Western Cape Government
Health and Wellness
FOR YOU

DEPARTMENT OF HEALTH AND WELLNESS
GROOTE SCHUUR HOSPITAL
SUPPLY CHAIN MANAGEMENT
REFERENCE: GSHPT26/2026
ENQUIRIES: Mr. E. Roman

COVER LETTER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WESTERN CAPE GOVERNMENT: HEALTH AND WELLNESS.

BID NUMBER: GSHPT26/2026	**CLOSING DATE: 11 DECEMBER 2026**	**CLOSING TIME: 11H00**

OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).		
BID DOCUMENTS MAY BE POSTED TO:		ETTIENE ROMAN, PROCUREMENT (BID OFFICE), FIRST FLOOR F46, ROOM 53, OLD MAIN BUILDING, GROOTE SCHUUR HOSPITAL, OBSERVATORY 7925

OR

DEPOSITED IN THE BID BOX SITUATED IN:	THE FOYER, MAIN ENTRANCE, OLD MAIN BUILDING, GROOTE SCHUUR HOSPITAL, OBSERVATORY 7925

Please note the following important information and requirements:

1. Bidders should ensure that bids are delivered **timeously to the correct address.** If the bid is late, it will not be accepted for consideration. Should uncertainty exist regarding the location of the Institution's bid box, bidders are advised to refrain from soliciting the advice of the Security Personnel on duty and to rather contact **Ettiene Roman (Tel: 021 404 2345) / Shadé Dirks (Tel: 021 404 2067)** for assistance. No names of bidders or prices will be read out at the time of closing. The bid box is accessible Monday to Sunday, including public holidays, from 08:00AM till 17:00PM, 7 days a week.
2. All bids must be submitted on the official forms – (not to be re-typed) and only **originally signed documents** will be considered. **Failure to complete and sign the bidding documents, certificates, questionnaires, and specification forms in all respects, will invalidate the bid.**
3. All bids must be accompanied by a letter signed by the bidder, authorizing the Institution, in name, instead of the bidder, to confirm with third parties the accuracy of any information submitted as part of this bid.

4. Bidder to indicate which other currently pending bids issued by the Institution it has applied for, and which bids, if any, have been awarded to it in the past. If bidders have previously submitted offers for other bids or are at the same time bidding in relation to the supply of other goods/services, the Institution reserves the right to compare the respective bid documentation and information provided by the bidder.

5. This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract. **The 80:20 Points System shall be applicable to bids up to R50 000 000 and the 90:10 Points System to bids over R50 000 000. The lowest acceptable tender will be used to determine the preference point system.**

6. **All Bidders must be duly registered on the Central Supplier Database (CSD) at the time of bid closing.** Any prospective unregistered bidder must be register as a supplier on the CSD prior to bidding.

	CENTRAL SUPPLIER DATABASE
Self-registration	www.csd.gov.za (self-registration only)
Contact email	SCMeProcurement.DOH@westerncape.gov.za
Contact telephone	021 483 0582

7. In instances where a bidder's tax compliance status becomes **non-compliant** during evaluation and before award, the recommended bidder/s must be afforded **7 working days** to confirm tax compliance in order for the bid to be considered.
8. Only the B-BBEE status reflected on form **WCBD 6.1** in their bid document will apply to the evaluation of the relevant formal bids and **not their B-BBEE status on the CSD.** Bidders are further required to complete the attached form **WCBD 4 and include it in the bid document**. All other mandatory documents held on CSD will be accepted by Western Cape Government Health (WCGH) for the consideration of formal bids."
9. Bidders must be duly **registered** on CSD at **closing of the award. ** "duly registered"** means that a supplier is registered on the CSD by means of valid mandatory registration documents, including TCC or other documentation confirming the bidder's tax compliance status at the time of the award and WCBD4. If these documents have expired, such supplier will be suspended on the WCSEB.
10. The following listed documents are the documents required in your bid offer and must be submitted in full and in the order suggested below. Failure to submit all the required documents and to fully comply with each requirement will render your bid invalid. This includes all pages of the bid Terms of Reference (ToR), which must be submitted in full:

Contractor to initial.....

• **Special Conditions** (if applicable)
• **WCBD 1 –** The Bid. **(FAILURE TO COMPLETE AND SIGN PART A & PART B FORMS WILL INVALIDATE YOUR BID.)**
• **WCBD 3.1 -** Specification/your schedule of offers
• **WCBD 4 –** Declaration of interest
• **WCBD 5 –** National Industrial Participation Programme
• **Amended WCBD6.1 –** form to claim points as BBBEE contributor
• **Sworn Affidavit –** BBBEE Qualifying Small Enterprise
• **Supplier's checklist**
• **BBBEE Certificate (valid original or certified copy)**

Please refer all bid enquiries to the following officials:

- **Ettiene Roman** at telephone number **(021) 404-2345** or email **Ettiene.Roman@westerncape.gov.za**
- **Shadé Dirks** at telephone number **(021) 404-2067** or e-mail at **Shade.Dirks@westerncape.gov.za**

Please refer all specification/technical enquiries to the following officials:

- **Mrs Rosemary Sutcliffe** at telephone number **(021) 404-2092** or email **Rosemary.Sutcliffe@westerncape.gov.za**

TO ENSURE FAIRNESS AND TRANSPARENCY, PLEASE TAKE NOTE OF THE FOLLOWING:

- All specification enquiries must be submitted no longer than **7 working days** before the bid closing date.
- All enquiries to be in writing and will be acknowledged in writing. If needed, responses will be issued via addendum to all bidders.
- Clearly reference the relevant clause number in the specification when making an enquiry.
- All enquiries and responses must be in English.

Mr. Collin Frank

Deputy Director: SCM and Finance

Date: ____ November 2026

COLLIN FRANK
11 NOV 2026
DEP. DIRECTOR - FINANCE & SCM

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SPECIAL CONDITIONS OF CONTRACT

OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

THIS BID IS DUE AT 11H00 **ON 11 DECEMBER 2026**

VALIDITY EXPIRES ON **10 APRIL 2027**

	BIDDERS RESPONSE. COMPLIANT/NON-COMPLIANT. A TICK (✓) IS NOT ACCEPTABLE
1. DELIVERY LOCATIONS 1.1 Goods **are required for delivery to the Direct Issue Stores at Groote Schuur Hospital**, an institution under the control of the Department of Health & Wellness, Western Cape Government in such quantities as specified in the bid specification/pricing schedules.	
2. DELIVERY AND DOCUMENTS (GCC Par. 10.1 and 10.2) 2.1 The successful bidder is to ensure delivery of the offered products on site in a period to be determined by **Groote Schuur Hospital**, in consultation with the bidder.	
3. ORDERING RESTRICTIONS **Groote Schuur Hospital shall not be restricted to minimum quantity orders.**	
4. QUANTITIES 4.1 **The quantities reflected in the bid documents are quantities specified but not guaranteed and will be determined solely by the requirements of Groote Schuur Hospital.**	
5. COMPLIANCE 5.1 All items in this bid require **valid original or certified** copies of the following compliance documents in their bid documents **by bid closing:**	

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(i)	**The material safety data sheet of the products.**	
(ii)	**Bidder must submit all relevant certification of standards to which the offered product complies with.**	
6.	**PRICES (GCC Par. 17)**	
6.1	Bid prices shall be firm.	
6.2	All prices quoted must include delivery to the various stores as indicated in paragraph 1 above.	
6.3	**Bid prices shall be quoted nett and VAT INCLUSIVE.** Bidders providing a discount may indicate so.	
6.4	Prices are all to be inclusive as claims involving additional costs such as levies, transport, insurance, etc., will not be considered.	
6.5	Unless otherwise specifically quoted in the bid documents, no additional fees will be payable for after-hours, weekends, or public holidays.	
7.	**PAYMENT**	
7.1	In the interest of security and expeditious payment, it is the policy of Groote Schuur Hospital to effect payments by electronic funds transfer (EFT) as far as possible. If a successful bidder is not yet a regular participant in Groote Schuur Hospital's contracts and has not been registered already, the supplier will be required to furnish Groote Schuur Hospital with its banking details for the systems in operation (Logis, BAS, Syspro) in order shall be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary.	
7.2	Payment shall be 30 days from receipt of invoice.	
7.3	Payment Conditions (GCC Par. 16.1) Payment in full will be made when the designated Hospital Official confirms in writing that the contract conditions have been complied with and that handover in good working order has been received.	
7.4	Payment Currency (GCC Par. 16.4) Payment will only be made in Rands in the Republic of South Africa.	

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8.	**NEGOTIATIONS**	
8.1	Groote Schuur Hospital reserves the right to enter into negotiations with bidders (before the contract is concluded) and contractors (after the contract is concluded) regarding *inter alia* price revisions, increases and service delivery should it be deemed necessary.	
9.	**PERFORMANCE SECURITY (GCC Par. 7.1 + 7.4)**	
9.1	No performance security amount is specified or required to be paid to the purchaser.	
10.	**INSURANCE (GCC Par. 11.1)**	
10.1	The ownership of the goods and responsibility for safekeeping thereof remains the responsibility of the supplier, until the equipment and consumables are handed over in good working order to the designated official at Groote Schuur Hospital.	
10.2	Bidders **must** obtain Public Liability Insurance at their own cost commensurate with the risks to which they are exposed. Such insurance must also make provision for all vicarious losses and claims for which the bidder or their staff may be responsible. It is a **condition of this bid** that bidders submit proof of Public Liability Insurance with the bid offer. Failure to adhere to this condition will render the bid non-complaint.	
11.	**LIABILITY GCC Par 6 and 28**	
11.1	The contractor shall at all times be responsible for the acts and omissions, e.g., death, injury, assault, unlawful unrest, etc. of his employees when they provide any services to the Provincial Government in terms of the bid and act within the course and scope of these duties and employment.	
11.2	The contractor indemnifies and holds the Provincial Government blameless against the damage to property and loss of property of the Provincial Government and any third party that may be involved.	
11.3	The contractor shall indemnify the Provincial Government against all claims or losses due to claims arising out of the under mentioned during the execution of any part of this contract whether on the Hospital premises or otherwise:	
11.4	Loss, damage, wear and tear occurring to the successful bidder's property.	
11.5	Loss, accident, injury or death to any person in the employ of the successful bidder or third party for whatever reason.	
11.6	Loss, accident injury or death of any person legally on the Hospital premises.	

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11.7	Loss or damage to any property legally on the Hospital premises which is not the property of the State	
11.8	The contractor shall further undertake to reimburse the Hospital within 30 days of presentation of claim by the Hospital against the contractor for the under-mentioned occurrences during the execution of any part of this contract whether on Hospital premises or otherwise:	
11.8.1.1	Loss or damage to Hospital equipment.	
11.8.1.2	Loss or damage to Hospital buildings, roads, gates and walls/fences.	
11.8.1.3	Loss or damage to any other Hospital property.	
11.8.1.4	Loss, damage, wear and tear occurring to the successful bidder's property.	
11.8.1.5	Loss, accident, injury or death to any person in the employ of the successful bidder or third party for whatever reason.	
11.8.1.6	Loss, accident injury or death of any person legally on the Hospital premises.	
11.8.1.7	Loss or damage to any property legally on the Hospital premises which is not the property of the State.	
12.	**TRANSPORTATION (GCC Par. 12.1)** 12.1 An all inclusive delivery, to point of use price is required.	
13.	**WARRANTY (GCC Par. 15)** 13.1 Warranty period **(GCC Par. 15.2)** • **The warranty shall remain valid for 12 months** after the products have been handed over to the designated hospital official at **Groote Schuur Hospital.**	
14.	**SETTLEMENT OF DISPUTES (GCC Par. 27)** 14.1 **Mediation Proceedings (GCC Par.27.1)** • The mediation shall be informal. The Head: Department of Health & Wellness shall have the absolute discretion to determine the procedure to be followed.	
15.	**APPLICABLE LAW (GCC Par. 30)** • The contract shall be determined in accordance with South African laws.	
16.	**GENERAL**	

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	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, Groote Schuur Hospital. Groote Schuur Hospital reserves the right, in its sole discretion:	
16.1	**To withdraw** any 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,	
16.2	**To amend** the bid process, closing date or any other date at sole discretion,	
16.3	**To cancel** the bid or any part of the bid before the bid has been awarded,	
16.4	**Not to accept** the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department,	
16.5	**Not to award** the bid to the highest points or lowest price,	
16.6	**To reject** all responses submitted and to embark on a new bid process.	
17.	**ADVERTISING AND TRADING**	
17.1	Neither the successful bidder nor his staff shall be entitled to offer any article for sale, sell any article or distribute any article free of charge on the site.	
18.	**CHANGES TO BIDDERS' OPERATIONAL STATUS**	
18.1	As the bid is awarded on the information provided/available at the time; the successful bidder must maintain the status quo for the contract period. Should any deviation or changes occur, the successful bidder must advise the Department accordingly.	
18.2	Material deviations from the position as it was at the time of awarding the bid may result in the Department having to apply remedial action.	
19.	**CONTACT DETAILS**	
19.1	Please provide the particulars of the contact person responsible for all queries related to this bid, and if you are successful, this contract, and	

Contractor to initial.....

	to whom all correspondence can be directed: Name: ..... Designation: ..... Telephone no with area code: ..... Fax no: ..... Cellphone no: ..... Email address:	
19.2	Enquiries may be directed to the bid administrator, tel no **(021) 404 2345;** or e-mail **Ettiene.Roman@westerncape.gov.za**	

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ADDITIONAL CONDITIONS OF CONTRACT

		BIDDERS RESPONSE. COMPLIANT/NON-COMPLIANT. A TICK (✓) IS NOT ACCEPTABLE
1.	**Important**	
1.1	Bidders **must** obtain Public Liability Insurance at their own cost commensurate with the risks to which they are exposed. Such insurance must also make provision for all vicarious losses and claims for which the bidder or their staff may be responsible. It is a **condition of this bid** that bidders submit proof of Public Liability Insurance with the bid offer. Failure to adhere to this condition will render the bid non-complaint.	
1.2	Proof of validity of the Public Liability Insurance cover to be submitted monthly to the Supply Chain Management Unit – Contract Administration Section.	
1.3	It is recommended that the bidder's employees be vaccinated against Hepatitis B. Should the contractor's employees' contract Hepatitis B or any other disease while providing a service at this facility, the contractor indemnifies and holds the Provincial Government blameless.	
1.4	The successful bidder must adhere to ALL relevant Coronavirus Regulations or any other Highly infectious deceases. Covid-19 Personal Protective Clothing to be worn while on the premises of Groote Schuur Hospital. Furthermore, with any health emergency / pandemic, the bidder`s staff will be expected to provide the required service in highly infectious areas.	
2.	**Advertising and Trading**	
2.1	Neither the successful bidder nor his staff shall be entitled to offer any article for sale, sell any article or distribute any article free of charge that is not expressly part of this bid/contract.	
3.	**Sub-contracting**	
3.1	The contractor shall make use of his own site-trained staff for processes and training required at Groote Schuur Hospital, in accordance with the specifications described in this bid.	
3.2	No other person shall at any time replace or relieve any of the contractor's employees. Should any problems arise, the contractor must immediately discuss the matter with the User.	
4.	**Changes to Bidders Operational Status**	
4.1	As the bid is awarded with the information provided/available at the time, the successful bidder must maintain the status quo for the contract period. Should any deviation or changes occur, the successful bidder must, accordingly, advise the Department.	
4.2	Material deviations from the position as it was at the time of awarding the bid may result in the Department having to apply remedial action.	
5.	**Contract period**	

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5.1	The contract period is thirty-six months.	

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WCBD 1

PART A

INVITATION TO BID

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO-TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH AND WELLNESS – GROOTE SCHUUR HOSPITAL

BID NUMBER:	**GSHPT26/2026**	CLOSING DATE:	**11 DECEMBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT THE FOYER, ENTRANCE 5, OLD MAIN BUILDING, GROOTE SCHUUR HOSPITAL.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ettiene Roman**	CONTACT PERSON	**Mrs Rosemary Sutcliffe**
TELEPHONE NO	**021 404 2345**	TELEPHONE NO	**021 404-2092**
FACSIMILE NO	**N/A**	FACSIMILE NO	**N/A**
E-MAIL ADDRESS	**Ettiene.Roman@westerncape.gov.za**	E-MAIL ADDRESS	**Rosemary.Sutcliffe@westerncape.gov.za**

Contractor to initial.....

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.		**AND**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX] ☐ Yes ☐ No				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES, ANSWER PART 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 2.2 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, 2022, 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 (WCBD7).**

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 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 THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

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2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.

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 WHO ARE 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: .....

Contractor to initial.....

GSHPT26/2026: OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

IMPORTANT NOTICE TO BIDDERS:

COMPULSORY BRIEFING SESSION FOR BID GSHPT26/2026.

DATE: 27 NOVEMBER 2026

TIME: 10H30 – 12H00

VENUE: VIA MS TEAMS

BIDDERS TO NOTE:

BIDDERS MUST SUBMIT A REQUEST TO BE INVITED TO THE MICROSOFT TEAMS MEETING NO LATER THAN 14H00 ON 24 NOVEMBER 2026. INVITED BIDDERS ARE REQUIRED TO LOG IN TO THE MEETING BY NO LATER THAN 10H30.

FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN ACCESS TO THE MEETING BEING DENIED AND ANY OFFER SUBMITTED BEING SET ASIDE.

ANY ENQUIRIES MAY BE DIRECTED TO THE BID OFFICE USING THE CONTACT NUMBER PROVIDED ON THE COVER PAGE OF THE BID DOCUMENT.

Contractor to initial.....

WESTERN CAPE DEPARTMENT OF HEALTH & WELLNESS
GROOTE SCHUUR HOSPITAL

THIS DOCUMENT SETS OUT THE SPECIFICATIONS FOR:

OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

BID NUMBER: GSHPT26/2026

NAME OF BIDDING COMPANY: _____

NAME OF PRODUCT OFFERED: _____

NAME OF BIDDER / CONTACT PERSON: _____

CONTACT NUMBER: _____**(w)** _____**(cell)**

NOTE: SHOULD THE ITEM OFFERED DEVIATE FROM ANY SPECIFIED REQUIREMENTS, FULL DETAILS OF SUCH DEVIATIONS MUST BE GIVEN. IN THE EVENT OF THE AVAILABLE SPACE BEING INSUFFICIENT, SUCH DETAILS MUST BE GIVEN ON A SEPARATE SHEET, INDICATING THE RELEVANT PARAGRAPH NUMBER IN THE SPECIFICATION.

THE "DETAILS OF OFFER" SECTION MUST BE COMPLETED IN FULL. FAILURE TO REPLY TO ALL SECTIONS WILL RESULT IN THE OFFER NOT BEING CONSIDERED.

Contractor to initial.....

GROOTE SCHUUR HOSPITAL

SPECIFICATIONS

GSHPT26/2026

OPEN BIDDING (MULTI-SUPPLIER/MULTIPLE ITEM AWARD) THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

NOTE: SHOULD THE EQUIPMENT AND INSTALLATION OFFERED DEVIATE FROM ANY SPECIFIED TECHNICAL REQUIREMENTS, FULL DETAILS OF SUCH DEVIATIONS MUST BE GIVEN. IN THE EVENT OF THE AVAILABLE SPACE BEING INSUFFICIENT, SUCH DETAILS MUST BE GIVEN ON A SEPARATE SHEET, INDICATING THE RELEVANT PARAGRAPH NUMBER IN THE SPECIFICATION.		**BIDDERS RESPONSE. COMPLIANT/NON-COMPLIANT. A TICK (✓) IS NOT ACCEPTABLE**
The requirements for a service that includes the provision, removal, transport, cleaning, and storage of 95 alternating pressure relieving mattresses per day (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) over a thirty-six (36) month period to Groote Schuur Hospital.		
1.	**APPLICABLE DOCUMENTS**	
1.1	Where applicable, documents referred to in points 1.1.1 and 1.1.2 are provided as part of the bid documents. Bidders are however required to provide documents referred to in points 1.1.3 and 1.1.4: -	
1.1.1	General Conditions of Contract (GCC).	
1.1.2	Additional Conditions of Contract (ACC).	
1.1.3	IEC 60601 and 2 for electrical components	
1.1.4	Applicable quality standards such as CE/FDA/ISO 20342-1:2022	
1.1.5	**SAHPRA (SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY) REGISTRATION:** **Valid certified copy of SAHPRA certificate as a manufacturer, distributor or wholesaler of medical devices and IVD's must be included in your bid documents. A Valid Medicines Control Council certificate may also be considered. Failure to complete and submit the above documents will invalidate your bid. The contact number of SAHPRA is 012 395 9473 (Andrea Julsing) and e-mail address is: andrea.julsing@sahpra.org.za. Should you need to download application forms, please visit https://www.sahpra.org.za. Proof of application for registration will NOT be accepted, only a VALID SAHPRA or MCC certificate may be accepted.**	
1.2	**The entire Bid must be itemized, and a price breakdown**	

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	provided with the Bid. This should include all statutory requirements, expenditure, and administrative fees.	
1.3	The bidder must include all evidence of clinical trials conducted on the product, including the confirmation of the safety of the product.	
1.4	The bidder to provide a material safety datasheet of the product.	
1.5	The bidder must provide any performance data available including Pressure Index Values.	
1.6	Bidders must perform a demonstration of the mattress upon request of the end user.	
1.7	Bidders must submit confirmation of their capacity to provide the number of mattress systems needed to provide a comprehensive service to the institution.	
1.8	Number of mattress systems currently available and in use.	
1.9	Bidders to indicate on a separate sheet price for cleaning, maintenance, pumps, repairs, replacement etc. This pricing must be factored into the cost price.	
2.	**REQUIREMENTS**	
2.1	**Service Period**	
2.1.1	The service requirement must be available over a twenty-four (24) hour period, five days per week. The bidder must be available Monday to Friday, between the hours of 08h00 to 17h00, to handle any queries the principal might have. The contract will be in place for a thirty-six (36) month period.	
2.2	**Identification Badges**	
2.2.1	Bidder's employees must be clearly identifiable by wearing company issued corporate photo-identification badges while on Hospital premises. Company issued uniforms will be considered optional.	
2.3	**Infrastructure**	
2.3.1	The successful bidder must have their own cleaning and storage facilities. **Site inspections will be conducted at the business premises of shortlisted bidders as per attached checklist. Shortlisted bidders shall provide product demonstrations at a date & time as determined by the institution.**	
2.3.2	Bidders MUST only use self-propelled motor vehicles which are designed for the delivery of surgically clean items. No open trailers or other unsuitable vehicles may be used. All	

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	vehicles must be clearly marked with the successful company's logo.	
2.3.3	The successful bidder must have their own equipment for conveying the items on the Hospital premises.	
SPECIFICATION 1 – REQUIREMENTS FOR ALTERNATING PRESSURE RELIEVING MATTRESS FOR STANDARD HOSPITAL BED		
2.4	**Minimum product specifications**	
2.4.1	The following minimum specifications for the required service are to be complied with:	
2.4.1.1	All mattresses shall be able to automatically adapt to the patient's weight and or positioning.	
2.4.1.2	The mattress system must be able to uniformly inflate to provide a stable base for patients who require surgical or other invasive procedures.	
2.4.1.3	The mattresses pump shall have air filters to prevent air borne bacteria.	
2.4.1.4	The mattress covers shall be fire retardant. (Proof must be submitted, with the bid offer)	
2.4.1.5	The mattress covers shall be two-way stretch, vapour permeable and waterproof.	
2.4.1.6	The mattress covers shall be bacteriostatic, fungistatic and anti-microbial.	
2.4.1.7	The bidder shall provide in-service training that is outcomes based.	
2.4.1.8	The bidder shall provide a training booklet that covers general troubleshooting and corrections	
2.4.1.9	The cost of training shall be included in the bid price.	
2.4.1.10	The bidder shall provide each new patient with a clean decontaminated mattress.	
2.4.1.11	The bidder shall ensure that all used mattresses be cleaned at a facility equipped for the required services and experienced staff in performing these cleaning functions.	
2.4.1.12	The bidder shall ensure that the cleaning facility operates in line with the required standards for infection prevention & control and compliant with the requirements of the Health and Safety Act and any applicable legislation.	
2.4.1.13	Maintenance cost must be included in the rental cost per	

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	unit. The department is not responsible for any warranties or guarantees.	
2.4.1.14	The bidder shall ensure that the required number of mattresses be available to the Hospital.	
2.4.1.15	All used mattresses must be removed within 12 hours after notifying the service provider.	
2.4.1.16	On arrival at the Hospital the employee is to proceed to the relevant Clinical Area and liaise with the official who requested the service.	
2.4.1.17	Before the mattress is removed from the relevant Clinical Area, all necessary paperwork must be completed which would include: • Signatures by Hospital staff for the receiving and return of an alternating pressure relieving mattress in their area. • A checklist signed by both parties as to the condition of the mattress in question.	
2.4.1.18	The staff member delivering the mattress will also set it up (if required) and test it on the required trolley. Should a short on-the-spot training session be requested, such staff member will provide a demonstration.	
2.4.1.19	From time to time (quarterly at the most), the Hospital may request formal training sessions related to the use of Alternating Pressure Relieving Mattress.	
2.4.1.20	Delivery and removal of mattresses can only be made via the A-Floor of the New Main Building.	
2.4.1.21	The records of delivery and removal in the form of a Register must be open to inspection and verification by a hospital official.	
2.4.1.22	The register must have the following minimum information: • Full name of requestor. • Contact details of requestor in the form of a Clinical Area number. • Telephone extension. • Date and time delivered. • Date and time collected. • Person who collected. • Tracing number of equipment.	
2.4.1.23	The bidder shall provide a factory trained technician who will be responsible for technical related matters as well as providing spare pumps if replacement pumps are required.	
2.5	**Cleaning and Conditions of Storage**	
2.5.1	The service provider agrees to have the Infection Prevention & Control and/or Health and Safety Staff from	

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	the Hospital, inspect the service provider's premises from time to time, and make recommendations.	
2.5.2	All mattresses will be cleaned, stored, and transported in a manner that prevents the spread of cross infection between wards and other hospitals. Please refer to checklist	
2.5.3	Cleaning, storage, and delivery costs will be carried out at no cost to Groote Schuur Hospital.	
2.6	**Equipment**	
2.6.1	For the contract period, the "daily service" of following items is required: •95 alternating pressure relieving mattress per day for the duration of the contract	
2.6.2	'Mattresses' to include all additions in order for it to function e.g., electronic controllers, mattress covers, leads, wires,	
2.6.3	All mattresses to REPLACE current foam mattress, and not function as an overlay	
2.6.4	All electronic controllers for the alternating pressure relieving mattress are • to fit to the bed in a manner so that the bed can be easily and safely transported without detaching the equipment. • to be compatible with the voltage of local power supply • plugs to be compatible with South African standards for power supply • must have a reset and restart facility	
2.6.5	The mattress system must have a function where the pressure is maintained in the mattress to prevent deflation for at least 1 hour once disconnected from the machine (such as transport to Radiology procedures).	
2.6.6	All mattresses shall be able to have a weight bearing capacity of 250kg per patient.	
2.6.7	As an option, bidders are requested to provide pricing for a weight adjustable mattress that will be clinically safe and comfortable for any weight load.	
SPECIFICATION 2 – REQUIREMENTS FOR ALTERNATING PRESSURE RELIEVING MATTRESS FOR EMERGENCY TROLLEY		
2.7	**Minimum product specifications**	
2.7.1	The following minimum specifications for the required service are to be complied with:	
2.7.1.1	All mattresses shall be able to automatically adapt to the	

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	patient's weight and or positioning. • Size of mattress	
2.7.1.2	The mattress system must be able to uniformly inflate to provide a stable base for patients who require surgical or other invasive procedures.	
2..1.3	The mattresses pump shall have air filters to prevent air borne bacteria.	
2.7.1.4	The mattress covers shall be fire retardant. (Proof must be submitted, with the bid offer)	
2.7.1.5	The mattress covers shall be two-way stretch, vapour permeable and waterproof.	
2.7.1.6	The mattress covers shall be bacteriostatic, fungistatic and anti-microbial.	
2.7.1.7	The bidder shall provide in-service training that is outcomes based.	
2.7.1.8	The bidder shall provide a training booklet that covers general troubleshooting and corrections	
2.7.1.9	The cost of training shall be included in the bid price.	
2.7.1.10	The bidder shall provide each new patient with a clean decontaminated mattress.	
2.7.1.11	The bidder shall ensure that all used mattresses be cleaned at a facility equipped for the required services and experienced staff in performing these cleaning functions.	
2.7.1.12	The bidder shall ensure that the cleaning facility operates in line with the required standards for infection prevention & control and compliant with the requirements of the Health and Safety Act and any applicable legislation.	
2.7.1.13	Maintenance cost must be included in the rental cost per unit. The department is not responsible for any warranties or guarantees.	
2.7.1.14	The bidder shall ensure that the required number of mattresses be available to the Hospital.	
2.7.1.15	All used mattresses must be removed within 12 hours after notifying the service provider.	
2.7.1.16	On arrival at the Hospital the employee is to proceed to the relevant Clinical Area and liaise with the official who requested the service.	

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2.7.1.17	Before the mattress is removed from the relevant Clinical Area, all necessary paperwork must be completed which would include: • Signatures by Hospital staff for the receiving and return of an alternating pressure relieving mattress in their area. • A checklist signed by both parties as to the condition of the mattress in question.	
2.7.1.18	The staff member delivering the mattress will also set it up (if required) and test it on the required trolley. Should a short on-the-spot training session be requested, such staff member will provide a demonstration.	
2.7.1.19	From time to time (quarterly at the most), the Hospital may request formal training sessions related to the use of Alternating Pressure Relieving Mattress.	
2.7.1.20	Delivery and removal of mattresses can only be made via the A-Floor of the New Main Building.	
2.7.1.21	The records of delivery and removal in the form of a Register must be open to inspection and verification by a hospital official.	
2.7.1.22	The register must have the following minimum information: • Full name of requestor. • Contact details of requestor in the form of a Clinical Area number. • Telephone extension. • Date and time delivered. • Date and time collected. • Person who collected. • Tracing number of equipment.	
2.7.1.23	The bidder shall provide a factory trained technician who will be responsible for technical related matters as well as providing spare pumps if replacement pumps are required.	
2.8	**Cleaning and Conditions of Storage**	
2.8.1	The service provider agrees to have the Infection Prevention & Control and/or Health and Safety Staff from the Hospital, inspect the service provider's premises from time to time, and make recommendations.	
2.8.2	All mattresses will be cleaned, stored, and transported in a manner that prevents the spread of cross infection between wards and other hospitals. Please refer to checklist	
2.8.3	Cleaning, storage, and delivery costs will be carried out at no cost to Groote Schuur Hospital.	
2.9	**Equipment**	
2.9.1	For the contract period, the "daily service" of following items is required:	

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	• 95 alternating pressure relieving mattress per day for the duration of the contract	
2.9.2	'Mattresses' to include all additions in order for it to function e.g., electronic controllers, mattress covers, leads, wires,	
2.9.3	All mattresses to REPLACE current foam mattress, and not function as an overlay	
2.9.4	All electronic controllers for the alternating pressure relieving mattress are • to fit to the bed in a manner so that the bed can be easily and safely transported without detaching the equipment. • to be compatible with the voltage of local power supply • plugs to be compatible with South African standards for power supply • must have a reset and restart facility	
2.9.5	The mattress system must have a function where the pressure is maintained in the mattress to prevent deflation for at least 1 hour once disconnected from the machine (such as transport to Radiology procedures).	
2.9.6	All mattresses shall be able to have a weight bearing capacity of 250kg per patient.	
2.9.7	As an option, bidders are requested to provide pricing for a weight adjustable mattress that will be clinically safe and comfortable for any weight load.	

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CHECKLIST
THIS CHECKLIST WILL BE USED DURING THE INSPECTION OF THE BIDDER'S PREMISES

Alternating Pressure Relieving Mattresses-Minimum Requirements for Cleaning Facility		
Area/Principle	**Minimum Requirement**	**BIDDERS RESPONSE. COMPLIANT/NON-COMPLIANT. A TICK (✓) IS NOT ACCEPTABLE**
A: Vehicle	• Movement from hospital to site without mixing of clean and dirty mattresses.	
	• The vehicle interior should be of such a nature that it will be adequately disinfected ie. smooth non-porous surfaces. • The interior of the vehicle must be wiped with 250 ppm Groote Schuur Hospital approved high level disinfectant (e.g. Peracetic acid, Hypochlorite solution, etc) and allowed to dry.	
B: On site	• There should be a separate clean and dirty entrance. • An established clean to dirty system should be in place to prevent contamination of clean mattresses if separate entrances are not available.	
	• Clean environment	
	• One way movement of equipment	
	• A tracing system should be in place. The system should include serial numbers for equipment and documentation.	
	• A system for the separation of resistant or known infectious mattresses should be in place. This is done as an additional measure in order to prevent spread of multidrug resistant organisms.	
	• Resistant or known infectious mattresses cleaned last.	
	• Signage indicating dirty areas and clean areas.	
	• Standard Operating Procedures must be on display.	
C: Finishing	• All surfaces including floor in washing area should be non-porous and easily cleaned with Groote Schuur Hospital approved high level disinfectants (e.g. Peracetic acid, Hypochlorite solution, etc).	
	• Surfaces must be wiped with Groote Schuur Hospital approved high level disinfectant (e.g. Peracetic acid, Hypochlorite solution, etc) 250ppm.	
	• Separate storage, washing and disinfection areas.	
	• No wooden surfaces especially in storage and washing areas	
D: Washing/Cleaning	• Temperature over 60 degrees. (The average household washing machine reaches this temperature) • The pump must be wiped with soap and water to remove proteinaceous material followed by wipe or spray with Groote Schuur Hospital approved high level disinfectant (e.g. Peracetic acid, Hypochlorite solution, etc) 250ppm.	

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E: Personal Protective Equipment and Hand Hygiene.	• Gloves and Apron	
	• Hand hygiene (Standard Operating Procedure for hand hygiene displayed)	
	• Hand wash basin present in dirty (washing area)	
	• Alcohol based hand rub available at all stations.	
	• Personal Protective Equipment worn and changed appropriately between workstations.	
F: Cleaning and Disinfectant Products	• Detergent: Any household washing detergent may be used for washing machine and manual washing of mattresses	
	• Disinfectant: Groote Schuur Hospital approved high level disinfectant (e.g. Peracetic acid, Hypochlorite solution, etc) spray 250ppm or hypochlorite (hospital) wipes are to be used for the disinfection and allowed to dry.	
G: Ventilation	• Well ventilated working area.	
	• Ensure that air does not move from dirty to clean area.	
H: Staff	• Separate staff allocated to clean and dirty bay.	
	• No crossing over of staff.	
	• Staffing numbers facilitate clean to dirty	

Stage 1: Compliance with the specifications and bid requirements

This stage involves the administrative and regulatory compliance check to ensure that all bids meet the minimum eligibility criteria. These include, but are not limited to:

- Registration on the Central Supplier Database (CSD);
- Submission of the bid before the closing date and time;
- Completion and submission of all required bid documentation, including a fully completed pricing schedule;
  - ➢ Declaration forms (WCBD4 forms, WCBD6.1, etc)
  - ➢ Any additional supporting documentation as required.

Note: Failure to comply with any bid requirement will result in the bid being disqualified at this stage and not progressing to further evaluation.

Stage 2: Product demonstration and trial

Bids that pass the first stage will be subjected to a site inspection at their business premises. Bidders shall provide product demonstrations and have their product submitted for a 30-day trial period.

Stage 3: Preferential procurement evaluation/ Price

Bids that pass the first two stages will be evaluated on the basis of price and preferential procurement points as per the 80/20 preference point system:

- 80 points will be allocated for price;
- 20 points will be allocated for specific goals, which may include:
  - ➢ Level of B-BBEE contributor status;
  - ➢ Ownership by historically disadvantaged individuals etc.

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Award Methodology:

This is a **Multi-supplier/Multi item award** bid. Multiple bidders may be appointed to supply baskets listed in the specification. The total cost per baskets will be used to evaluate offers.
The bidder with the highest total points (price + preference) per basket will be recommended for award.

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WCBD3.1

PRICING SCHEDULE (PURCHASES)

THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.

BID NUMBER	CLOSING DATE AND TIME	VALIDITY DATE
GSHPT26/2026	11 DECEMBER 2026 AT 11H00	10 APRIL 2027 (OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID)
PERIOD	THREE YEARS.	
NAME OF BIDDER		

ITEM NO.	ESTIMATED QUANTITY PER ANNUM	DESCRIPTION	ESTIMATED BID PRICE IN RSA CURRENCY (INCLUDING VAT)
THE REQUIREMENTS FOR A SERVICE THAT INCLUDES THE PROVISION, REMOVAL, TRANSPORT, CLEANING, AND STORAGE OF 95 ALTERNATING PRESSURE RELIEVING MATTRESSES PER DAY (40 TO GENERAL WARDS, 50 TO ICU AND 5 TO THE EMERGENCY CENTRE) OVER A THIRTY-SIX (36) MONTH PERIOD TO GROOTE SCHUUR HOSPITAL.			

SPECIFICATION 1 – REQUIREMENTS FOR ALTERNATING PRESSURE RELIEVING MATTRESS FOR STANDARD HOSPITAL BED				
Year One (1)				
1.	Alternating pressure relieving mattresses for the **Intensive Care Unit**, including repair, maintenance and replacement of pumps			
1.1		Cost of cleaning of units	R	The Lot
1.2		Cost of delivery of units	R	The Lot
1.3		Cost of removal, transport and storage of units	R	The Lot
1.4		Cost of repairs	R	The Lot
1.5		Cost of maintenance of units	R	The Lot
1.6		Cost of replacement of pumps	R	The Lot
1.7	50	Rental of alternating pressure relieving mattresses for the Intensive Care Unit	R	Per Mattress/Per day
2.	Alternating pressure relieving mattresses for the **General Wards**, including repair, maintenance and replacement of pumps, including repair, maintenance and replacement of pumps			
2.1		Cost of cleaning of units	R	The Lot

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2.2		Cost of delivery of units	R	The Lot
2.3		Cost of removal, transport and storage of units	R	The Lot
2.4		Cost of repairs	R	The Lot
2.5		Cost of maintenance of units	R	The Lot
2.6		Cost of replacement of pumps	R	The Lot
2.7	40	Rental of alternating pressure relieving mattresses for the General Wards	R	Per Mattress/Per day
Total for year one (1)			R	The Lot
		Year Two (2)		
3.	Alternating pressure relieving mattresses for the **Intensive Care Unit**, including repair, maintenance and replacement of pumps			
3.1		Cost of cleaning of units	R	The Lot
3.2		Cost of delivery of units	R	The Lot
3.3		Cost of removal, transport and storage of units	R	The Lot
3.4		Cost of repairs	R	The Lot
3.5		Cost of maintenance of units	R	The Lot
3.6		Cost of replacement of pumps	R	The Lot
3.7	50	Rental of alternating pressure relieving mattresses for the Intensive Care Unit	R	Per Mattress/Per day
4.	Alternating pressure relieving mattresses for the **General Wards**, including repair, maintenance and replacement of pumps			
4.1		Cost of cleaning of units	R	The Lot
4.2		Cost of delivery of units	R	The Lot
4.3		Cost of removal, transport and storage of units	R	The Lot
4.4		Cost of repairs	R	The Lot
4.5		Cost of maintenance of units	R	The Lot
4.6		Cost of replacement of pumps	R	The Lot
4.7	40	Rental of alternating pressure relieving mattresses for the General Wards	R	Per Mattress/Per day
Total for year two (2)			R	The Lot
		Year Three (3)		
5.	Alternating pressure relieving mattresses for the **Intensive Care Unit**, including repair, maintenance and replacement of pumps			
5.1		Cost of cleaning of units	R	The Lot
5.2		Cost of delivery of units	R	The Lot
5.3		Cost of removal, transport and storage of units	R	The Lot
5.4		Cost of repairs	R	The Lot
5.5		Cost of maintenance of units	R	The Lot
5.6		Cost of replacement of pumps	R	The Lot
5.7	50	Rental of alternating pressure relieving mattresses for the Intensive Care Unit	R	Per Mattress/Per day
6.	Alternating pressure relieving mattresses for the **General Wards**, including repair, maintenance and replacement of pumps			
6.1		Cost of cleaning of units	R	The Lot
6.2		Cost of delivery of units	R	The Lot
6.3		Cost of removal, transport and storage of		

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		units	R	The Lot
6.4		Cost of repairs	R	The Lot
6.5		Cost of maintenance of units	R	The Lot
6.6		Cost of replacement of pumps	R	The Lot
6.7	40	Rental of alternating pressure relieving mattresses for the General Wards	R	Per Mattress/Per day
Total for year three (3)			R	The Lot
		Total Over the Contract Period	R	The Lot
7.		Optional Extras		

SPECIFICATION 2 – REQUIREMENTS FOR ALTERNATING PRESSURE RELIEVING MATTRESS FOR EMERGENCY TROLLEY				
Year One (1)				
1.	Alternating pressure relieving mattresses for the **Emergency Centre**, including repair, maintenance and replacement of pumps			
1.1		Cost of cleaning of units	R	The Lot
1.2		Cost of delivery of units	R	The Lot
1.3		Cost of removal, transport and storage of units	R	The Lot
1.4		Cost of repairs	R	The Lot
1.5		Cost of maintenance of units	R	The Lot
1.6		Cost of replacement of pumps	R	The Lot
1.7	5	Rental of alternating pressure relieving mattresses for the Emergency Centre	R	Per Mattress/Per day
Total for year one (1)			R	The Lot
Year Two (2)				
2.	Alternating pressure relieving mattresses for the **Emergency Centre**, including repair, maintenance and replacement of pumps			
2.1		Cost of cleaning of units	R	The Lot
2.2		Cost of delivery of units	R	The Lot
2.3		Cost of removal, transport and storage of units	R	The Lot
2.4		Cost of repairs	R	The Lot
2.5		Cost of maintenance of units	R	The Lot
2.6		Cost of replacement of pumps	R	The Lot
2.7	5	Rental of alternating pressure relieving mattresses for the Emergency Centre	R	Per Mattress/Per day
Total for year two (2)			R	The Lot
Year Three (3)				
3.	Alternating pressure relieving mattresses for the **Emergency Centre**, including repair, maintenance and replacement of pumps			
3.1		Cost of cleaning of units	R	The Lot
3.2		Cost of delivery of units	R	The Lot
3.3		Cost of removal, transport and storage of units	R	The Lot
3.4		Cost of repairs	R	The Lot

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3.5		Cost of maintenance of units	R	The Lot
3.6		Cost of replacement of pumps	R	The Lot
3.7	5	Rental of alternating pressure relieving mattresses for the Emergency Centre	R	Per Mattress/Per day
Total for year three (3)			R	The Lot
		Total Over the Contract Period	R	The Lot
4.		Optional Extras		

5.		**Grand Total for Item 1 & Item 2 Over the Contract Period**	**R**	**The Lot**

IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

A. Required by: **Various Clinical Areas**

At: **Groote Schuur Hospital**

Observatory

Cape Town

B. Brand name (if applicable) .....

C. Product code (if applicable) .....

D. Country of origin .....

E. Does the offer comply with specification? Please circle your option. **YES/NO**

F. If not to specification, please indicate deviation(s)

.....

G. Period required for delivery.....

H. State packaging offered.....

I. Are the prices firm for the duration of the contract? Please circle your option. **YES/NO**

J. If non-firm prices are offered, please complete attached WCBD 3.1/2 forms.

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

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies. *Delete if not applicable**

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WCBD 3.1/2

DEFINITION OF PRICING STRUCTURES

For the purpose of this bid the following explanations are provided:

1. **Firm prices**

1.1 Firm prices are prices which are only subject to **adjustments in accordance with the actual increase or decrease** resulting from the changes, imposition or abolition of customs or excise duty and any other duty, levy, or tax which is binding upon the contractor in terms of a law or regulation and has a demonstrable influence on the prices of any supplies, for the execution of the contract.

The following two pricing structures will also be considered as firm prices:

1.2 Firm prices **linked to fixed period adjustments**, i.e. two-tier prices (firm 1st and firm 2nd year prices), only subject to the variables indicated in the above paragraph.

1.3 Firm prices **subject to rate of exchange fluctuations** - claim shall be made within 60 days of delivery. (It is compulsory that the table below be completed for prices subject to rate of exchange variations). The Bill of entry, confirmation of the amount remitted abroad, and supplier invoice must accompany all claims.

Note: Any advantage due to a more profitable exchange rate must be passed on to the province.

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE OF EXCHANG	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

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				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. **Non-firm prices**

Non-firm prices are either prices **linked to proven adjustments** or prices **linked to escalation formula adjustments.**

2.1 It is compulsory that the variable factors and their weights be indicated where prices are linked to **proven adjustments.**

The table below serves only as a guide and bidders must include all other information deemed necessary.

ITEM NO	PRICE	OVERHEADS AND PROFIT	VARIABLE FACTOR (Provide factor e.g. manufacturer increase)	WEIGHT OF VARIABLE FACTOR/S

Contractor to initial.....

2.2 In cases where prices are subject to the **escalation formula**, the next table **must** be completed.

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING:

$$Pa = (1-V)Pt\left(D1\frac{R1t}{R1o} + D2\frac{R2t}{R2o} + D3\frac{R3t}{R3o} + ...Dn\frac{Rnt}{Rno}\right) + VPt$$

Where:

Pa = The new escalated price to be calculated.

(1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**

D1, D2 = Each factor of the bid price e.g. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2 etc. must add up to 100%.

R1t, R2t = Index figure obtained from new index (depends on the number of factors used).

R1o, R2o = Index figure at time of bidding.

VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. THE FOLLOWING INDEX/INDICES WAS USED TO CALCULATE THE BID PRICE:

Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated.....

Contractor to initial.....

PLEASE FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA.

THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR **(D1, D2 etc. e.g. Labour, transport etc.)**	**PERCENTAGE OF BID PRICE**

Please note: **Proven cost adjustments and formula-based adjustments cannot both be entertained at the same time.**

****

Contractor to initial.....

WCBD 4

DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Manage Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.

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

3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG)via the electronic Procurement Solution (ePS).

4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.

5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

6. **Definitions**

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"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;

"business interest" means -

(a) a right or entitlement to share in profits, revenue or assets of an entity;

(b) a real or personal right in property;

(c) a right to remuneration or any other private gain or benefit, or

(d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

Contractor to initial.....

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

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

"Corruption"- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

(a) accepts or agrees or offers to accept an!' gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or

(b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—

(i) that amounts to the-

(aa) illegal. dishonest. unauthorised. incomplete. or biased: or

(bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:

(ii) that amounts to-

(aa) the abuse of a position of authority;

(bb) a breach of trust; or

(cc) the violation of a legal duty or a set of rules;

(iii) designed to achieve an unjustified result; or

(iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

"CSD" means the Central Supplier Database maintained by National Treasury;

"employee", in relation to –

(a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and

(b) a public entity, means a person employed by the public entity;

"entity" means any -

(a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or

Contractor to initial.....

(b) sole proprietorship;

"entity conducting business with the Institution" means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

"Family member" means a person's -

(a) spouse; or

(b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

"intermediary" means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

"**Institution**" means – a provincial department or provincial public entity listed in

Schedule 3C of the Act;

"Provincial Government Western Cape (PGWC)" means
(a) the Institution of the Western Cape, and

(b) a provincial public entity;

"RWOEE" means -
Remunerative Work Outside of the Employee's Employment

"spouse" means a person's -

(a) partner in marriage or civil union according to legislation;

(b) partner in a customary union according to indigenous law; or

(c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.

a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:

(i) resigned as an employee of the government institution or;

(ii) cease conducting business with an organ of state or;

(iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.

8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her

Contractor to initial.....

authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.

9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.

10. 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 per se prohibition meaning that it cannot be justified under any grounds.

11. 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 authorises 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.

12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

13. 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.

SECTION A DETAILS OF THE ENTITY		
	CSD Registration Number	*MAAA*
	Name of the Entity	
	Entity registration Number (where applicable)	
	Entity Type	
	Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.		

Contractor to initial.....

TABLE A

FULL NAME	DESIGNATION *(Where a director is a shareholder, both should be confirmed)*	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? ***(If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)***	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? ***(If yes complete Table B and attach their approved "RWOEE")***	NO	YES

Contractor to initial.....

B3.	Are any family members of the persons listed in Table A employees of an organ of state? ***(If yes complete Table B)***	NO	YES

TABLE B

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. *(Indicate if not known)*

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES To enable the prospective bidder to provide evidence of past and current performance.			
C1.	Did the entity conduct business with an organ of state in the last twelve months? **(If yes complete Table C)**	NO	YES

C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

Contractor to initial.....

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? *(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)*	NO	YES

C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES	N/A
C6.	the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?		NO	YES
C7.	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?		NO	YES

Contractor to initial.....

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, ... hereby swear/affirm;

i. that the information disclosed above is true and accurate; ii. that I have read understand the content of the document;

iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;

v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and

vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

Contractor to initial.....

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration? ANSWER: .....

1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....

1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....

1.4 Do you want to make an affirmation? ANSWER: .....

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....

SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ..... ex officio: Republic of South Africa

Date:..... Place .....

Business Address: .....
.....

Contractor to initial.....

WCBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade, Industry and Competition (DTIC) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US $10 million will have a NIP obligation. This threshold of US $10 million can be reached as follows:

(i) Any single contract with imported content exceeding US $10 million;

or

(ii) Multiple contracts for the same goods, works or services each with imported content exceeding US $3 million awarded to one seller over a 2-year period which in total exceeds US $10 million;

or

(iii) A contract with a renewable clause, where should the option be exercised the total value of the imported content will exceed US $10 million.

or

(iv) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US $3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US $10 million.

Contractor to initial.....

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTIC would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R & D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame in which to discharge the obligation.

2. **REQUIREMENTS OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION**

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTIC for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts of the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.

2.3 For bids above R10 million, accounting officer's authorities are required to obtain clearance from the Department of Trade, Industry and Competition regarding the National Industrial participation Programme prior to the award of any bid in excess of R10 million (ten million rands).

3. **BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contracts as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTIC in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTIC with the following information:

- Bid / contract number
- Description of the goods, works or services.

Contractor to initial.....

- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content.
- Imported content of the contract, if possible

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade, Industry and Competition, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401. Facsimile (012) 394 2401 or e-mail at Elias@thedtic.gov.za for further details about the programme

4. **PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTIC with the information required, the following steps will be followed:

(a) The contractor and the DTIC will determine the NIP obligation;

(b) The contractor and the DTIC will sign the NIP obligation agreement;

(c) The contractor will submit a performance guarantee to the DTIC;

(d) The contractor will submit a business concept for consideration and approval by the DTIC;

(e) Upon approval of the business concept by the DTIC, the contractor will submit detailed business plans outlining the business concepts;

(f) The contractor will implement the business plans; and

(g) The contractor will submit bi-annual progress reports on approved plans to the DTIC.

4.2 The NIP obligation agreement is between the DTIC and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Contractor to initial.....

Bid Number ..... **Closing Date** .....

Name of bidder .....

Postal address .....

.....

Signature ..... **Name (in print)** .....

Date .....

Contractor to initial.....

WCBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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 (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

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1. DEFINITIONS

1.1 **"acceptable tender"** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.

1.2 **"affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.

1.3 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.5 **"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;

1.6 **"bid"** means a written offer on the official bid documents or invitation of price quotations and "tender" is the act of bidding /tendering;

1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;

1.8 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract

Contractor to initial.....

1.9 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

1.10 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.

1.11 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;

1.13 **"non-firm prices"** means all prices other than "firm" prices;

1.14 **"person"** includes a juristic person;

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

1.16 **"proof of B-BBEE status level contributor"** means-

(a) The B-BBEE status level certificate issued by an authorized body or person;

(b) An affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or

(c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.

1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;

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

1.19 "**sub-contract**" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

1.20 "**tender**" means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;

1.21 "**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

Contractor to initial.....

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;

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

1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;

1.24 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013;*

1.25 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

1.26 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

2.1 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);

2.2 Preference point system for this bid:

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

(b) Either the 80/20 or 90/10 preference point system will be applicable to this tender.

2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of contribution.

2.4 The maximum points for this bid are allocated as follows:

	Points	Points

Contractor to initial.....

Price	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must noy exceed	100	100

2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The organ of state 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 Organ of State.

3. ADJUDICATION USING A POINT SYSTEM

3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.

3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:

(a) points out of 80 for price; and

(b) 0 points out of 20 for B-BBEE

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.

Contractor to initial.....

3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

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

80/20	or	90/10
$Ps = 80\{1 - \frac{Pt - P\,min}{P\,min}\}$	or	$Ps = 90\{1 - \frac{Pt - P\,min}{P\,min}\}$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of tender under consideration

P min = Price of lowest acceptable tender

5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT 5.1 POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80\{1 + \frac{Pt - P\,max}{P\,max}\}$	or	$Ps = 90\{1 + \frac{Pt - P\,max}{P\,max}\}$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of tender under consideration

P max = Price of highest acceptable tender

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)

Contractor to initial.....

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

6.2 An ***EME*** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission

6.3 A ***QSE that is less than 51% (50% or less) black owned*** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A ***QSE that is at least 51% black owned (51% or higher)*** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

6.5 A ***large enterprise*** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

Contractor to initial.....

7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6

B-BBEE Status Level of Contribution..... = ... ***(maximum of 20 points)***

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? **YES / NO** *(delete which is not applicable)*

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor? .....

(iv) whether the sub-contractor is an EME or QSE? **YES / NO** *(delete which is not applicable)*

8.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/ entity: .....

9.2 VAT registration number: .....

9.3 Company Registration number: .....

9.4 TYPE OF COMPANY/ FIRM

□ Partnership/ Joint Venture/ Consortium

□ One-person business/ sole propriety

□ Close corporation

Contractor to initial.....

□ Public Company

□ Personal Liability Company

□ (Pty) Limited

□ Non-Profit Company

□ State Owned Company

[SELECT APPLICABLE ONE]

9.5 ***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-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:***

(a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.

(b) As set out in Section 13O of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

(i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;

(ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;

(iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or

(iv) engages in a fronting practice.

(c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 9.1 (a) above will be reported to an appropriate law enforcement agency for investigation.

(d) Any person convicted of an offence by a court is liable in the case of contravention of 9.4 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10% of its annual turnover.

(e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the

Contractor to initial.....

investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may 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.

(f) The purchaser may, in addition to any other remedy it may have –

(i) disqualify the person from the bidding process;

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

(iii) 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; and

(iv) forward the matter for criminal prosecution.

(g) The information furnished is true and correct.

(h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S): .....

DATE: .....

ADDRESS: .....

.....

.....

.....

WITNESSES:

1. ..... **2.** .....

Contractor to initial.....

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

I hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____% black owned;
- The enterprise is _____% black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R50,000,000.00 (fifty million rands);
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or as amended 3.3 (e) (**select one)**_____ of **the DTIC** Codes of Good Practice.
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

Contractor to initial.....

100% black owned	**Level One** (135% B-BBEE procurement recognition)		
More than 51% black owned	**Level Two** (125% B-BBEE procurement recognition)		
(a) At least 25% of cost of sales, (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; for the services industry include labour costs but capped at 15%,		(b) Job Creation – 50% of jobs created are for black people, provided that the number of black employees in the immediate prior verified B-BBEE measurement is maintained	
(c) At least 25% transformation of raw material / beneficiation which include local manufacturing, production and /or assembly, and/ or packaging		(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operation or financial capacity	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.			

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

_____

Commissioner of Oaths

Signature & stamp

Contractor to initial.....

CHECKLIST FOR BID

The presence of incomplete and/or unsigned and/or absent documents from bid offers have become an unfortunate tendency since the inception of new bid forms in January 2004.

It has become increasingly noticeable that bidders are unaware of the importance of the various bid documents. The finalisations of bids are significantly delayed by the Department's resultant efforts to obtain the information/signatures/absent documents.

The purpose of this checklist is to:

- highlight all critical documents that constitute a complete bid and provide some general instructions for their completion,
- provide bidders with a final opportunity to ensure that all these critical documents are PROPERLY COMPLETED and INCLUDED in their final offer, and
- enable this office to verify that bidders have attempted to ensure that all required documents in their offer have been completed/signed/included.

Please read this checklist in conjunction with the content of the relevant form in each case.

Note: Bidders should mark the relevant boxes under the heading" Bidders" with X, please. **The Boxes under "Health" will be used to verify replies at this office.** **Bidders must complete this checklist and include it in their bid documents, please.**	**Bidder**	
	Yes	**No**
*The **Special Conditions** of bid document provides general instructions regarding critical aspects of the bid process including the provision of samples, testing and inspection of products, statement of supplies, quantities required, delivery rates, provision of prices, use of price increase formulae, payment and negotiations.*		
Have you indicated whether your delivery period is firm, whether your bid price will remain firm in all respects for the duration of the contract and whether your prices will be subject to exchange rate variations by circling YES or NO in the relevant paragraphs?		
Have you indicated your delivery rate per week and month and discounts offered on individual orders of various values by completing the relevant paragraphs?		

Contractor to initial.....

WCBD 1 *constitutes the formalization of the bidder's bid and* ***failure to complete and sign it in full may render the bid invalid.***		
Form **WCBD 1, INVITATION TO BID:** Have you completed all aspects of this form FULLY, including the YES/NO questions? Have you provided a SIGNATURE and indication of the signatory's capacity? **Did you remember to include your B-BBEE status level verification certificate?**		
WCBD 3 *forms constitute a bidder's offer for a product/service. Bidders must ONLY include completed WCBD 3 forms for products/services on which they have made ACTUAL offers (i.e. bidders should NOT include blank WCBD 3 forms in their offer, please).*		
Form **WCBD 3.1**: Have you provided your company name, bid, number, BID PRICE **including VAT** and ensured that you have quoted for the correct unit of supply? Have you completed the questionnaire under the table with your prices in full?		
FIRM prices - Form **WCBD 3.1/2**: Have you furnished all information regarding prices subject to rate of exchange variations in the table provided?		
NON-FIRM prices – Form **WCBD 3.1/2:** Have you furnished all information regarding prices subject to proven adjustments in the table provided and included as annexures all other relevant details?		
Amended WCBD 6.1 *has two purposes. Firstly, it is an introduction to terms and definitions used to explain the use of a points system to recommend bids. This form also contains formula for calculations used during points adjudications.*		
Secondly, Amended WCBD 6.1 is used by bidders to claim points for being classified as B-BBEE contributor. ***Bidders are required to provide an original or a certified copy of a B-BBEE certificate issued by a verification body accredited by SANAS.***		
Have you read and SIGNED the declaration in paragraph 9.8, provided TWO WITNESS SIGNATURES and your company address?		
Have you completed the **Sworn Affidavit – BBBEE Qualifying Small Enterprise?**		

Other general instructions:

Contractor to initial.....

The *General Conditions of Contract* is intended to draw special attention to general conditions applicable to government bids, contracts and orders and to ensure that bidders are familiar with the rights and obligations of all parties involved in doing business with Government. **Bidders must not include the General Conditions of Contract in their bid offers, please.**

Bidders are advised against including bulky product brochures, extensive company profiles and empowerment initiatives in their bid offers **unless they are requested specifically elsewhere in the bid documents or have a direct influence on the bidder's offer.**

Please sign this checklist as confirmation that it has been read and completed. The signatory shall be the person who signs the **WCBD1 Invitation to Bid** form for and on behalf of the bidder.

_____	_____	_____
Print name	Signature	Capacity of signatory (manager, director, etc.)

THANK YOU FOR THE TIME AND EFFORT SPENT TO COMPLETE THIS CHECKLIST FULLY AND ACCURATELY

For Head Office use only – Verification of information provided by bidder

_____	_____	_____
Responsible official – print name	Signature and rank	Date

Contractor to initial.....

GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Contractor to initial.....

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing,

Contractor to initial.....

processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

Contractor to initial.....

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1. Definitions

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

Contractor to initial.....

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

Contractor to initial.....

2. Application	2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
	2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
	2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General	3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged
	3.2	With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information;	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information

Contractor to initial.....

inspection.

furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier 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.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

Contractor to initial.....

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an

Contractor to initial.....

organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the

Contractor to initial.....

requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC

Contractor to initial.....

10.2 Documents to be submitted by the supplier are specified in SCC

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods

(c) furnishingof a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract;

Contractor to initial.....

and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the

Contractor to initial.....

purchaser, the blueprints, drawings, and specifications of the spare parts, if requested

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

Contractor to initial.....

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract

18.1 No variation in or modification of the terms of the contract shall

Contractor to initial.....

amendments be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

Contractor to initial.....

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also

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consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or

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countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without

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compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

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(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

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31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade, Industry and Competition shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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