hydrostatic pressure testing as prescribed by SANS standards.
- Remove and replace units due for pressure testing.
- Provide temporary replacement units where equipment is removed for testing.
- Dispose of condemned cylinders in accordance with environmental regulations.

## 7. REPLACEMENT OF EQUIPMENT

**The contractor shall:**

- Replace extinguishers that are: Beyond economical repair, condemned, missing, obsolete,non-compliant
- Supply new approved fire extinguishers where required.
- Ensure all replacement units comply with SANS standards.

## 8. FIRE HOSE REELS AND RELATED EQUIPMENT (WHERE APPLICABLE)

**The contractor shall inspect and maintain:**

- Fire hose reels, fire blankets, hydrants, fire signage, cabinets and brackets
- Services shall include testing for functionality, leaks, pressure, accessibility, and compliance.

## 9. SERVICE FREQUENCY

The contractor shall perform services as follows:
Service TypeFrequencyVisual inspections, quarterly Routine servicing, annually pressure testing, As per SANS requirements, emergency call-outs Within 24 hours

## 10. Emergency Services

**The contractor shall:**

- Provide emergency response services for discharged or damaged extinguishers.
- Respond to emergency call-outs within 24 hours of notification.
- Replace critical fire equipment immediately where safety is compromised.

## 11. ASSET REGISTER AND REPORTING

**The contractor shall:**

- Maintain a detailed asset register for all fire equipment.
- Record: Asset number, location type and size Service dates, test results, Defects identified, Corrective actions taken
- Submit service reports after each visit.
- Provide annual compliance certificates for each facility.

## 12. CONTRACTOR REQUIREMENTS

**The contractor must:**

- Be registered with SAQCC Fire.
- Employ qualified and competent technicians.
- Provide proof of public liability insurance.
- Comply with all occupational health and safety requirements.
- Ensure staff are identifiable and properly supervised.
- Provide all tools, transport, labour, and materials required.

## 13. HEALTH AND SAFETY REQUIREMENTS

**The contractor shall:**

- Comply with facility infection prevention and control protocols.
- Ensure minimal disruption to healthcare services.
- Always maintain a safe working environment.
- Dispose of hazardous materials responsibly.

## 14. DELIVERABLES

**The contractor shall provide:**

- Serviced and compliant fire equipment
- Inspection tags and labels
- Detailed inspection and maintenance reports
- Pressure test certificates
- Compliance certificates
- Updated asset registers

- Recommendations for replacement or upgrades

**15. PERFORMANCE MONITORING**

- Performance will be assessed based on:
- Compliance with service schedules
- Response times
- Quality of workmanship
- Accuracy of reporting
- Compliance with SANS and SAQCC requirements
- Availability of equipment after servicing

**12. CONTRACT DURATION**

The contract shall be valid for a period of twenty-four (24) months from the commencement date, subject to satisfactory performance and availability of funds.

**13. PENALTY FOR DELAY**

13.1 **As fire safety equipment is critical to protect life and limb as well as state assets, penalties will be applied according the following:**

**13.2 Penalty will be calculated for late completion at R250.00 per calendar day.**

**The above penalties will be deducted from the relevant payment certificate.**

**14. MAKING GOOD TO TRADES AND CLEARING SITE**

14.1 After completion of any service/inspection etc. the installation shall be made good and left in a clean and neat condition.

**15 SERVICING PROCEDURES**

Any faulty equipment that must be condemned must be removed from site, made safe and disposed of in a manner that cannot cause any injury or death or any harm to the environment. Such removal and disposal shall be clearly documented and recorded.
The works to be carried out at the maintenance service visit shall include the following:

**15.1 EXTINGUISHER**

Maintenance procedures
A maintenance service is to be carried out on all types of fire extinguishers by a service assistant under the supervisor of a registered person or by a registered person annually.
The procedure for the maintenance service is to be accordance with the specifications laid down in SANS 10105 Part1, SANS1910 and SANS 1567 Codes of Practice.
The general checklist includes the following:

- Check that the correct type of extinguisher is in the correct position
- Check that the interior of the container for corrosion and physical damage.
- Check that the instruction label(s) on the container are legible, correct and face outwards.
- Check for any obstructions to access and visibility of the extinguisher
- Check the condition of pressure gauges.
- Check pressure in the container by following pressure test procedure
- SANS 1475 –Part 1 and 2
- Check all threads for damage and ease of operation (if damaged replace container)
- If control valves are fitted, check free passage when valves are open and effective sealing when they are closed
- Check that the reading on the pressure indicating device mounted on the extinguisher corresponds with the working pressure (stored pressure type)
- Check the cartridge where fitted to extinguishers in accordance with SANS 1475: Part 1 and 2: 2010
- Inspection and the servicing procedures to be carried in accordance with SANS 1475: Part 1 and 2: 2010
- if the charge mass of the Carbon dioxide ($CO_2$) or the halon extinguisher is less than that recommended by the manufacturer or than 95% of the original, recharge it not exceeding 5%. Also if the charge mass of a water or foam extinguisher is less than that recommended by the manufacturer, recharge it up to the liquid level indicator and if the charge mass of the other extinguishers is less than that recommended by the manufacturer, recharge it in accordance with the requirements of the original manufacturer given on the label. Any defective parts are to be replaced or repaired.

- Clean the fire extinguisher and the internal and external areas of the fire extinguisher box.

ii) **PRESSURE TESTING/OVERHAUL**

Pressure test shall be conducted once every 5 years for DCP fire extinguishers and once every ten years for C02 fire extinguishers in accordance with SANS and Occupational Health and Safety Act. This must be must be recorded.
Where pressure testing is required, the contractor shall fill out a Removal of equipment from buildings or facilities Form. This form is used to control the removal of the fire extinguishers from premises.
The original cylinders are to be returned and the spares are temporary until the originals are returned. No exchanges of cylinders are allowed.
A certificate shall be provided by the pressure testing authority for each extinguisher. The certificate shall contain the following information:
The contractor must be accredited with SANAS as required by the Department of Labour under the Occupational Health and Safety Act 1993 (Act85 of 1993) in terms of the Pressure equipment Regulations or subcontract such a company to do pressure testing on fire extinguishers as and when required and certified copies of valid certificates are provided with the following information:

- Name and address of company performing test
- Certificate number with SANAS accreditation
- Number of cylinders
- Test pressure
- Whether powder was changed
- Verification that the cylinder has been tested in accordance with SANS specification and that it has passed the pressure test
- Date when tested
- Name and signature of person doing the test.
- FFETA Ring fitted
- Stamping of cylinder
- Department of Labour approved hydrostatic test certificate

Pressure test DCP type fire extinguishers once every 5 years and C02 type fire extinguishers once every five years in accordance with SANS and the Occupational Health and Safety Act. This must be recorded.

iii) **REMOVAL OF EXTINGUISHERS FROM A BUILDING**

Removal shall be evenly distributed and not more than 50% of available extinguishers on any floor or any area shall be removed from service at any one time. Extinguishers so identified, shall not be removed from the immediate vicinity of the site if an extinguisher has to be removed from site, not more than 25% of the available fire extinguishers shall be removed from site at any one time.

iv) **FIRE EXTINGUISHER BOXES**

Annual inspection of the fire extinguisher and fire hose reel boxes

## 15.2 FIRE HOSE REEL

i) Maintenance Procedures
Maintenance services on fire hose reels are to be carried out by a service assistant under the supervision of a registered person or by a registered person annually. The procedure for the maintenance service is to be in accordance with SANS 10105: Part 11 the general check list includes the following:

- Check fire hose reel mounting frame and mounting bolts for corrosion and physical damage
- Check frame is mounted securely
- Check that the reel operates freely
- Check component parts for corrosion and physical damage after unwinding hose completely
- Check that the fire hose can withstand pressure from the main supply by closing the nozzle and opening the inlet control valve
- Check operation of all fittings
- Check water leaks on seals while hose is under pressure
- Check the water pressure and report and report lack of water or low pressure to local fire department and DRPW
- Check waterway and waterway components for corrosion and replace damaged parts
- Check during re-assembly that all parts operate with ease
- Check cupboard door, hinges, handle and bolt.
- Provide inspection report

## 15.3 SIGNAGE

i) Maintenance Procedures

A maintenance check to be carried out on all fire equipment and escape route signage by a service assistant under the supervision of a registered person or by a registered person.

The procedure for the maintenance service is to be in accordance with SANS 1186: Parts 1-5 1997 and SABS 10400. The general check list includes the following:

- Check that the correct signs are installed at each hydrant, hose reel and hand held extinguisher position
- Check that exit signs are installed at each door
- Check that route signs are installed at each change of direction on escape routes
- Check that safety signage is installed at all locations where flammable materials are stored and/or are used.
- Check that all signs are the correct size.
- Check that all signs are the correct colour
- Check that all illuminated signs have the correct symbols
- Check all illuminated signs are charging and lamps are burning
- Ensure illuminated signs stay on for 60 minutes under power failure conditions.
- Check that all signs are properly secured

## 15.4 FIRE HYDRANT SERVICE ABOVE GROUND

i) Maintenance Procedures

- Fit a 65mm blank cap complete with a pressure gauge and ball-cock and open the hydrant slowly
- Crack open the blank cap assembly ball cock valve and drain the stagnant water into a bucket.
- Close the blank cap assembly ball cock and check the static pressure
- Close the hydrant valve and crack open the blank cap assembly ball cock valve and drain the remaining water in a bucket.
- Remove the blank cap assembly
- Check that the clack washer is not leaking
- Check that the hydrant valve stem gland is not leaking
- Lubricate the hydrant spindle with a water resistant grease
- Remove the lip seal washer and check that it is in a good condition
- The lip seal washer after spraying it with silicone to prevent perishing
- Check that the pawl assembly operates freely and will retain the mail hose coupling in place when it is coupled to the fire hydrant.
- Check brass right angle shielded spindle
- Fit a male blank cap to the hydrant
- Seal the hydrant hand wheel to the hydrant using an acceptable safety seal
- Check that the direction of opening hydrant is marked with words or arrows on surface on hand wheel or handle
- Check that the hydrant coupling is of a 65mmØ
- Prepare and repaint concrete pedestal golden yellow according to SANS
  Prepare and paint fire hydrant goose neck and associated piping SIGNAL RED
- Record and report the flow and pressure test

## 15.5 FIRE HYDRANT UNDERGROUND

i) Maintenance Procedures

- Check the condition of the hydrant cover
- Check that the hydrant pit is not damaged.
- Check depth of hydrant connection
- Check that the hydrant pit is clean from debris
- Check the condition of the valve and that it is not leaking
- Check that the hydrant connection is not damaged and the hydrant seats securely
- Connect a standpipe fitted with a 65mm blank cap complete with a pressure gauge and ball-cock. Open the hydrant valve with standpipe key slowly
- Crack open the blank cap assembly ball cock valve and drain the stagnant water into a bucket
- Close the blank cap assembly ball cock and check the static pressure
- Close the hydrant
- Remove the standpipe and blank cap assembly
- Check the valve again for leaks
- Check that the hydrant cover is painted yellow for identification.

- Record and report the flow and pressure test conducted and any other findings

### 15.6 INSPECTION AND TESTING OF THE FIRE DETECTION SYSTEM

Inspection and servicing of the fire detection and alarm systems
The maintenance procedures should be in accordance with SANS 10139
(latest edition)
The servicing and inspection are completed by a technician that is SAQCC registered.
Maintenance Procedures

- Test the switch mechanism of every manual call point
- Check that all manual call points are conspicuous and unobstructed.
- Visually inspect all detectors to ensure there is at least 500mm free space in all directions around the detectors and any sign of poor siting
- All fire detectors to be inspected and functionally tested. Smoke testing and heat testing equipment should be used to prevent damage to the detector
- Check that the fire panel is functioning correctly on the operation of the devices
- Check the power supplies. Disconnect the standby battery and test the system under full load.
- Check the batteries for signs of corrosion and the battery terminations.
- disconnect the mains and test the system under power fail conditions
- Check all panel functions
- Check all fault indications, e.g. detector removal, battery disconnected etc
- Check the operation of the fire alarm devices.
- Check the operation of the remote signalling devices.
- Check all ancillary functions where installed - lift homing, air-condition shutdown, fire doors etc
- Where printer installed check condition, operation, paper supplies etc.
- Visually check panel for moisture ingress.
- Check all visual and audible warning devices are operating correctly..
- Visually check that all conduits and cable fixing are secure.
- Check analogue values of all addressable detectors to ensure they are within limits.
- Check that the operating procedures are installed visible and legible
- On completion of the service provide a servicing report to the client.

Notices to be fixed in a frame next to panels

- Procedure in the case of fire (state procedure accept alarm, silence alarm…)
- Procedure for evacuation of patients and personnel.

### 15.7 COMPLINCE

Service must comply with all regulation and compliance requirements in terms of
SANS 10400 -T Building and Fire Protection,
SANS10139 - Alarm systems,
SANS 14520 - gas suppression
SABS 1475 – Certifications
SAQCC Fire Registration – Individual technician registration, competency and Identification ID Card

# Specifications on Type of Services that maybe required

| A | HAND-HELD FIRE EQUIPMENT | |
|---|---|---|
| 1 | REFILL SERVICE-CO2 | |
| Item | Description | Unit |
| 1.1 | 2kg $CO^2$ – Aluminum Extinguisher | Each |
| 1.2 | 5kg $CO^2$ – Aluminum Extinguisher | Each |
| 1.3 | 7kg $CO^2$ – Carbon Steel Extinguisher | Each |
| 1.4 | 10kg $CO^2$ – Carbon Steel Extinguisher | Each |
| 1.5 | 2kg $CO^2$ – Alloy Steel Extinguisher CE0036 Approved | Each |
| 1.6 | 4kg $CO^2$ with pneumatic value | Each |

| 2 | **REFILL SERVICE-Dry Powder Chemical** | |
|---|---|---|
| Item | Description | Unit |
| 2.1 | 4.5kg DPC – Extinguisher | Each |
| 2.2 | 9kg DPC – Extinguisher | Each |
| **3** | **SERVICE and PRESURE TEST - CO2** | |
| Item | Description | Unit |
| 3.1 | 2kg $CO^2$ – Aluminum Extinguisher | Each |
| 3.2 | 5kg $CO^2$ – Aluminum Extinguisher | Each |
| 3.3 | 7kg $CO^2$ – Carbon Steel Extinguisher | Each |
| 3.4 | 10kg $CO^2$ – Carbon Steel Extinguisher | Each |
| 3.5 | 2kg $CO^2$ – Alloy Steel Extinguisher CE0036 Approved | Each |
| 3.6 | 4kg $CO^2$ with pneumatic value | Each |
| **4** | **SERVICE and PRESURE TEST - Dry Powder Chemical** | |
| Item | Description | Unit |
| 4.1 | 4.5kg DPC – Extinguisher | Each |
| 4.2 | 9kg DPC – Extinguisher | Each |
| 4.3 | 9kg DPC – Automatic Fire extinguisher | Each |
| **5** | **SERVICE and PRESURE TEST - Fire Hose / Hydrants** | |
| Item | Description | Unit |
| 5.1 | 30m Hose Reel | Each |
| 5.2 | Fire Hydrants (FH) | Each |
| 5.3 | Fire Hydrant Lay-Flat Hose | Each |
| **6** | **REPLACE** | |
| Item | Description | Unit |
| 6.1 | 4.5kg DCP | Each |
| 6.2 | 5kg CO2 | Each |
| 6.3 | 9kg DCP | Each |
| 6.4 | 30m Hose Reel | Each |
| 6.5 | Fire Hydrant Valve | Each |
| 6.6 | Fire Hydrant 30m Lay-Flat Hose with Couplings | Each |

| B | **FIRE ALARM SYSTEM** | |
|---|---|---|
| Item | Description | Unit |
| 1 | Replace the existing Techno Switch Fire Alarm Control Panel | Each |
| 2 | Replace the existing Ziton ZP2 Fire Alarm Control Panel | Each |
| 3 | Replace Broken Glass Boxes | Each |
| 4 | Replace Smoke Detector Complete with Base | Each |
| 5 | Replace Call Point Complete | Each |
| 6 | Replace Alarm Sounder Complete | Each |
| 7 | Replace Visual Alarm Sounder Complete | Each |

| | | |
|---|---|---|
| 8 | Replace 12V Batteries with Rating 7 AmpHr | Each |

| C | GAS FIRE SUPPRESSION SYSTEM FM200 AND CO2 (server rooms) | |
|---|---|---|
| Item | Description | Unit |
| 1 | Service Bi-Annually | Each |
| 2 | Pressure Testing | Each |
| 3 | Recharge | Each |
| **D** | **COMPLIANCE REQUIREMENTS** | |
| Item | Description | Unit |
| 1 | Fire Safety Inspection Report | Each |
| 2 | Update Fire Equipment Register | Each |
| 3 | Training on use of Portable Fire Extinguishers | Per person |
| 4 | Supply Framed diagrammatic Instruction Chart | Each |
| **E** | **LABOUR RATE : HOURLY RATES FOR AFTER HOURS REPAIRS** | |
| Item | Description | Unit |
| 1 | Monday-Friday | |
| 1.1 | Artisan | Per Hour |
| 1.2 | Trade Assistant | Per Hour |
| 2 | Weekends Including Public Holidays | |
| 2.1 | Artisan | Per Hour |
| 2.2 | Trade Assistant | Per Hour |

Pricing Schedule to follow in Part 3 Below

Part 3

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....
Bid number...SCMU3-P26/27-1028-NMM : PROVISIONING FOR THE SUPPLY OF MAINTENANCE/SERVICING OR REPLACEMENT OF FIRE FIGHTING EQUIPMENT AT NELSON MANDELA BAY HEALTH DISTRICT PRIMARY HEALTH CARE HEALTH FACILITIES FOR A PERIOD OF 24 MONTHS
Closing Time 11:00 Closing Date...see page 1 of bid documents...

OFFER TO BE VALID FOR...90...DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY -- ALL APPLICABLE TAXES INCLUDED – "NO VAT CHARGES ALLOWED ON NON-VAT ITEMS"
- NON VAT VENDORS MAY NOT CHARGE VAT – DELIVERY CHARGES TO BE INCLUDED IN UNIT PRICE

NB : USE BLACK INK TO FILL THIS FORM
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
.....
- Period required for delivery .....
*Delivery: Firm/not firm

| A | **HAND-HELD FIRE EQUIPMENT** | | | | |
|---|---|---|---|---|---|
| 1 | **REFILL SERVICE-CO2** | | | | |
| Item | Description | Unit | Unit Price Excluding VAT | Total VAT rate | Total Unit Cost Including VAT |
| 1.1 | 2kg $CO^2$ – Aluminum Extinguisher | Each | | | |
| 1.2 | 5kg $CO^2$ – Aluminum Extinguisher | Each | | | |
| 1.3 | 7kg $CO^2$ – Carbon Steel Extinguisher | Each | | | |
| 1.4 | 10kg $CO^2$ – Carbon Steel Extinguisher | Each | | | |
| 1.5 | 2kg $CO^2$ – Alloy Steel Extinguisher CE0036 Approved | Each | | | |
| 1.6 | 4kg $CO^2$ with pneumatic value | Each | | | |
| 2 | **REFILL SERVICE-Dry Powder Chemical** | | | | |
| Item | Description | Unit | | | |
| 2.1 | 4.5kg DPC – Extinguisher | Each | | | |
| 2.2 | 9kg DPC – Extinguisher | Each | | | |

| 3 | **SERVICE and PRESURE TEST - CO2** | | | | |
|---|---|---|---|---|---|
| Item | Description | Unit | Unit Price Excluding VAT | Total VAT rate | Total Unit Cost Including VAT |
| 3.1 | 2kg $CO^2$ – Aluminum Extinguisher | Each | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3.2 | 5kg $CO^2$ – Aluminum Extinguisher | Each | | | |
| 3.3 | 7kg $CO^2$ – Carbon Steel Extinguisher | Each | | | |
| **3** Item | **SERVICE and PRESURE TEST - CO2** Description | Unit | Unit Price Excluding VAT | Total VAT rate | Total Unit Cost Including VAT |
| 3.4 | 10kg $CO^2$ – Carbon Steel Extinguisher | Each | | | |
| 3.5 | 2kg $CO^2$ – Alloy Steel Extinguisher CE0036 Approved | Each | | | |
| 3.6 | 4kg $CO^2$ with pneumatic value | Each | | | |
| **4** | **SERVICE and PRESURE TEST - Dry Powder Chemical** | | | | |
| Item | Description | Unit | | | |
| 4.1 | 4.5kg DPC – Extinguisher | Each | | | |
| 4.2 | 9kg DPC – Extinguisher | Each | | | |
| 4.3 | 9kg DPC – Automatic Fire extinguisher | Each | | | |
| **5** | **SERVICE and PRESURE TEST - Fire Hose / Hydrants** | | | | |
| Item | Description | Unit | | | |
| 5.1 | 30m Hose Reel | Each | | | |
| 5.2 | Fire Hydrants | Each | | | |
| 5.3 | Fire Hydrant Lay-Flat Hose | Each | | | |
| **6** | **REPLACE** | | | | |
| Item | Description | Unit | | | |
| 6.1 | 4.5kg DCP | Each | | | |
| 6.2 | 5kg CO2 | Each | | | |
| 6.3 | 9kg DCP | Each | | | |
| 6.4 | 30m Hose Reel | Each | | | |
| 6.5 | Fire Hydrant Valve | Each | | | |
| 6.6 | Fire Hydrant 30m Lay-Flat Hose with Couplings | Each | | | |

| | | | | | |
|---|---|---|---|---|---|
| **B** | **FIRE ALARM SYSTEM** | | | | |
| Item | Description | Unit | Unit Price Excluding VAT | Total VAT rate | Total Unit Cost Including VAT |
| 1 | Replace the existing Techno Swithc Fire Alarm Control Panel | Each | | | |
| 2 | Replace the existing Ziton ZP2 Fire Alarm Control Panel | Each | | | |
| 3 | Replace Broken Glass Boxes | Each | | | |
| 4 | Replace Smoke Detector Complete with Base | Each | | | |
| 5 | Replace Call Point Complete | Each | | | |
| 6 | Replace Alarm Sounder Complete | Each | | | |

| | | | | | |
|---|---|---|---|---|---|
| 7 | Replace Visual Alarm Sounder Complete | Each | | | |
| 8 | Replace 12V Batteries with Rating 7 AmpHr | Each | | | |

| | | | | | |
|---|---|---|---|---|---|
| **C** | **GAS FIRE SUPPRESSION SYSTEM FM200 AND CO2 (server rooms)** | | | | |
| Item | Description | Unit | | | |
| 1 | Service Bi-Annually | Each | | | |
| 2 | Pressure Testing | Each | | | |
| 3 | Recharge | Each | | | |
| **D** | **COMPLIANCE REQUIREMENTS** | | | | |
| Item | Description | Unit | | | |
| 1 | Fire Safety Inspection Report | Each | | | |
| 2 | Update Fire Equipment Register | Each | | | |
| 3 | Training on use of Portable Fire Extinguishers | Per person | | | |
| 4 | Supply Framed diagrammatic Instruction Chart | Each | | | |
| **E** | **LABOUR RATE : HOURLY RATES FOR AFTER HOURS REPAIRS** | | | | |
| Item | Description | Unit | | | |
| 1 | Monday-Friday | | | | |
| 1.1 | Artisan | Per Hour | | | |
| 1.2 | Trade Assistant | Per Hour | | | |
| 2 | Weekends Including Public Holidays | | | | |
| 2.1 | Artisan | Per Hour | | | |
| 2.2 | Trade Assistant | Per Hour | | | |

Please note that your prices charged must be market related. Your pricing will be verified against market research and Provincial Treasury Price Index.

**NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLLETE WILL RESULT IN ELIMINATION.**

**PLEASE RECORD COMPANY DETAILS BELOW**

**Signature of authorized person:** _____

**Print Name :** _____

**CAPACITY :** _____ **DATE :** _____

Company Stamp Here

# INVITATION TO BID

**Part 1 – Signed Bid Advert, Specifications, Operational / Services Conditions and requirements**
**Part 2 – Bid Conditions of Bid / Contract**
**Part 3 – Bid Forms and related documentation.**

| | |
|---|---|
| **Schedule A** – | SBD1 Bid Advert |
| **Schedule B** – | SBD2, CSD Registration, Logis and Tax Information |
| **Schedule C** – | Declaration of Interest (SBD 4) |
| **Schedule D** - | Preference Points Claim Forms (SBD 6.1) |
| **Schedule E** – | Financial Particulars |

**DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

**DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

| | |
|---|---|
| **ECDoH** | means the Eastern Cape Department of Health acting for and on behalf of the Eastern Cape Provincial Government; |
| **Invitation to bid** | means this invitation to bid comprising.<br>o The cover page and the table of content and definitions<br>o Part 1 which details the Conditions of Bid.<br>o Part 2 which details the Conditions of Contract and Operational Requirements.<br>o Part 3 which details the bid Specifications.<br>o Part 4 which contains all the requisite bid forms and certificates.<br>As read with GCC – *General Conditions of Contract*<br>http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf |
| **Services** | means the services defined on the cover page of this invitation to bid and described in detail in the Terms of Reference; |
| **Terms of Reference** | means the Terms of Reference contained in Part 4 of this invitation to bid; |
| **Submission of Bid** | Via E-Tender Portal |

# Part 2

## CONDITIONS OF BID

1. **BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 1 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. **OFFER AND SPECIAL CONDITIONS**

2.1. Without detracting from the generality of clause 2.2 below, bidders must submit a completed and signed Invitation to Bid form (SBD 1) and requisite bid forms attached as (Part 3 – Schedule A) with their bids. Bidders must take careful note of the special conditions.

2.2. **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3. **It is a requirement that the bidder must attach proof of registration with (CSD) Central Supplier Database. Failure to provide proof as a registered CSD Service Provider, will invalidate your bid.**

2.4. In the event that any form or certificate provided in Part 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

2.5. Proof of Service Delivery
To submit invoice along with the following documents,

a.) proof of service rendered in a form of a service voucher signed by the end user:

b.) Proof of delivery of goods signed by the end user on receipt of delivery.

2.6 Penalty Clauses will be monitored by contract office where the appointed bidder fails to comply as per the scope of work.

2.7 The ECDOH reserves the right to award the bid to one or more than one bidder/s. The difference in point score should not exceed 10% between the lowest and highest point scorer.

2.8 There will be a reserve bidder appointed in a case of poor or non-delivery.

2.9 If the price offered by a tenderer scoring the highest points is not market related, the organ of state may not award the contract to that tenderer. **The organs of state may**

(i) Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.

(ii) If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

(iii) If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

2.10 If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

3. **CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

3.1. The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2. All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.3. All bids must be received before the closing time and date stipulated above and must be posted to or deposited in the bid box at the address detailed on the cover page of this invitation to bid.

4. **ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

5. **SITE BRIEFING**

Refer to Part 1 Advert & Specifications of bid documents

5.1 **Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX if you are a VAT vendor. Please Note : NON VAT vendors may not charge VAT.**

6. **DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as (Part 3 – Schedule D). Failure to do so will invalidate your bid.

7. **CONSORTIUM/JOINT VENTURE**

7.1 It is recognized that bidders may wish to form consortia to provide the Services.

7.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-

7.2.1 It shall be signed so as to be legally binding on all consortium members;

7.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;

7.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the Technical Review Committee and/or the ECDoH and receive instructions for and on behalf of any and all the members of the consortium;

7.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.

7.2.5 Each party to the Consortium must submit a consolidated BBBEE status Level Verification certificate for every separate BID.

8. **ORGANISATIONAL PRINCIPLES AND EXPERIENCE**

The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as (Part 3 – Schedule F)

9. **DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office to the Institutions at which the Services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as (Part 3 – Schedule G) which completed form, must be submitted together with the bid.

10. **FINANCIAL PARTICULARS**

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as (Part 34- Schedule H). If no such details are submitted it would be assumed that the bidder is not in good standing with his/her financial institution. Official latest audited financial statements signed by the relevant authorized authority to be attached (Accounting firm).

11. **PREFERENCE POINTS CLAIM FORMS**

(Part 3 – Schedule E) SBD6.1 contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations to be completed and signed by the bidder to the extent applicable and returned with this bid.

12. **ACCEPTANCE OF BIDS**

The Eastern Cape Department of Health (ECDoH) does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State even if it implies a waiver by the State, the Eastern Cape Department of Health (ECDoH) of certain requirements which the State, Eastern Cape Department of Health (ECDoH) considers to be of minor importance and not complied with by the bidder.

13. **NO RIGHTS OR CLAIMS**

13.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the State, Eastern Cape Department of Health (ECDoH). The State, the Eastern Cape Department of Health (ECDoH) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

13.2 Eastern Cape Department of Health (ECDoH), nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

14. **NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

14.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the ECDoH.

14.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

15. **ACCURACY OF INFORMATION**

15.1 The information contained in the invitation to bid has been prepared in good faith. Eastern Cape Department of Health (ECDoH) nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

15.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

16. **COMPETITION**

16.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the biding process which serves to limit competition amongst bidders.

16.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive biding.

16.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting response.

16.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

17. **RESERVATION OF RIGHTS**

17.1 Without limitation to any other rights of the ECDoH (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:-

17.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

17.3 Amend the biding process, including the timetables, closing date and any other date at its sole discretion;

17.4 Reject all responses submitted by bidders and to embark on a new bid process.

17.5 Check the bidder involvement in the local economic development of the region (employment of the staff from Nelson Mandela Metro to reflect on the bid).

18. **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

18.1 The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3– Schedule F

19. **REQUIREMENTS**

19.1 Previous performance of the bidder will be considered in the evaluation of the bid.

19.2 Form Part 5 schedule J must be completed accordingly.

19.3 Financial standing of the bidder will be considered for risk analysis and bidders are required to submit documentary proof to demonstrate financial stability in the form of:-

a. Latest Audited financial statements in the case of Companies and in the case of Close Co-operation CC.**OR**

b. Letter from the financial institution confirming availability of funds OR

c. Letter of good standing and/or proof from the financial institution indicating a positive rating must be attached.

19.4 All bidders to familiarize themselves with the General conditions of contract on http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

**20. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

3.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted via e-tender portal (www.etenders.gov.za) before the closing time and date stipulated on the cover page of this invitation to bid.

3.3 All bids must be received before the closing time and date stipulated above and must be submitted on e-tender portal (www.etenders.gov.za) No late bid submission will be accepted.

**Guide: How to submit a response to the E-tender Portal**

***1. (https://www.etenders.gov.za/)***
***2. Click "Login"***
***3. Select "Supplier Login"***
***4. Type in your Central Supplier Database (CSD) login credentials.***
***5. Click Browse Opportunities***
***6. Select Currently Advertised.***
***7. Click "+" on any tender opportunity you wish to apply for.***
***8. Click on "Start eSubmission Process"***
***9. Select Supplier***
***10. Click "Start response"***
***11. Check the submission checklist and attached the compulsory documents.***
***12. Confirm and proceed.***
***If you experience difficulties on eSubmission please contact:***
**021 406 9229 /012 406 9222 or email etenders@treasury.gov.za**
**13. Take note of the envelope submission in item 3.4 below**

3.4 In order to make the evaluation process smoother, bidders are required to submit in the bid proposals and all supporting documents in the following e-tender submission Envelopes / Files numbered as;

| | |
|---|---|
| Envelope 1 | Fully Completed and Signed SBD Documents |
| Envelope 2 | Item 6.3 - Administrative Compliance |
| Envelope 3 | Item 6.4 - Mandatory Compliance Evidence |
| Envelope 4 | Item 6.5 – HDI Score Claim Evidence |
| Envelope 5 | Company Profiles |

# Part 3 : Schedule A

**SBD1**

## PART A
## INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*) | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **SCMU3-P26/27-1028-NMM** | CLOSING DATE: | **24 November 2026** | CLOSING TIME: | **11h00** |
| DESCRIPTION | PROVISIONING FOR THE SUPPLY OF MAINTENANCE/SERVICING OR REPLACEMENT OF FIRE FIGHTING EQUIPMENT AT NELSON MANDELA BAY HEALTH DISTRICT HEALTH CARE FACILITIES FOR A PERIOD OF 24 MONTHS | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

**ELECTRONIC SUBMISSION VIA CSD QUOTATION SYSTEM**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | |
|---|---|---|---|
| CONTACT PERSON | | CONTACT PERSON | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | | E-MAIL ADDRESS | |

**SUPPLIER INFORMATION**

| | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: MAAA |

| | | | |
|---|---|---|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

| | |
|---|---|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ NO |

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

# PART B
# TERMS AND CONDITIONS FOR BIDDING

| | |
|---|---|
| **1.** | **BID SUBMISSION:** |
| 1.1. | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. |
| 1.2. | **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.** |
| 1.3. | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. | **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).** |
| **2.** | **TAX COMPLIANCE REQUIREMENTS** |
| 2.1 | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. |
| 2.2 | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 2.5 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.6 | WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 2.7 | NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## SBD 2

## TAX CLEARANCE REQUIREMENTS

## IT IS A CONDITION OF BIDDING:-

1. The Department of Health must verify the tax compliance status of bidders on the Central Supplier Database (CSD) for all price quotations R0-R30 000 and competitive bids exceeding the value of R30 001 (vat inclusive) prior to award as per National Treasury Instruction no. 4A of 2016/17 Central Supplier Database and circular compiled thereafter governing Tax Compliance Status.
2. Also note that it is the responsibility of the services provider registered on the CSD to ensure Tax Compliance at all times.

**Directorship (Print clearly)**

| Surname & Initials | Identity No. | Gender | % |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Central Supplier Database (CSD) Number: _____

EC Department of Health Logis Number: _____

Company Registration Number: _____

Company Vat Registration Number: _____

Company Tax Reference Number: _____

## BANK DETAIL CONFIRMATION

| | |
|---|---|
| Bank Name | |
| Branch Code | |
| Account Type | |
| Account No | |

**Please answer the following questions carefully-:**

| Questions | Yes | No | Year |
|---|---|---|---|
| Is your business under voluntary suspension? | | | |
| Is your business under suspension by the Authority? | | | |
| Are all the directors provided above registered as directors of the business by the Authority? | | | |
| Has your business or any of the directors found guilty by the Authority or any agencies of the state of improper conduct in terms of the Act? If so please provide a separate paper for explanation. | | | |
| Is your business in partnership with any of the well-established businesses? | | | |
| Has your business status changed in the last five years? | | | |

**Instructions**

Please read the instructions carefully

1. The form must be completed in full.
2. The list of directors means all those directors who are share holders in business and who are registered as such.
3. Only the number of personnel registered under the name of the business should be provided.

**Conditions**

1. The Eastern Cape Department of Health will not be responsible in any way for incorrect information supplied by the service provider or any agencies/authority/state organs holding such information.
2. It is the responsibility for each business to update the Eastern Cape Department of Health with any change in its status.
3. It is the responsibility for the business to ensure that the information provided to South African Revenue Services is correct and up-to-date.

**SBD4**

# BIDDER'S DISCLOSURE

## 1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| **Full Name** | **Identity Number** | **Name of organ of state** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.3.1 If so, furnish particulars:

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

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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

| **Supplier registration number (MAAA)** | **Status (active/inactive/deleted)** |
|---|---|
| | |
| | |
| | |
| | |
| | |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

## 3 GENERAL DECLARATION

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

**I CERTIFY THAT THE ABOVE IS CORRECT.**

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

| | |
|---|---|
| ..... | ..... |
| Signature | Date |
| ..... | ..... |
| Designation | Name of bidder |

# Part 3 : Schedule D

**SBD 6.1**

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

## 1. GENERAL CONDITIONS

**1.1** The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

~~a) The applicable preference point system for this tender is the 90/10 preference point system.~~
b) The applicable preference point system for this tender is the 80/20 preference point system.
c) Either the ~~90/10 or~~ 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

**1.3** Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| **PRICE** | |
| **SPECIFIC GOALS** | |
| **Total points for Price and SPECIFIC GOALS** | **100** |

**1.5** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

**1.6** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or

any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20** **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20** **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|
| Historically Disadvantaged Individuals Ownership | 20%(4) | |
| Women Ownership | 20%(4) | |
| Youth Ownership | 20%(4) | |
| Disability Ownership | 10%(2) | |
| Military Veterans Ownership | 10%(2) | |
| Locality Ownership Nelson Mandela Bay Metro | 20%(4) | |
| TOTAL | 100%(20) | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

# FINANCIAL PARTICULARS

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

| | **FINANCIAL POSITION OF BIDDER**<br>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the DOH permission to contact the financial institution below to confirm the information provided.<br><br>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favorably consider such application in the event that the bidder is successful, will also satisfy the Department. |
|---|---|
| **NAME OF FINANCIAL INSTITUTION** | |
| **ADDRESS** | |
| **TEL.NO** | |
| **FAX NO** | |
| **CONTACT PERSON** | |

.....
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....
**NAME IN CAPITALS**

Witnesses

1. .....

2. .....