



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Mt Ayliff Counselling Centre – 188 Garane St, Mt Ayliff – P. O. Box 401 – Mt Ayliff – 4305 – REPUBLIC OF SOUTH AFRICA

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ADVERTISEMENT
RFQ-2024/25-AN-0035

REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER OF SANITARY PADS IN ALFRED NZO DISTRICT-DEPARTMENT OF SOCIAL DEVELOPMENT

Issued by:

Province of the Eastern Cape
Department of Social Development
Private Bag X401
Mount Ayliff
4735

Contact Person:

Mrs K. Mankahla
Tel: 0392540621
(For specification)
Ms. N Mathinjwa
Tel: 039 254 086
(For completion of bid documents)

Name of Company/Bidder: _____

CSD/Supplier Number: _____

Company/Bidder's Tell/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX SITUATED AT THE RECEPTION OF THE ALFRED NZO DISTRICT OFFICE, DEPARTMENT OF SOCIAL DEVELOPMENT, MOUNT AYLIFF NOT LATER THAN 11H00 ON THE CLOSING DATE.

Closing Date: 11December 2024

Closing Time: 11H00

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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

**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, the 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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
Black owned enterprise	3		
Women owned enterprise	4		
Disabled person ownership	3		
Locality (Alfred Nzo 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

9

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

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

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

Name of bidder.....	Bid number.....
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 - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals 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 date of the 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);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement 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 services 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 authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	



CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:



**Province Of The Eastern
Cape**

Department of Social
Development
Private Bag X 0039 Bhisho
5605
SOUTH AFRICA

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR THE SUPPLY AND DELIVERY OF SANITARY PADS TO GIRLS IN
QUINTILES 1-3 SCHOOLS, FARM SCHOOLS AND SPECIAL SCHOOLS WITHIN THE
ALFRED NZO DISTRICT PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT**

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT

Building a Caring Society Together

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 Alfred Nzo District (Umzimvubu Municipality, Matatiele Municipality, Winnie Madikizela Mandela Municipality, and Ntabankulu Municipality).

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, 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 for Alfred Nzo district are as follows is **5000** and are in the 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 points will be schools.
- Delivery of the correct quantities to the schools shall be the responsibility of the service providers
- Distribution of packs to beneficiaries shall be the responsibility of the department
- Poor quality goods shall be returned to the service provider for replacement and the service provider will be liable for the cost involved

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT

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.
- 3.4.2 Functionality evaluation will be conducted to determine the capacity and ability of the service provider to execute the contract. Bidders will be evaluated on the following criteria, details of which are tabulated in Paragraph 7.2 below:
 - 3.4.2.1 Status of the bidder
 - 3.4.2.2 Distribution facilities
 - 3.4.2.3 General Company Experience
 - 3.4.2.4 Experience in sanitary pads project/s
 - 3.4.2.5 Employees
 - 3.4.2.6 Delivery vehicles
 - 3.4.2.7 Bank letter of good standing

NB: Only the bidder/s scoring the highest points for price and preference will be accepted.

Minimum score of **70** points must be obtained for functionality to proceed further with evaluation.

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 Bidders must fully complete the pricing schedule.
- 4.3 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. 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 dully 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.
- 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) 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:

Duly completed and signed bid document including all the attached SBD forms.

- ~~SBD 3.1~~
 - SBD 4
 - SBD 6.1
 - ~~SBD 7.1~~
 - Proof that the product complies with SANS1043:2010 or SANS 1043:2021 from the manufacturer. Submit a SABS product Test Report (Mark and attach **Appendix 1**)
 - In bids where Consortia/Joint Ventures are involved, each party must submit a copy of a business registration certificate.
- i) The Department reserves the right to approach the relevant authorities to verify the following for each bidder:
- Citizenship status (individuals)
 - Company information
 - Criminal records (individuals)
 - Previous tender and government contract track records (where applicable).
 - Government employment status (individuals)
 - Company / closed corporation ownership / membership status (individuals)

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT

6. SUBMISSION OF BIDS

6.1 All the pages of a bid must be securely bound together with strong non-removable binding materials. The department will not be responsible for any missing pages in the submitted bids.

6.2 The documents to be submitted must be filed in the following order:

- SBD 3.1
- SBD 4
- SBD 6.1
- SBD 7.1
- Annexure A- Pricing Schedule
- Annexure B- Additional particulars of the bidder
- Annexure C - Confirmation of services rendered
- Annexure D - Confirmation of production capacity
- Appendix 1: SABS product Test Report
- Appendix 2: Status of the bidder.
- Appendix 3: Distribution facilities
- Appendix 4: General experience
- Appendix 5: Experience in sanitary pads project/s
- Appendix 6: Employees
- Appendix 7: Delivery vehicles
- Appendix 8: Bank letter of good standing
- Appendix 9: Proof of Address
- Appendix 10: Proof of permanent disability



MRS N.M ZEMBE
DISTRICT DIRECTOR: ALFRED NZO

27.11.2024

DATE

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT

7. EVALUATION CRITERIA

The evaluation of the bids will be done in a three-stage process which is as follows:

- Pre-Qualification,
- Functionality Assessment
- Application of PPPFA points system

7.1 STAGE 1: Pre-Qualification

7.1.1 Eligibility Requirements

- i. Proof that the product complies with SANS 1043-2010 OR SANS 1043-2021 from the manufacturer.
- ii. The service provider is a South African owned enterprise.

7.1.2 Compliance Requirements

- i) Duly completed and signed following bid documents and appendices:
 - a. SBD 4
 - b. Annexure A – Pricing Schedule
 - c. Annexure B – Additional particulars of the bidder
 - d. Annexure C - Confirmation of services rendered
 - e. Annexure D - Confirmation of production capacity
 - f. Appendix 1: SABS product Test Report
- ii) In bids where Consortia/Joint Venture are involved, each must submit a copy of business registration certificate.
- iii) Full completed and signed pricing schedule.

7.2 STAGE 2: FUNCTIONALITY ASSESSMENT

A minimum score of **70 points** must be obtained in order to proceed to the next stages of evaluation.

Criterion	Description form of evidence required	Score	Max Score
Status of the bidder. (Mark and attach as Appendix 2)	The service provider is a manufacturer (Attach proof of being a manufacturer. If not attached the service provider will be deemed to be a retailer)	15	15
	The service provider is an authorized distributor (Attach proof of being an authorized distributor/accreditation from the manufacturer. If not attached the service provider will be deemed to be a retailer)	10	
	The service provider is a retailer. (Attach proof of being a retailer. If not attached the service provider must have been registered with CIPC prior to the invitation to tender.)	5	

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Distribution facilities (Mark and attach as Appendix 3)	Warehouse/s exist and is owned by the bidder (Attach proof of ownership and warehouse size in square meters) NB- Warehousing facilities must be located within the Alfred Nzo district for the bidder is submitting a bid.	20	20
	Warehouse to be rented within the district for the bid is submitted (Attach provisional lease agreement and warehouse size in square meters)	15	
	No proof of warehousing facilities	0	
General Company Experience (Attach a copy of CIPC registration document and mark it as Appendix 4)	The service provider has been in business for at least two years.	15	15
	The service provider has been in business for at least 1 year.	10	
	The service provider has been in business for at least three months before the invitation to bid was published.	5	
Experience in sanitary pads project/s (Mark and attach as Appendix 5)	Proof of having previously supplied sanitary pads to schools in the Eastern Cape Province as part of the Sanitary Dignity Project of Government with a minimum rand value of R 200 000 as a single entity in the last four years. (Submit documentary evidence in support thereof Government purchase order/SLA/Close-out Report and Reference letter confirming completion of delivery of goods/service).	20	20
	Proof of having previously supplied sanitary pads to schools in any of the Provinces in the Republic of South Africa as part of the Sanitary Dignity Project of Government with a minimum rand value R 200 000 as a single entity in the last four years (Submit documentary evidence in support thereof Government purchase order/SLA/Close-out Report and Reference letter confirming completion of delivery of goods/service).	15	
	Proof of having previously supplied sanitary pads to schools in any of the Provinces in the Republic of South Africa as part of the Sanitary Dignity Project of Government or any other residential facility with a minimum rand value R 200 000 in a joint venture/partnership with a manufacturer/official distributor in the last four years. (Submit documentary evidence in support thereof Government purchase order/SLA/Close-out Report and Reference letter confirming completion of delivery of goods/service).	10	
	Proof of having previously supplied sanitary pads to schools in any of the Provinces in the Republic	5	

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT

	of South Africa as part of the Sanitary Dignity Project of Government or any other residential facility with a minimum rand value R 200 000 in a joint venture/partnership with another retailer in the last four years. (Submit documentary evidence in support thereof Government purchase order/SLA/Close-out Report and Reference letter confirming completion of delivery of goods/service).		
Employees (Provide Names, ID No, Contact No and location for each employee. Mark and attach as Appendix 6)	More than 10 permanent employees based in the Eastern Cape Province	20	20
	Between 5 and 10 permanent Employees based in the Eastern Cape Province.	15	
	Less than 5 permanent employees based in the Eastern Cape Province.	10	
	No employees based in the Eastern Cape Province	0	
Delivery vehicles (Mark and attach proof as Appendix 7)	Proof of ownership of at least 2 (two) delivery vehicles with a load capacity of not less than 1 ton each. (Provide copies of vehicle registration documents either in the name of the enterprise or the bidder director) OR Proof of at least 5 (five) locally sourced distributors. (Attach agreement with the distributors together with copies of vehicle registration documents, ID number of distributor and contact number.)	15	15
	Proof that vehicles with a load capacity of not less than 1 ton will be hired from a registered vehicle/bakkie/truck hiring entity/ courier company (Provide an agreement/contract/confirmation letter from the hiring entity)	10	
Bank letter of good standing with a value of at least 1 Million (R1 000 000) (Mark and attach as Appendix 8)	Bank Code A confirmation letter.	10	10
	Bank Code B confirmation letter.	8	
	Bank Code C confirmation letter.	6	
	Bank Code D confirmation letter.	4	

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7.3 STAGE 3 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.

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.	▪ Race (black ownership)	3
6	▪ Disability	3
7	▪ Locality (Alfred Nzo District)	6
8	▪ Youth	4
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

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

7.3.2 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 the to claim locality points a Copy of water and lights account from Municipality(Municipal Account, not a councilor'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 invitation to bid was published.
- e. In case of a joint venture, the preferred address of at least one partner to the JV on CSD will be considered provided the JV partner has more than 30% interests in the JV. 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. **Attach proof of address and mark as Appendix 9**

7.3.3 To be awarded points for disability, a document confirming permanent disability by the medical doctor must be submitted together with this bid. Mark and attach as **Appendix 10**

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8. CONDITIONS

8.1 AWARD CONDITIONS

- 8.1.1 Any bidder who failed to execute a previous contract that was awarded by the Department and had that contract terminated by the department for reasons of non or poor performance, in the 2023/24 Financial Year will not be considered.
- 8.1.2 Any bidder who has been served with a letter of intent to restrict by the Department during 2023/24 Financial Year will not be eligible to bid until such time that the case has been finalized.
- 8.1.3 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points and the Department reserves the right not to make an award to any bidder.

9. SANITARY PADS TECHNICAL SPECIFICATIONS

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

9.1 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.
- (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.

9.2 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.

NB: The appointed service provider will be required to submit a sample of the product prior delivery.

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10. GENERAL CONDITIONS

- a) Annexure C (Confirmation of services rendered) must be completed by the recipient of the goods not the bidder.
- b) Annexure D (Confirmation of production capacity) must be completed by the Manufacturer not by the bidder.
- c) 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.
- d) Bidders are advised that goods will be required to be delivered within 30 days of the timeframes in the deliverables after receiving the request.
- e) Bidders must be contactable as and when a need arises.
- f) The department reserves the right to return goods supplied should it be proven that they are of an inferior quality.
- g) Should the supplier continue to provide inferior quality products the Department reserves the right to terminate the contract.
- h) 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.
- i) The department reserves the right to call for interviews with the shortlisted Bidders before final selection.
- j) Bidders must provide a detailed pricing schedule indicating unit prices (Annexure A).
- k) 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.
- l) The department reserves the right to cancel this bid or any portion thereof.
- m) The department reserves the right to award the whole contract or part thereof.
- n) 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;
- o) 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.

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- p) Bids submitted through facsimile or e-mails will not be accepted.
- q) No bids will be considered if submitted after the closing time.
- r) 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.

11. SPECIAL CONDITIONS

- 11.1 This RFQ is but one of series of RFQ's issued by 7 other Districts under the Department of Social Development in the Eastern Cape Province.
- 11.2 The department intends to ensure that through these RFQs, local SMMEs are given an opportunity to participate.
- 11.3 While each RFQ will be evaluated on its merits, the Department intends to unbundle the award to diversify participation by SMMEs and to minimise any risks of non-delivery.
- 11.4 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.
- 11.5 This above condition does not apply to a bid awarded through an open tender process by the department.

12. 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: -

- 11.1 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 into 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;
- 11.2 All parties must be registered on the Central Supplier Database (CSD).

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).



MR V DLOVA
DIRECTOR: SUPPLY CHAIN MANAGEMENT

28/11/24

DATE

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN ALFRED NZO DISTRICT



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 A – 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	5000
Price Tendered	R
VAT (If Applicable)	R
Total Tendered Price	R

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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 5000 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**.....

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