



**Province Of The Eastern Cape**

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

**BID SPECIFICATION DOCUMENT**

**SPECIFICATION FOR THE AND DELIVERY OF SANITARY PADS TO GIRLS IN QUINTINES 1-5  
SCHOOLS, FARM SCHOOLS AND SPECIAL SCHOOLS WITHIN CHRIS HANI DISTRICT  
(EMALAHLENI )PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.**



## **SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF SANITARY PADS TO GIRLS IN QUINTILES 1-5 SCHOOLS WITHIN THE CHRIS HANI DISTRICT PROVIDED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT.**

### **1. INVITATION**

The Department of Social Development invites suitable suppliers for the bid for the supply and delivery of sanitary pads to girls within Chris Hani District.

### **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 1-5 schools with sanitary pads:

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

### **3. SCOPE AND CAPACITY**

The successful bidder, will be required to package the supply and delivery of sanitary pads in the following manner:

- 12 packets of Sanitary Pads containing 10 pads each.
- The 12 packets shall be packed in a single Carry Home Pack to be issued to each child.
- The Carry home packs shall be packed according to the number of learners per office as provided in the attached list (**Annexure B**).
- The sanitary pads shall be in a new, hygienic, and dry condition.
- The total number of targeted learners within Chris Hani District (Emalahleni) is **416** And are in Department of Education circuits throughout Chris Hani District.
- **The final total number of targeted learners may be adjusted as the Department may deem necessary.**

#### **3.1 Branding**

The following information should be printed on the packaging of each pack 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.)
- Product tested by an accredited SANS laboratory for compliance with SANS 1043: 2010 (Ed 3.00)

### **3.2 Distribution**

- Delivery of the correct quantities to the Municipalities of Chris Hani District shall be the responsibility of the service provider.
- Distribution of packs to beneficiaries shall be the responsibility of the department
- Poor quality goods shall be returned to the service provider and the service provider will be liable for the cost involved.

#### **3.2.1 Capacity of the Service Provider**

3.2.2 The bidder is required to have the capacity to deliver the sanitary pads to Chris Hani District

3.2.3 First preference will be given to bidders who had previously supplied sanitary pads to schools in any of the Provinces in the Republic of South Africa as part of the Dignity Sanitary Project of Government and must provide documentary evidence in support thereof (Government purchase order/SLA/Close-out Report).

3.2.4 In the event that a suitable service provider who meet the requirement above is not found, second preference will be given to bidders who have supplied sanitary pads to at least 100 schools and must provide documentary evidence in support thereof. (Purchase order/Contract/Close-out Report). Sanitary pads supplied as a donation will not be considered.

3.2.5 In the event that a suitable service provider who meets the requirements above is not found, third preference will be given to service providers who have delivered fast moving consumer goods to government where the rand value exceeded R 100 000.00. Provide documentary evidence.

3.2.6 The Department shall apply a "price risk envelope" in order to minimize risk taking into account the Provincial Price Index as well as internal risk analysis. A deviation from the end user estimate which poses a risk of non-delivery shall constitute grounds for elimination at the sole discretion of the department.

3.2.7 At its sole discretion, the department may require a service provider to provide additional information to test its capacity.

3.2.8 Preferable, a sample of a pack of 10 pads branded as in 3.1 above, submitted together with its bid on the closing date, will count in the supplier's favour.

### **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 taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12 months' period to register for VAT.

4.3 Bidders must ensure that the quotes submitted have no arithmetic errors as Department will not rectify any errors on the quotations received. The quotes should 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.

4.4 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.

**4.5** All prices submitted should be typed in black ink or written in pen. 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.
- 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 ECBD forms.
    - SDB 4 as attached.
    - SBD 6.1 as attached.
    - Proof that the product complies with SANS 1043:2010 from the manufacturer. Submit a SABS product Test Report
    - 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)



T. Solani  
DISTRICT DIRECTOR: CHRIS HANI DISTRICT

18/01/2024

DATE

- Pre-Qualification,
- Application of PPPFA points system and

**6.1. STAGE 1: PRE-QUALIFICATION**

**6.1.1. Eligibility Requirements**

- i) Proof that the product complies with SANS 1043-2010 from the manufacturer.
- ii) The service provider is a South African owned enterprise.
- iii) Proof that the service provider has supplied sanitary pads/fast moving consumer goods as outlined in 3.3 of this bid document.
- iv) An undertaking from/agreement with the manufacturer/distributor to supply the service provider with sanitary pads (letter of confirmation outlining supply arrangements)

**6.1.2. Compliance Requirements**

- i) Duly completed and signed bid document including the attached SBD 4 form.
- ii) In bids where Consortia/Joint Venture are involved, each must submit a copy of business registration certificate.
- iii) Full completion of the pricing schedule.

**6.2 STAGE 2 - PPPFA POINTS SYSTEM**

- Price (80 points)
- Preference points (20 points)

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.

Matrix for evaluation

Criteria	Points
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>SPECIFIC GOAL and POINTS ALLOCATED FOR EACH GOAL</b>	
▪ <b>Gender (women ownership)</b>	<b>6</b>
▪ <b>Race (black ownership)</b>	<b>2</b>
▪ <b>Disability</b>	<b>3</b>
▪ <b>Locality</b>	<b>6</b>
▪ <b>Youth</b>	<b>3</b>
<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**NOTE: SBD 6.1 ATTACHED IN ORDER TO CLAIM PREFERENCE POINTS.**

***Bidders who have not completed SBD 6.1 will not qualify for preference points.***

1. *In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.*
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 invitation to bid was published.*

- 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. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.
  - d. Copy of water and lights account from the municipality (Municipal Account, not a councillor's letter) or Eskom statement. The proof of address must be in the name of the company.
  - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV.
3. In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.

## 7 CONDITIONS

### 7.1 SPECIAL CONDITIONS

The following is the minimum specification requirements for the Sanitary Pads

#### 7.1.1 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.

#### 7.1.2 Construction

- 7.1.2.1 Sanitary pads shall be rectangular in shape (with wings) and shall consist of a filler (which may incorporate a non-absorbent layer) that is completely encased in a cover of a woven gauze or of a non-woven material or of a tubular knitted fabric (with or without a seam).
- 7.1.2.2 The cover in all sanitary pads shall be so sealed or secured that it cannot unwrap from the filler during normal handling and use.
- 7.1.2.3 If a sanitary towel has a non-absorbent face, this face shall be clearly indicated.

#### 7.1.3 Dimensions of filler components

1.	2.	3.
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Dimensions & Size Designations	Thins	Regular
Length	180 to 260	180 to 270
Width (of Filler)	60 to 80	60 to 70

NB: The length of the absorbent component intended to be nearest to the body and excluding any non-absorbent or tissue wrappings.

#### 7.1.4 Table 2 – Type Designation and Filler Composition.

Type designation	Filler composition
COM	A combination of cellulose pulp and cellulose tissue or cotton wool (or both) (or similar material(s))
CP	Cellulose pulp

#### 7.1.5 Performance Requirements.

Sanitary Pads shall comply with requirements in table 3.

**Table 3 – Performance Requirements**

1.	2.	3.
Property	Requirement	test method sub-clause
Absorbency volume	15 min	5.4
Thins	15 min	
Regular	5 min	
Absorbency rate		5.5
All sizes	10 max	

#### 7.1.6 Sterility

When sterile-packed sanitary pads are required, they shall pass the test for sterility.

#### 7.1.7 Autoclavability (Special conditions (such as high or low pressure or temperature) that can be established for a variety of applications especially an apparatus (as for sterilizing) using steam under high pressure)

- i. When so required, and when tested, sanitary pads shall be able to withstand steam sterilization without showing any appreciable deterioration in handle or appearance.
- ii. Sanitary pads shall be supplied in suitable packages (Carry Home Packs), each containing 12 packs x10 sanitary pads and shall be individually sterile-packed.
- iii. The packages must be packed in numbers provided on the list attached for each office (**Annexure B**) and must be distributed to Sarah Baartman District Office.
- iv. The packages shall be packed in bulk containers that will protect the contents from damage and contamination during normal handling, transportation, and storage.

- v. Only packages bearing the same date of manufacture (or other batch identification) and containing sanitary pads of the same construction, size designation, and type shall be packed together in a bulk container.

### **7.1.8 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.

## **7.2 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 and the bidder next in line shall be appointed.
- 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.
- 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 cancel this bid or any portion thereof.
- k) The department reserves the right to award the whole contract or part thereof.
- l) 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;
- m) A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- n) 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 legislation or special conditions of contract.
- o) Bids submitted through facsimile or e-mails will not be accepted.
- p) No bids will be considered if submitted after the closing time.



- q) The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- 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.
- s) The Department reserves the right not to award a contract to a bidder with two (2) or more similar contracts within the Department.

## 8 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: -

- 8.1 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;
- 8.2 All parties must be registered on the Central Supplier Database (CSD).

## 9 DISCLAIMER

- 9.1 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.
- 9.2 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).

  
PP **V DLOVA**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

19/01/2024  
**DATE**

**ANNEXURE A: PRICING SCHEDULE**

<b>PART 1</b>	
<b>Description</b>	<b>Price</b>
Price per pack of 10 pads	R
Branding per pack (Containing 10 pads)	R

<b>PART 2</b>	
<b>Description</b>	<b>Price</b>
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.....
<b>No. of learners</b>	<b>419</b>
<b>Price Tendered</b>	R
<b>VAT (If Applicable)</b>	R
<b>Total Tendered Price</b>	R



# Province of the EASTERN CAPE SOCIAL DEVELOPMENT

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No	Name of School	Address	District
1	ABAMBO AGRICULTURAL SCHOOL	MCEULA VILLAGE, WHITTLESEA, 5360	CHRIS HANI
2	BUBELE HIGH SCHOOL	SIQABENI LOCATION, BOLOTWA A/A, BOLOTWA, 5320	CHRIS HANI
3	BULELANI SENIOR SECONDARY SCHOOL	1947 ZONE 2, EZIBELENI, 5326	CHRIS HANI
4	EKUPHUMLENI SENIOR SECONDARY SCHOOL	NO 719, ZONE 2, EKUPHUMLENI TOWNSHIP, WHITTLESEA, 5320	CHRIS HANI
5	FUNDA HIGH SCHOOL	1165 ZONE 1, EKUPHUMLENI TOWNSHIP, WHITTLESEA, 5320	CHRIS HANI
6	HALA SENIOR SECONDARY SCHOOL	BOX 9194, BOLOTWA, QUEENSTOWN, 5320	CHRIS HANI
7	HEWU HIGH SCHOOL	SAUTIYA VILLAGE, WHITTLESEA, WHITTLESEA, 5360	CHRIS HANI
8	NONIBE FARM SCHOOL	GWATYU FARMS, EZIBELENI, 5326	CHRIS HANI
9	IKWEZI SECONDARY SCHOOL	PHELANDABA VILLAGE, NTABETHEMBA, 5365	CHRIS HANI
10	INYATHI HIGH SCHOOL	THORNHILL, NTABETHEMBA, QUEENSTOWN, 5322	CHRIS HANI
11	JOE SLOVO FREEDOM HIGH SCHOOL	JOE SLOVO, FREEDOM HIGH SCHOOL, MOLTENO, 5320	CHRIS HANI
12	JOHN NOAH HIGH SCHOOL	C/O BUHLE BEZWE & PAMBO STR, MAGXAKI LOC, QUEENSTOWN, 5320	CHRIS HANI
13	KOPANO SENIOR SECONDARY SCHOOL	MITFORD VILLAGE, NTABETHEMBA, QUEENSTOWN, 5320	CHRIS HANI
14	KwaKOMANI SECONDARY SCHOOL	1874 PELEM ROAD, MLUNGISI, QUEENSTOWN, 5320	CHRIS HANI
15	LAVELILANGA SENIOR SECONDARY SCHOOL	ZINGQUTHU ADMIN/ AREA, KELEPU STREET, QUEENSTOWN, 5320	CHRIS HANI
16	LINGELIHLE SENIOR SECONDARY SCHOOL	ILINGE TOWNSHIP, LINGE, QUEENSTOWN, 5320	CHRIS HANI
17	LUVUYO LERUMO HIGH SCHOOL	VICTORIA ROAD, QUEENSTOWN, QUEENSTOWN, 5320	CHRIS HANI
18	MANZUZULU SENIOR SECONDARY SCHOOL	MACHIBINI A/A, QUEENSTOWN, QUEENSTOWN, 5320	CHRIS HANI
19	MBEKWENI HIGH SCHOOL	MBEKWENI HS, TENTERGATE VILLAGE, NTABETHEMBA, 5360	CHRIS HANI
20	MZAMOMHLE HIGH SCHOOL	HACKNE LOCATION, WHITTLESEA, 5360	CHRIS HANI
21	NDLOVUKAZI PUBLIC HIGH SCHOOL	LESSEYTON VILLAGE, QUEENSTOWN, 5320	CHRIS HANI
22	NGUBENGCUKA SENIOR SECONDARY SCHOOL	11231 LOWER MACHIBINI, QUEENSTOWN, LINGE, 5320	CHRIS HANI
23	NKOSEMNTU MOTMAN SENIOR SECONDARY SCHOOL	107 SABATA STREET, TAMBO VILLAGE, QUEENSTOWN, 5320	CHRIS HANI
24	NKWANCA PUBLIC HIGH SCHOOL	YEKANI STREET, MLUNGISI LOCATION, QUEENSTOWN, 5320	CHRIS HANI
25	NOMPUMELELO SENIOR SECONDARY SCHOOL	1066 SADA TOWNSHIP, WHITTLESEA, WHITTLESEA, 5360	CHRIS HANI
26	NTUNJA SENIOR SECONDARY SCHOOL	ZULUMEMA ADMIN AREA, WHITTLESEA, 5360	CHRIS HANI
27	PHAKAMA-HOFMEYR SENIOR SECONDARY SCHOOL	SCHOOL STREET 2, HOFMEYR, 5930	CHRIS HANI
28	PHAKAMANI SENIOR SECONDARY SCHOOL	PHAKAMANI S.S.S., MTWAKAZI VILLAGE, WHITTLESEA, 5320	CHRIS HANI
29	RAYMOND MHLABA SENIOR SECONDARY SCHOOL	1 TAKANE STREET, ZOLA TOWNSHIP, TARKASTAD, 5320	CHRIS HANI

30	SIBONILE SENIOR SECONDARY SCHOOL	SIBONILE LOC, HAYTOR WARD, WITTLSESA, 5360	CHRIS HANI
31	SIBUYELE HIGH SCHOOL	SIBUYELE H S, WHO CANTELL LOCATION, QUEENSB	CHRIS HANI
32	SIXISHE JUNIOR SECONDARY SCHOOL	1216 MKEFA STREET, ZONE 1, EZIBELENI, 5326	CHRIS HANI
33	SIYAPHAKAMA SENIOR SECONDARY SCHOOL	MASAKHE TOWNSHIP, STERKSTROOM, 5425	CHRIS HANI
34	SOVUKA SIKHANYE SECONDARY SCHOOL	OXTON VILLAGE, WHITTLESEA, WHITTLESEA, 5360	CHRIS HANI
35	SOYISILE SENIOR SECONDARY SCHOOL	KAMASTONE, WHITTLESEA, 5320	CHRIS HANI
36	SPRINGGROOVE SECONDARY SCHOOL	SPRINGGROOVE VILLAGE, NTABETHEMBA, 5365	CHRIS HANI
37	VELALANGA SENIOR SECONDARY SCHOOL	LOWER DIDIMANA , WHITTLESEA, 5360	CHRIS HANI
38	VUSELELA SENIOR SECONDARY SCHOOL	VUSELELA COMBINED SCHOOL, McBRIDGE, QUEEN	CHRIS HANI
39	W B RUBUSANA SENIOR SECONDARY SCHOOL	ERF 429, NONDONO STREET, EZIBELENI, 5326, 5326	CHRIS HANI
40	ZAMOKUHLE SENIOR SECONDARY SCHOOL	EXTENSION 4, WHITTLESEA , 5360	CHRIS HANI
41	ZANABANTU SENIOR SECONDARY SCHOOL	ROCKLANDS VILLAGE, NTABETHEMBA, NTABETHE	CHRIS HANI
42	ZOLANI SECONDARY SCHOOL	ZOLANI JUNIOR SEC. SCHOOL, SADA T/SHIP, WHIT	CHRIS HANI
43	ZWELEDINGA HIGH SCHOOL	YONDA VILLAGE, WHITTLESEA, 5360	CHRIS HANI
44	ARTHUR MFEBE SENIOR SECONDARY SCHOOL	ST.MARKS, COFIMVABA, 5328	CHRIS HANI
45	COFIMVABA FINISHING SCHOOL	PLANTATION ROAD, COFIMVABA TOWN, 5380	CHRIS HANI
46	DALIWONGA SENIOR SECONDARY SCHOOL	WODEHOUSE VILLAGE, COFIMVABA, 5380	CHRIS HANI
47	FALO SENIOR SECONDARY SCHOOL	QUMANCO A/A, COFIMVABA,	CHRIS HANI
48	FALTEIN SECONDARY SCHOOL	NOMADAMBA A/A, COFIMVABA, 5380	CHRIS HANI
49	GOBINAMBA SENIOR SECONDARY SCHOOL	XUME A/A, TSOMO, 5400	CHRIS HANI
50	SIKHOBBA NOMBWU TECH SENIOR SECONDARY S	ESIKHOBENI A/A, P.O ESIKHOBENI, COFIMVABA, 53	CHRIS HANI
51	JONGIZIZWE NKWENKWEZI SENIOR SECONDARY S	LUTHULI A/A, LUTHULI LOCATION, TSOMO, 5400	CHRIS HANI
52	KHWAZA SENIOR SECONDARY SCHOOL	NTSHINGENI A/A, COFIMVABA, 5380	CHRIS HANI
53	LANGALETHU SENIOR SECONDARY SCHOOL	GQOGOORQ A/A , KOMKHULU, TSOMO, 5400	CHRIS HANI
54	LOWER SEPLAN SENIOR SECONDARY SCHOOL	LOWER SEPLAN A/A, P O ASKEATON, LOWER SEP	CHRIS HANI
55	MANGELENGELE SENIOR SECONDARY SCHOOL	MAHLUGINI A/A, TSOMO, 5400	CHRIS HANI
56	MTETUVUMILE SENIOR SECONDARY SCHOOL	MCAMBALALA A/A, COFIMVABA, COFIMVABA, 5380	CHRIS HANI
57	MTHINGWEVU SECONDARY SCHOOL	MTHINGWEVU A/A, COFIMVABA, 5380	CHRIS HANI
58	MZIMVUBU SECONDARY SCHOOL	NONGQONGQOWANA A/A, COFIMVABA, 5380	CHRIS HANI
59	NCUNCUZO SENIOR SECONDARY SCHOOL	, LOWER NCUNCUZO, COFIMVABA, 5380	CHRIS HANI
60	NDEMA SENIOR SECONDARY SCHOOL	KWAMFULA A/A, TSOMO, 5400	CHRIS HANI
61	NDYEBO NTSALUBA SECONDARY SCHOOL	UPPER GQOQORA A/A, TSOMO, TSOMO, 5400	CHRIS HANI
62	SABATA SENIOR SECONDARY SCHOOL	LOWER QITSI, COFIMVABA, 5050	CHRIS HANI
63	SIYABALALA SENIOR SECONDARY SCHOOL	BANZI A/A, NDUNGWANE, TRIBAL AUTHORITY COF	CHRIS HANI

64	ST JAMES SENIOR SECONDARY SCHOOL	MAIN STREET, COFIMVABA, COFIMVABA, 5380	CHRIS HANI
65	TSOMO SENIOR SECONDARY SCHOOL	TSOMO MISSION LOCATION, TSOMO, 5400	CHRIS HANI
66	ZWELANDILE SENIOR SECONDARY SCHOOL	NGQWARU A/A, COFIMVABA, 5403	CHRIS HANI
67	ZWELIVUMILE SENIOR SECONDARY SCHOOL	Xolobe A/A, Tsomo Magisterial District, Tsomo	CHRIS HANI
68	ZWELIXOLILE SENIOR SECONDARY SCHOOL	MAWUSHE A/A, TSOMO, 5400	CHRIS HANI
69	AM ZANTSI SENIOR SECONDARY SCHOOL	MANZIMAHLE A/A CALA 5455	CHRIS HANI
70	BATHANDWA NDONDO SENIOR SECONDARY SCHOOL	MNXE A/A CALA 5455	CHRIS HANI
71	D.M. SKOSANA SENIOR SECONDARY SCHOOL	LUFUTHA A/A CALA 5455	CHRIS HANI
72	MCEULA SENIOR SECONDARY SCHOOL	MCEULA A/A CALA 5455	CHRIS HANI
73	SIFONONDILE SENIOR SECONDARY SCHOOL	SIFONONDILE A/A CALA 5455	CHRIS HANI
74	JENTILE SENIOR SECONDARY SCHOOL	ZIKHONKWANE A/A CALA 5455	CHRIS HANI
75	CALA VILLAGE SENIOR SECONDARY SCHOOL	EZITANDINI CALA 5455	CHRIS HANI
76	CALA SENIOR SECONDARY SCHOOL	CALA TOWN CALA 5455	CHRIS HANI
77	MAZIBUKO SENIOR SECONDARY SCHOOL	ASKEATON A/A 5455	CHRIS HANI
78	MASIKHUTHALE SENIOR SECONDARY SCHOOL	VERGENOOG ELLIOT 5460	CHRIS HANI
79	KHANYISA SPECIAL SCHOOL	EZITANDINI CALA 5455	CHRIS HANI
80	RYNO FARM SCHOOL	RYNO FARM ELLIOT 5460	CHRIS HANI
81	GUBENXA FARM SCHOOL	GUBENXA FARM ELLIOT 5460	CHRIS HANI
82	BENGU AGRICULTURAL HIGH SCHOOL	QUTUBENI CO S, P O BOX 299, LADY FRERE, 5410	CHRIS HANI
83	CACADU SECONDARY SCHOOL	CACADU LOCATION, LADY FRERE, 5410	CHRIS HANI
84	ECHIBINI SENIOR SECONDARY SCHOOL	UPPER MGWALANA A/A, MACUBENI, LADY FRERE	CHRIS HANI
85	GCINUBUZWE SENIOR SECONDARY SCHOOL	CUMAKALA VILLAGE, LADY FRERE, LADY FRERE, 5410	CHRIS HANI
86	IDA HIGH SCHOOL	FRIEDENRICH FARM, ELLIOT, IDA , 5460	CHRIS HANI
87	IKHWEZI LOKUSA SENIOR SECONDARY SCHOOL	ESXOJENI LOCATION, TSEMBEYI A/A, 5320	CHRIS HANI
88	ISIVIVANE SENIOR SECONDARY SCHOOL	RODANA A/A, LADY FRERE, LADY FRERE, 5310	CHRIS HANI
89	KwaMHLONTLO SENIOR SECONDARY SCHOOL	MAQASHU A/A, LADY FRERE, LADY FRERE, 5410	CHRIS HANI
90	LUKHANYO HIGH SCHOOL	577 , MAVUYA TOWNSHIP , INDWE, 5445	CHRIS HANI
91	MASIKANYISE HIGH SCHOOL	SINAKO, DORDRECHT, DORDRECHT, 5435	CHRIS HANI
92	MKAPUSI SENIOR SECONDARY SCHOOL	MKAPUSI A/A LADY FRERE	CHRIS HANI
93	MOUNT ARTHUR GIRLS HIGH SCHOOL	MOUNT ARTHUR VILLAGE, LADY FRERE, 5410	CHRIS HANI
94	MTIRARA SENIOR SECONDARY SCHOOL	MATYANTYA A/A, LADY FRERE, 5322	CHRIS HANI
95	MZAMO SENIOR SECONDARY SCHOOL	TSEMBEYI A/A, TSEMBEYI, 5322	CHRIS HANI

96	NONKQUBELA SENIOR SECONDARY SCHOOL	MACUBENI A/A, LADY FRERE, LADY FRERE, 5410	CHRIS HANI
97	NONKULULEKO SENIOR SECONDARY SCHOOL	RWANTSANA A/A, LADY FRERE, 5410	CHRIS HANI
98	NTSONKOTHA SENIOR SECONDARY SCHOOL	MGQUKHWEBE A/A, AGNES REST, LADY FRERE, 5410	CHRIS HANI
99	NZIMANKULU SENIOR SECONDARY SCHOOL	QOQODALA A/A, LADY FRERE, 5320	CHRIS HANI
100	PAKAMANI SENIOR SECONDARY SCHOOL	LUPAPASI A/A/ EMAQWATHINI LADY FRERE	CHRIS HANI
101	PHUMLANI TECHNICAL SCHOOL	VAALBANK VILLAGE, LADY FRERE, 5410	CHRIS HANI
102	SOSEBENZA SENIOR SECONDARY SCHOOL	UMHLANGA AVA, LADY FRERE, 5410	CHRIS HANI
103	TAMBEKILE SENIOR SECONDARY SCHOOL	HALA NO.1, NDONGA ADMIN.AREA, LADY FRERE, 5410	CHRIS HANI
104	THOZAMISA SENIOR SECONDARY SCHOOL	GOVA VILLAGE, ZWARTWATER A/A, LADY FRERE, 5410	CHRIS HANI
105	CLARKEBURY AGRICULTURAL SCHOOL	CLARKEBURY LOC, CLARKEBURY A/A, NGCOBO, 5050	CHRIS HANI
106	CWECWENI SENIOR SECONDARY SCHOOL	CWECWENI A/A, NGCOBO, 5050	CHRIS HANI
107	DOLOPHINI SENIOR SECONDARY SCHOOL	SINQUUMENI AA, BOX , NGCOBO,	CHRIS HANI
108	EMIZAMYOYETHU SENIOR SECONDARY SCHOOL	QULUQU ADMIN AREA, NGCOBO, 5050	CHRIS HANI
109	ENGCOBO VILLAGE SENIOR SECONDARY SCHOOL	19 CLARKE STREET, ENGCOBO, 5050	CHRIS HANI
110	GWARUBANA SENIOR SECONDARY SCHOOL	GQUTYINI A/A, NGCOBO,	CHRIS HANI
111	KHANYOLWETHU SENIOR SECONDARY SCHOOL	COBOSI A/A, ENGCOBO, 5050	CHRIS HANI
112	MANZANA SENIOR SECONDARY SCHOOL	MANZANA A/A, P.O.BOX 61, NGCOBO, 5050	CHRIS HANI
113	MAQANDA PRIMARY JUNIOR SCHOOL	MAQANDA ADMIN AREA, NGCOBO, 5050	CHRIS HANI
114	MASILINGANE SENIOR SECONDARY SCHOOL	QEBE A/A, NGCOBO, 5050	CHRIS HANI
115	MCOBOLOLO SENIOR SECONDARY SCHOOL	CEFANE A/A, MCOBOLOLO S S, ENGCOBO, 5050	CHRIS HANI
116	MGUDLWA SENIOR SECONDARY SCHOOL	MGUDLWA S.S.S, GUBENXA LOCATION, NGCOBO,	CHRIS HANI
117	MZIKAYISE DALASILE SENIOR SECONDARY SCHOOL	NKONDLO A/A, NGCOBO, NKONDLO, 5050	CHRIS HANI
118	NGUBESIZWE SENIOR SECONDARY SCHOOL	BODINI A/A, QUMANCO , NGCOBO, 5050	CHRIS HANI
119	NOSIMO TECHNICAL HIGH SCHOOL	NTSIMBA A/A, P O BOX 50 , NGCOBO, 5050	CHRIS HANI
120	NYANGA SENIOR SECONDARY SCHOOL	, KALINYANGA A/A, ENGCOBO, 5050	CHRIS HANI
121	PAKAMANI SENIOR SECONDARY SCHOOL	DEBERA A/A, NGCOBO, NGCOBO, 5050	CHRIS HANI
122	SITOA SENIOR SECONDARY SCHOOL	, UPPER QOQBONCO A/A, ENGCOBO, 5050	CHRIS HANI
123	ZULU SENIOR SECONDARY SCHOOL	SITHEBE A/A, NGCOBO, NGCOBO, 5054	CHRIS HANI
124	ZWELIHLE SENIOR SECONDARY SCHOOL	TORA A/A, QANGULENI LOCATION, NGCOBO, 5050	CHRIS HANI
125	ZWELIVUMILE SENIOR SECONDARY SCHOOL	ZADUNGENI A/A, NGCOBO, NGCOBO, 5050	CHRIS HANI

## QUOTATION REQUEST FORM

### Part 1 (To be completed by the official requesting quotations)

Requisition No			
Name of Official Requesting the quotation			
Contact Telephone Number			
Email			
Forms Attached herewith (Returnable)	SBD 4	SBD 6.1	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Part 2 (To be completed by the prospective service provider) SUPPLIER INFORMATION

Company Name		Bank Name	
CSD Reg. No.	MAAA	Account No.	
VAT Reg. No.		Account Type	
Address		Branch	
		Branch Code	
Contact Person			
Contact Tel No.			

### Part 3 QUOTATION DETAILS

Line No.	Description	Quantity Required	Unit Price (Incl. VAT)		Total Price	
			R	C	R	C
1.						
<b>Service Fee</b>						
<b>Total Quote Price</b>						
Quotation validity period in days						

I.....hereby declare that I have completed together with this quotation and submitted/not submitted SBD 4 (Declaration of Interest) and SBD 6.1 (Preference Points Claim Form).

**NB: Only the declaration and/or Preference Points Claim form/s issued together with this quotation request form are acceptable.**

Signature.....

Date.....

Stamp

**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 interest<sup>1</sup> 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 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**

<sup>1</sup> 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.



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 consortium<sup>2</sup> 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 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

<sup>2</sup> 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.

**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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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. FORMULAR FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEM

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = 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:

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 procurement clerk)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
HDI Goals	Gender (Women Ownership)	6		
	No Franchise (Black Ownership)	2		
	Disability	3		
Other specific goals (RDP)	Locality (Eastern Cape Province)	6		
	Youth (Ownership)	3		
<b>Total</b>		<b>20</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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:

**Requisition No.**

**SBD 6.1**

- 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 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