

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	RFQ 24/25 – ORT – 0030	CLOSING DATE:	04 DECEMBER 2024	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR QUOTATIONS FOR APPOINTMENT OF SERVICE PROVIDER(S) TO SUPPLY AND DELIVER SANITARY PADS TO GIRLS IN QUITINTLES 1-3 SCHOOLS, FARM SCHOOLS AND SPECIAL SCHOOLS WITHIN PROT ST JOHNS, INGQUZA, MHLONTLO AND NYANDENI LOCAL MUNICIPALITIES- O.R TAMBO DISTRICT PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
170 IDEAL HOMES BUILDING, OXFORD STREET					
EAST LONDON, 5200					
BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO			TECHNICAL ENQUIRES MAY BE DIRECTED TO		
CONTACT PERSON	V.MAGWANISHA		CONTACT PERSON	MS. T. THIYANE	
CONTACT NUMBER	076 922 3830		CONTACT NUMBER	063 293 7636	
E-MAIL ADDRESS	Vuyolwethu.Magwanisha@ecdsd.gov.za		E-MAIL ADDRESS	Thandile.Thiyane@ecdsd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES

☐

NO

☐

DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES

☐

NO

☐

DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES

☐

NO

☐

DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES

☐

NO

☐

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

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

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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



**Province of The Eastern
Cape**

Department of Social
Development
Private Bag X 7191 Komani
5319
SOUTH AFRICA

BID SPECIFICATION DOCUMENT

REQUEST FOR QUOTATIONS FOR APPOINTMENT OF SERVICE PROVIDER(S) TO SUPPLY AND DELIVER SANITARY PADS TO GIRLS IN QUITINTLES 1-3 SCHOOLS, FARM SCHOOLS AND SPECIAL SCHOOLS WITHIN PORT ST JOHNS, INGQUZA, MHLONTLO AND NYANDENI LOCAL MUNICIPALITIES- O.R TAMBO DISTRICT PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

1. INVITATION

The Department of Social Development invites suitable suppliers for the bid for the supply and delivery of sanitary pads to girls/learners within **PORT ST JOHNS, INGQUZA, MHLONTLO AND NYANDENI LOCAL MUNICIPALITIES- O.R TAMBO DISTRICT PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.**

2. BACKGROUND

Women are the worst impoverished because they had to bear the brunt of engendered social and economic discrimination, alienation, and exploitation. Consequently, majority of women are subjected to economic and social deprivation which had been exacerbated by legacy of colonialism and apartheid. Therefore, it is of great significance that all endeavors to ameliorate the socio-economic conditions of women are geared towards redressing this historically induced discrepancy by ensuring that social and economic opportunities are biased towards women. The Department of Social Development has identified the need to provide indigent girls in quintiles 1-3 schools, Special Schools and Farm Schools with sanitary pads:

- Safe, hygienic, protective sanitary products and information on menstrual health management.

3. SCOPE AND CAPACITY

3.1 The successful bidder, will be required to package, the supply and deliver Sanitary Dignity Pads in the following manner:

- 12 packets containing 10 sanitary pads each.
- The 12 packets shall be packed in a single Carry Home Pack to be issued to each child.
- The sanitary pads shall be in a new, hygienic, and dry condition.
- The total number of targeted learners within O.R TAMBO District is 2833 and are in Department of Education circuits throughout the district..

3.2 Branding

- The following information should be printed on each packet or on a non-removable sticker to be attached on each packet of 10 pads.
 - The words "**Not for sale**"
 - The logo of the Eastern Cape Department of Social Development. (Specifications of the logo is attached hereto.)

3.3 Distribution

- Delivery of the correct quantities to the schools shall be the responsibility of the service providers.
- Completion, signing and stamping (school stamp) of Delivery Notes by the School Principals shall be the responsibility of the service providers.
- On-time submission of Delivery Notes and Invoices shall be the responsibility of service providers.
- Distribution of packs to beneficiaries shall be the responsibility of the Department.

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

- Poor quality goods shall be returned to the service provider for replacement and the service provider will be liable for the cost involved.
- Delivery plan will be discussed with the winning/successful bidder.

3.4 Capacity of the Service Provider

- 3.4.1 The bidder is required to have the capacity to deliver the sanitary pads to the identified Schools. (See Annexure C attached hereto)

4. PRICING

- 4.1 Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.
- 4.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with an annual turnover exceeding R1,000,000.00 in a 12 months' period to register for VAT.
- 4.3 Sanitary pads are zero rated, therefore they should be excluded from VAT during the pricing.
- 4.4 Bidders must ensure that the quotes submitted have **no arithmetic errors** as Department will not rectify any errors on the quotations received. The quotes must include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- 4.5 Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 4.6 All prices submitted should be typed in black ink or written in indelible ink (non-erasable). **No proposals written in pencil will be accepted or evaluated.**

5. STANDARD BID REQUIREMENTS

- a) Bid document should be completed in black ink and any use of correction pen (tippex) on the bid document shall nullify the bid. All incomplete bid documents shall not be considered.
- b) Bidders are requested to fully complete the provided Pricing Schedule, any alteration or use of own designed bill of quantity will result in a disqualification.
- c) Bidder must provide prices that are inclusive of transport, packaging and all other relevant costs, where applicable
- d) No alteration, cancellation, omission or addition shall be made to the text or conditions of these documents. Should any unauthorized change be made, the change will not be recognized, but the original document shall apply.

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

- e) Bidder may withdraw his/her Bid without incurring any liability provided written notice to that effect is received by the Department.
- f) The Department reserves the right to undertake quality assurance of the product through the SABS, the cost of which will be borne by the appointed bidder.
- g) Only bids submitted by South African owned enterprises will be considered.
- h) Bidders must have successfully conducted business with an organ of the state. Provide two award letters/ purchase orders and reference letters confirming services were rendered successfully.
- i) To be considered responsive, bidders must submit the following mandatory documents by the closing date and time of the bid. Failure to comply with these mandatory requirements will invalidate the bid:
 - a) Duly completed and signed bid document including all the attached SBD forms.
 - ECBD 1 (Part A: Invitation to bid and Part B: Terms and Conditions for bidding)
 - SBD 4 (Bidders Disclosure)
 - b) Proof that the product complies with SANS1043:2010 or SANS1043:2021 from the manufacturer. Submit a SABS product Test Report.
 - c) In bids where Consortia/Joint Ventures are involved, each party must submit a copy of a business registration certificate.
- j) The Department reserves the right to approach the relevant authorities to verify the following for the bidder:
 - Citizenship status (individuals)
 - Company information
 - Previous tender and government contract track records (where applicable).
 - Government employment status (individuals)
 - Company / closed corporation ownership / membership status (individuals)

6. BRIEFING SESSION

There will be no briefing session which will be conducted however, for any clarity needed the service provider may contact the department through the contact details provided.

7. SANITARY PADS MINIMUM SPECIFICATIONS

The following is the minimum specification requirements for the Sanitary Pads:

7.1 General

- (a) Sanitary pads shall have been made in accordance with sound manufacturing practice, and shall be of an acceptable uniform make, shape and finish.

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

- (b) All sanitary pads shall be free from lumps, oil spots, streaks of dirt, and similar foreign matter that might affect their appearance or impair their serviceability (or both).
- (c) Sanitary pads shall be delivered in a clean and commercially dry condition and shall, when so required, be capable of withstanding sterilization in an autoclave, or shall be individually sterile packed.

7.2 Marking and Packaging

The following information shall appear in legible and indelible marking on the of each package in at least English:

- a) The trade name or trademark of the manufacturer (or both);
- b) The words "Sanitary pads;"
- c) The size designation and type, and whether with loops, without loops or with adhesive backing strips;"
- d) The number of sanitary pads in the package.
- e) The date of manufacture or another suitable batch identification; and
- f) The words "Sterile if the wrapper or seal is unbroken", if relevant.

8. GENERAL CONDITIONS

- a) Bidders who fail to deliver the required goods at a given time, quantity and quality will be given 5 days to rectify the situation before the contract is terminated.
- b) Bidders are advised that goods will be required to be delivered within 14 days of the timeframes in the deliverables after receiving the request.
- c) Bidders must be contactable as and when a need arises.
- d) The department reserves the right to return goods supplied should it be proven that they are of an inferior quality.
- e) Should the supplier continue to provide inferior quality products the Department reserves the right to terminate the contract.
- f) The Department is not bound to accept any of the proposals submitted and reserves the right to call for the Best and Final Offers from short listed bidders before final selection.
- g) The department reserves the right to call for interviews with the shortlisted Bidders before final selection.
- h) Bidders must provide a detailed pricing schedule indicating unit prices (Annexure A).
- i) The lowest or any bid will not necessarily be accepted, and the department reserves the right to accept the whole or part of any bid.
- j) The Department reserves the right to appoint more than one service provider.
- k) The department reserves the right to cancel this bid or any portion thereof.

- l) The department reserves the right to award the whole contract or part thereof.
- m) The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it;
- n) This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, Departmental Preferential Procurement Policy, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- o) Bids submitted through facsimile or e-mails will not be accepted. No bids will be considered if submitted after the closing time.
- p) The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.

9. SPECIAL CONDITIONS

9.1 This RFQ is but one of a series of RFQs issued by 7 other Districts under the Department of Social Development in the Eastern Cape Province.

9.2 The department intends to ensure that through these RFQs, local SMMEs are given an opportunity to participate.

9.3. While each RFQ will be evaluated on its merits, the Department intends to unbundle the award to diversify participation by SMMEs and to minimize any risks of non-delivery.

9.4. Therefore, the Department will not award this bid to any bidder who, at the time of conclusion of the evaluation process of this, has already been awarded two contracts by any other district/s falling under the Eastern Cape Department of Social Development.

9.5. This above condition does not apply to a bid awarded through an open tender process by the department.

10. CONSORTIUM / JOINT VENTURE

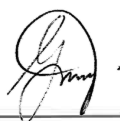
It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements: -

10.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;

10.2 All parties must be registered on the Central Supplier Database (CSD).

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT





Y.V DAMOYI-QAMBELA
ACTING DISTRICT DIRECTOR: O.R TAMBO DISTRICT

26/11/2024

DATE

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

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11. EVALUATION CRITERIA

11.1 STAGE 1 – PREQUALIFICATION CRITERIA

The first stage will be evaluation of bids on:-

- Administrative compliance
- During this stage bids that do not meet the administrative compliance requirements will be disqualified and will not be considered for the second stage of evaluation (price and preferential points)

To be considered responsive, bidders must meet the requirements listed below and submit the following mandatory documents by the closing date and time of the bid. Failure to comply with these mandatory requirements will invalidate the bid and shall be eliminated:

- a) Copy of signed agreement in the case of Joint Venture / Consortium in accordance with conditions stipulated in paragraph 10.1
- b) Certified copy of company registration documents. In bids where Consortia / Joint Ventures are involved, each party must submit a certified copy of a business registration certificate.
- c) Proof that the product complies with SANS 1043:2021 of SANS 1043:2010 from the manufacturer. Submit a SABS product test report.
- d) The service provider is a South African owned enterprise.
- e) Fully Completed and signed SBD 4 (Bidders Disclosure)
- f) Fully completed and signed Annexure A (Pricing Schedule)
- g) Confirmation of service rendered. (Provide two award letters/ purchase orders and reference letters confirming services were satisfactory rendered)

11.2 STAGE 2 - PPPFA POINTS SYSTEM

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals as per the Department's Preferential Procurement Policy. Bidders who do not claim specific goals will not qualify for preference points.

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	4
5.	▪ No franchise (black ownership)	3
6.	▪ Disability	3
7.	▪ Locality (As per paragraph 7.3.2 below)	6
8.	▪ Youth	4
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

11.2.1 In order to obtain preference points for specific goals, bidders must complete SBD 6.1.

11.2.2 Locality will be confirmed as follows:

- a) *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the publication of invitation to bid.*
- b) *If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.*
- c) *If the address on CIPC is not a local address then to claim Locality points, a copy of water and lights account from Municipality (Municipal Account, not a councillor's letter) or Eskom statement. The proof of address must be in the name of the company, Or*
- d) *A lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published.*
- e) *In case of a joint venture, the preferred address of at least one partner to the Joint Venture on CSD will be considered provided the Joint Venture partner has more than 30% interests in the Joint Venture. If all parties to a joint venture have less than 30% each, no locality preference points will be awarded unless all parties have their preferred address located in the district for which locality points are claimed.*

11.2.3 *To be awarded points for disability, a document confirming permanent disability by the medical doctor must be submitted together with this bid.*

12. DISCLAIMER

12.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).



V. DLOVA
DIRECTOR: SUPPLY CHAIN MANAGEMENT

26/11/24

DATE



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town – Private Bag X0039 – Bhisho – 5605 – REPUBLIC OF SOUTH AFRICA

Tel: +27 (0)43 642 2800- Email address: veliswa.matha@ecdsd.gov.za Website: www.socdev.ecprov.gov.za

ANNEXURE A1: PRICING SCHEDULE

PART 1

Description	Price
Price per pack of 10 pads	R
Branding per pack (Containing 10 pads)	R

PART 2

Description	Price
Packing costs per box (Carry Home Pack)	R
Delivery costs per box (Carry Home Pack)	R
Other costs per box (Specify)	R..... R..... R.....
Sub Total	R.....
Total price per box of 12 packs (Carry Home Pack)	R.....
No. of learners	2833
Price Tendered	R
VAT (If Applicable)	R
Total Tendered Price	R

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

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ANNEXURE B: ADDITIONAL PARTICULARS OF THE BIDDER

Attach copies of letters of award/purchase orders and a confirmation of completion for each project/award.

1. Particulars of commitments on which the bidder is currently engaged in (non-governmental)				
Project	Place/organisation	Contract Sum	Start date	Expected completion date

2. Particulars of commitments on which the bidder is currently engaged in for Government				
Project	Place/organisation	Contract Sum	Start date	Expected completion date

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3. Completed government project in the last three years (including state owned enterprises)

Project	Place/organisation	Contract Sum	Completion date



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ANNEXURE C – CONFIRMATION OF SERVICES RENDERED

NB To be completed and signed by the official/recipient of the goods for each project completed.

Name of Department/Organisation.....

Address

.....

.....

Project Reference number.....

Project name.....

.....

.....

Date awarded.....

Contract Sum.....

Duration in months

Start date.....Completion date.....

Service provider performance	YES / NO
Did the service provider complete the job within the allocated time frames?	

Name of person confirming the services rendered.....

.....

Position in the organisation.....

Contact numbers (Work).....Mobile.....

Alternative Contact number.....

Email address.....

I hereby declare that to the best of my knowledge the above information is true and correct. I can be contacted to confirm the information supplied herein.

Signature..... Date.....

NB: Only three telephone attempts over three days and if all are unsuccessful, this form shall be disregarded.

An email sent to the email address provided herein shall be deemed to have been received on the day it was sent and if no confirmation has been received three days after the email has been sent, this form shall be disregarded.

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ANNEXURE D – CONFIRMATION OF PRODUCTION CAPACITY

NB to be completed by the manufacturer of Sanitary Pads

NAME OF MANUFACTURER:

ADDRESS

.....

.....

LOCATION OF MANUFACTURING FACILITY (Address)

.....

.....

.....

NUMBER OF SANITARY PADS THAT CAN BE PRODUCED

PER WEEK.....

PER MONTH.....

REQUIRED TIME TO MANUFACTURE, BRAND AND PACKAGE 2833 PACKETS OF SANITARY PADS.....

SIGNED ON THIS.....**DAY OF**..... **2024 AT**.....

INITIAL AND SURNAME.....

CAPACITY/POSITION.....

CONTACT NUMBER: WORK.....

CONTACT NUMBER: MOBILE.....

EMAIL ADDRESS.....

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

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN O.R TAMBO DISTRICT

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

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

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

1. GENERAL CONDITIONS

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.

1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	4		
Race (Black ownership)	3		
Disability	3		
Locality (O.R TAMBO District)	6		
Youth	4		
Total	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:.....

4.5. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

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

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

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Indicate YES or NO

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related

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

enterprise whether they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act 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

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A1-A6 PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT TOGETHER WITH SBD.3.1

Name of bidder..... Bid number.....

Closing Time 11:00 Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? ***YES/NO**

- If not to specification, indicate deviation(s)

- Period required for delivery

***Delivery: Firm/not firm**

- Delivery basis

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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CONTRACT FORM – PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Points in terms of the PPPF Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and --
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE:

CONTRACT FORM – PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
- An official order indicating delivery instructions is forthcoming.
- I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

- I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

-
-

DATE



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

No. 6 Ebdon Street Queenstown- Private Bag X 7191 Queenstown 5320 – REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)45 808 3700 – Fax: +27 (0)475 808 3700 – Email address: Ncedeka.Fetile@ecdsd.gov.za - Website: www.ecdsd.gov.za

O.R TAMBO LIST OF SCHOOLS TO BENEFIT SDPs – OCTOBER 2024

No	Name of School	Address	District	Gr12
01	MAKUKHANYE S.S. S.	KWA-NYATHI A/A, PORT ST. JOHNS	OR TAMBO	145
02	BEN MALI S.S. S.	FRANCE A/A, PORT ST. JOHNS	OR TAMBO	76
03	LUTSHAYA S.S. S	LUTSHAYA A/A, PORT ST. JOHNS	OR TAMBO	180
04	NGUBEZULU S.S. S	GOMOLO A/A, PORT ST. JOHNS	OR TAMBO	130
05	GCINUMTHETHO S.S.S.	MAJOLA A/A, PORT ST. JOHNS	OR TAMBO	59
06	VAKELE S.S.S.	SWAZINI A/A, PORT ST. JOHNS	OR TAMBO	59
07	NTAFUFU S.S.S.	LOWER NTAUFUFU A/A, PORT ST. JOHNS	OR TAMBO	59
08	BHEKIZULU SENIOR SECONDARY SCHOOL	NOMZAMO LOCATION, LIBODE MUNICIPAL AREA, 5160	OR TAMBO	150
09	MANGALA SENIOR SECONDARY SCHOOL	ZANDUKWANA A/A, LIBODE, 5100	OR TAMBO	158
10	NDAMASE SENIOR SECONDARY SCHOOL	BUNTINGVILLE LOCATION, NGQELENI	OR TAMBO	150
11	PONDOLWENDLOVU COMM SECONDARY SCHOOL	MQWANGQWENI A/A, NGQELENI, 5140	OR TAMBO	150
12	ST PATRICK'S SENIOR SECONDARY SCHOOL	GXULU A/A, ZITATELE, LIBODE, 5100	OR TAMBO	100
13	SIGCAU SPECIAL SCHOOL	SIPAQENI A/A, NGQANDULO LOCATION, FLAGSTAFF	OR TAMBO	102
14	ZWELIVUMILE J.S.S	NDIMAKUDE A/A, HLWAHLWAZI LOCATION, FLAGSTAFF	OR TAMBO	61
15	KWA- DIKO J.S. S	XOPHOZO A/A, MHLANGA LOCATION, FLAGSTAFF	OR TAMBO	59
16	GCINILIFU J.S. S	XHOPOZA A/A, MDUDWA LOCATION, FALGSTAFF	OR TAMBO	62
17	BHUNGENI J.S. S	MABOFU A/A/ BUNGENI LOCATION, FLAGSTAFF	OR TAMBO	58
18	MAGWA J.S.S.	MAGWA LOCATION, LUSIKISIKI (FARM SCHOOL)	OR TAMBO	31
19	QONDA FULL SERVICE SCHOOL	VLEI LOCATION, LUSIKISIKI	OR TAMBO	55
20	MANTLANENI JUNIOR SECONDARY	MANTLANENI LOCATION, LUSIKISIKI	OR TAMBO	90
21	LUKHANYISWENI JUNIOR SECONDARY	MKHWALENI, LUSIKISIKI	OR TAMBO	90
22	SIWALI SENIOR SECONDARY SCHOOL	DUBANA LOCATION, LUSIKISIKI, 4820	OR TAMBO	100
23	BUWA SENIOR SECONDARY SCHOOL	BUWA A/A, QUMBU, MOUNT FRERE, 5090	OR TAMBO	100
24	JENCA SENIOR SECONDARY SCHOOL	ESINGENI STORE, JENCA A/A TSOLO, 5170	OR TAMBO	150
25	DWEBE SENIOR SECONDARY SCHOOL	HLABATHI A/A, NTABANKULU ROUTE, QUMBU	OR TAMBO	140
26	LUTUKA SENIOR SECONDARY SCHOOL	NTSHIQO A/A, TSOLO, 5170	OR TAMBO	190
27	TOLWENI SENIOR SECONDARY SCHOOL	TOLWENI A/A, QUMBU	OR TAMBO	128
				2833

COMPILED BY: T. THIYANE (SWM)