



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Old SABC Building - Corner of African and Hill Street – Private Bag X1008 – GRAHAMSTOWN – 6139 – REPUBLIC OF SOUTH AFRICA - Tel: +27 (0)46 636 1484  
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**ADVERTISEMENT**  
**RFQ: 24/25- SB – 0023**

**Appointment of a service provider to supply and delivery of Sanitary pads to Girls in Quintiles 1-3 schools, farm schools and special schools within Sarah Baartman District.**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

**Contact Person:**

Mrs. A Adam 046 602 1437  
(Specification)

Ms N J Maswana  
Tel: 046 636 1484/060 904 4371  
(Document)

Private Bag X0039  
Bisho  
5605

Name of Company/Bidder: \_\_\_\_\_

CSD/Supplier Number: MAAA \_\_\_\_\_

Company/Bidder's Tel/Cell: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**QUOTATIONS MUST BE SUBMITTED BEFORE 11H00 ON 21 AUGUST 2024 IN THE TENDER BOX AT:  
DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT OLD SABC BUILDING, CORNER OF  
AFRICAN AND HILL STREET, GRAHAMSTOWN.**

**Closing Date: 21 August 2024**

**Closing Time: 11H00**

RFQ: 24/25- SB – 0023

*Building a Caring Society. Together*

01



**Province Of The Eastern  
Cape**

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

**BID SPECIFICATION DOCUMENT**

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

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN  
DISTRICT**

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*Building a Caring Society Together*

**02**

## 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 Sarah Baartman 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 1-3 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 Sarah Baartman District is 5800 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 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 SARAH BAARTMAN 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 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.
- 4.3 Bidders must ensure that the quotes submitted have **no arithmetic errors** as Department will not rectify any errors on the quotations received. The quotes 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.
- 4.4 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 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 or SANS 1043:2021
- Proof that the product complies with SANS1043:2010 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 the 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)

## 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



V N MHLAKAZA  
DISTRICT DIRECTOR: SARAH BAARTMAN DISTRICT

02/08/2024

DATE

SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN 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 <sup>or SANS1043:2021</sup> 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.
  - 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 forms of evidence required	Score	Max Score
Status of the bidder. (Mark and attach as <b>Appendix 2</b> )	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	
Distribution facilities (Mark and attach as <b>Appendix 3</b> )	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 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 <b>Appendix 4</b> )	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 <b>Appendix 5</b> )	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	10	

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	and Reference letter confirming completion of delivery of goods/service).		
	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 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).	5	
Employees (Provide Names, ID No, Contact No and location for each employee. Mark and attach as <b>Appendix 6</b> )	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 <b>Appendix 7</b> )	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 R 1 million (R1 000 000) (Mark and attach as <b>Appendix 8</b> )	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)	6
5.	▪ No franchise (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (As per paragraph 7.3.2 below)	6
8.	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

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. 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.
- 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 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.

**NB :- 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**

## 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.

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- 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 Construction**

- a) 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).
- b) The cover in all sanitary pads shall be so sealed or secured that it cannot unwrap from the filler during normal handling and use.
- c) If a sanitary towel has a non-absorbent face, this face shall be clearly indicated.

**9.3 Dimensions of filler components**

1. Dimensions & Size Designations	2. Thins	3. 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.

**9.4 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

### 9.5 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	

### 9.6 Sterility

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

### 9.7 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 each containing 12 sanitary pads and shall be individually sterile-packed.
- iii. The packages shall be packed in bulk containers that will protect the contents from damage and contamination during normal handling, transportation and storage.
- iv. 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.

### 9.8 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.

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

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

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



- q) 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. 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 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) and comply with all documentary requirements.

## 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**

08/08/24  
**DATE**

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN DISTRICT**





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**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>5 800</b>
<b>Price Tendered</b>	R
<b>VAT (If Applicable)</b>	R
<b>Total Tendered Price</b>	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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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](mailto:veliswa.matha@ecdsd.gov.za) Website: [www.socdev.ecprov.gov.za](http://www.socdev.ecprov.gov.za)

**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 5 800 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 SARAH BAARTMAN DISTRICT**







Province of the  
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**ANNEXURE F: LIST OF SCHOOLS AND ADDRESSES  
SARAH BAARTMAN DISTRICT**

NO	NAME OF SCHOOL	ADDRESS	DISTRICT	GR12
1.	LA TROBE PRIMARY SCHOOL	ENON AREA KIRKWOOD	SARAH BAARTMAN	40
2.	MHLOPHEKAZI PRIMARY SCHOOL	BERSHEBA AREA KIRKWOOD	SARAH BAARTMAN	20
3.	ST REGINALS PRIMARY SCHOOL	WESBANK AREA KIRKWOOD	SARAH BAARTMAN	30
4.	MALMASION PRIMARY SCHOOL	MALMASION AREA KIRKWOOD	SARAH BAARTMAN	35
5.	RIETBERG PRIMARY SCHOOL	SONOP STREET KIRKWOOD	SARAH BAARTMAN	45
6.	ZUNEY FARM PRIMARY SCHOOL	ZUNEY FARM	SARAH BAARTMAN	35
7.	BONTRUG PRIMARY SCHOOL	MOSES MABHIDA KIRKWOOD	SARAH BAARTMAN	25
8.	BONGOLWETHU PRIMARY SCHOOL	MOSES MABHIDA KIRKWOOD	SARAH BAARTMAN	30
9.	GLENTANA PRIMARY SCHOOL	MOSES MABHIDA KIRKWOOD	SARAH BAARTMAN	40
10.	ADDO PRIMARY SCHOOL	ADDO, VALENCIA	SARAH BAARTMAN	40
11.	KHAYAKHULU PRIMARY SCHOOL	PATERSON	SARAH BAARTMAN	40
12.	A.V. BUKANI PRIMARY SCHOOL	NOMATHAMSANQA ADDO	SARAH BAARTMAN	50
13.	MORESON PRIMARY	PATERSON	SARAH BAARTMAN	38
14.	KLEINPOORT PRIMARY SCHOOL	KLEINPOORT FARM, KIRKWOOD	SARAH BAARTMAN	14
15.	DURNBRODY PRIMARY SCHOOL	DURNBRODY FARM, KIRKWOOD	SARAH BAARTMAN	40
16.	MISKRAAL PRIMARY SCHOOL	MISKRAAL FARM	SARAH BAARTMAN	35
17.	ASHERVILLE PUBLIC SCHOOL	AFFODIL STREET, ASHERVILLE, GRAAFF-REINET, 6280	SARAH BAARTMAN	100
18.	NQWEBA SECONDARY SCHOOL	ZAMAVILLE LOCATION, UMASIZAKHE, GRAAFF-REINET 6280, 6280	SARAH BAARTMAN	100
19.	SPANDAU PUBLIC SCHOOL	BREE STREET, KROONVALE, GRAAFF- REINET 6281	SARAH BAARTMAN	100
20.	ADENDOROP PRIMARY SCHOOL	17 VANJAARVELD STREET, ADENDORP, GRAAFF-REINET 6280	SARAH BAARTMAN	10
21.	GRAAFF-REINET PRIMARY SCHOOL	RANONKEL STREET, ASHERVILLE, GRAAFF-REINET, 6280	SARAH BAARTMAN	27
22.	RYNEVELD PRIMARY SCHOOL	24 SKOOL STREET, SANTAVILLE, GRAAFF-REINET, 6280	SARAH BAARTMAN	27
23.	LINGCOM PRIMARY SCHOOL	ASTERT STREET, KROONVALE, GRAAFF- REINET, 6280	SARAH BAARTMAN	20
24.	ISIBANE PRIMARY SCHOOL	149 KHWAZA STREET, UMASIZAKHE, GRAAFF-REINET	SARAH BAARTMAN	24
25.	THEMBALESIZWE PRIMARY SCHOOL	2036 KHIWANE STREET, UMASIZAKHE, GRAAFF-REINET, 6280	SARAH BAARTMAN	25
26.	KROONVALE PRIMARY SCHOOL	1 REPUBLIC STREET, KROONVALE, GRAAFF-REIENT, 6280	SARAH BAARTMAN	25

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN DISTRICT**

27.	NARSINGSTREET PRIMARY SCHOOL	NARSINGSTREET, ASHERVILLE, GRAAFF-REINET, 6280	SARAH BAARTMAN	27
28.	LETTIE DE KLERK PRIMARY SCHOOL	638 HUDSON STREET, NIEU-BETHESDA, 6286	SARAH BAARTMAN	15
29.	LUXOLO INTERMEDIATE SCHOOL	LUXOLO STREET, THEMBALESIZWE LOCATION, 28ABERDEEN, 6270	SARAH BAARTMAN	50
30.	KAMDEBO PRIMARY SCHOOL	BACON STREET, LOTUSVILLE, ABERDEEN	SARAH BAARTMAN	50
31.	ABERDEEN FULL-SERVICE SCHOOL	4 PARLIAMENT STREET, ABERDEEN	SARAH BAARTMAN	25
32.	ABERDEEN SECONDARY SCHOOL	10 PARLIAMENT STREET, ABERDEEN	SARAH BAARTMAN	25
33.	WILLOWMORE SECONDARY SCHOOL	JOHANNA STREET, ERWE, WILLOWMORE, 6445	SARAH BAARTMAN	70
34.	WILLOWMORE PRIMARY SCHOOL	HENRIETTA STREET, ERWE, WILLOWMORE, 6445	SARAH BAARTMAN	50
35.	ELMORE PRIMARY SCHOOL	ADDERLEY STREET, WILLOWMORE, 6445	SARAH BAARTMAN	50
36.	BRONVILLE PRIMARY SCHOOL	SKOOL STREET, P.O. BOX 46, RIETBRON, 6450	SARAH BAARTMAN	50
37.	ZAAYMANSHOEK PRIMARY SCHOOL	P.O. BOX, STUDTIS, BAVIAANSKLOOF 6451	SARAH BAARTMAN	30
38.	KLIPLAAT SENIOR SECONDARY SCHOOL	01 NORDEN STREET KLIPLAAT 6255	SARAH BAARTMAN	32
39.	GCINUBUZWE COMBINED SCHOOL-	785 HOLLAND STREET DRAAI LOCATION JANSENVILLE 6265	SARAH BAARTMAN	68
40.	JANSENVILLE HIGH SCHOOL	28 COLLEGE STREET JANSENVILLE 6265	SARAH BAARTMAN	92
41.	JANSENVILLE PRIMARY SCHOOL	627 NEW EXTENSION JANSENVILLE 6265	SARAH BAARTMAN	40
42.	HOBSON KHANYISA PRIMARY SCHOOL	ZAKHELE LOCATION KLIPLAAT 6255	SARAH BAARTMAN	15
43.	BRANDOVALE PRIMARY SCHOOL	PRINSVALE LOCATION KLIPLAAT 6255	SARAH BAARTMAN	20
44.	TOEKOMST PRIMARY SCHOOLS	TOEKOMST FARM, JANSENVILLE	SARAH BAARTMAN	5
45.	DALEVIEW PRIMARY SCHOOL	BOSMAN STREET, STEYTLERVILE	SARAH BAARTMAN	34
46.	KLEINPOORT UCC PRIMARY SCHOOL	KLEINPOORT FARM, STEYTLERVILE	SARAH BAARTMAN	14
47.	CAREL DU TOIT HIGH SCHOOL	MIDDLETON STREET, STEYTLERVILE	SARAH BAARTMAN	152
48.	KUYASA COMBINED SCHOOL	2839 JOE SLOVO STREET, NEMATO LOCATION, PORT ALFRED, 6170	SARAH BAARTMAN	100
49.	NOMZAMO SECONDARY SCHOOL	2908 JOE SLOVO, PORT ALFRED, 6170	SARAH BAARTMAN	69
50.	VELILE SECONDARY SCHOOL	1524 FREESTONE, BATHURST, 6166	SARAH BAARTMAN	50
51.	QHAYIYA PRIMARY SCHOOL	822 MACHELANA STREET- BATHURST 6166	SARAH BAARTMAN	60
52.	MTYHOBBO PRIMARY SCHOOL	1232 MABINDISA STREET- PORT ALFRED	SARAH BAARTMAN	60
53.	DAMBUZA PRIMARY SCHOOL	573 MBUNDWINI STREET- PORT ALFRED	SARAH BAARTMAN	60
54.	PORT ALFRED JUNIOR SECONDARY SCHOOL	KIVIDO STREET- PORT ALFRED	SARAH BAARTMAN	60
55.	SHAW PARK COMBINED SCHOOL	SHAW PARK FARM - BATHURST	SARAH BAARTMAN	60
56.	PHUMELELA SPECIAL NEEDS CENTRE	2044 FREESTONE - BATHURST	SARAH BAARTMAN	05
57.	ALEXANDRIA HIGH SCHOOL	KROG EN VOORTREKKER STREET, CBD, ALEXANDRIA, 6185	SARAH BAARTMAN	60
58.	ALEXANDRIA PRIMARY SCHOOL	1660 BUIE STREET, WENTZEL PARK, ALEXANDRIA, 6185	SARAH BAARTMAN	20
59.	BHONGWENI PRIMARY SCHOOL	A STREET KWANONQUBELA LOCATION, 6185	SARAH BAARTMAN	65
60.	EKUPHUMLENI PRIMARY SCHOOL	2722 HOYI STREET, KENTON-ON-SEA, 6191	SARAH BAARTMAN	35
61.	IKAMVA LESIZWE PUBLIC SCHOOL	2272 HOYI STREET, KENTON-ON-SEA, 6191	SARAH BAARTMAN	44

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN DISTRICT**

62.	NOMPUCUKO COMBINED SCHOOL	12 NTONTELA STERREET, MARSELLE, BUSHMANS RIVER MOUTH, 6190	SARAH BAARTMAN	100
63.	UKHANYO SECONDARY SCHOOL	558 TAKUTA STREET, KWANONKQUBELA, ALEXANDRIA, 6185	SARAH BAARTMAN	80
64.	THORNHILL COMBINED SCHOOL	110 MAIN STREET, THORNHILL, 6375	SARAH BAARTMAN	50
65.	VUKANI COMBINED SCHOOL	233 NKOSINKULU STREET, CENTERTON, HANKEY, 6350	SARAH BAARTMAN	50
66.	LOERIEHEUWEL PRIMARY SCHOOL	JUDY STREET, LOERIE, 6375	SARAH BAARTMAN	50
67.	MASISEBENZI PRIMARY SCHOOL	1 STUURMAN STREET, RAMAPOSA VILLAGE, PATENSIE, 6335	SARAH BAARTMAN	40
68.	BAVIAANS KOUGA ACADEMY	ANDRIESKRAAL, PATENSIE, 6335	SARAH BAARTMAN	40
69.	PHUMLILE PRIMARY SCHOOL	RAILWAY CAMP, LOERIE, 6375	SARAH BAARTMAN	30
70.	BODKAR PRIMARY SCHOOL	SPITZBAK FARM, HANKEY, 6350	SARAH BAARTMAN	20
71.	WESTON INTERMEDIATE SCHOOL	CHRIS HANI STREET, WESTON, HANKEY, 6350	SARAH BAARTMAN	40
72.	QUAGGA PRIMARY SCHOOL	QUAGGA, PATENSIE, 6335	SARAH BAARTMAN	30
73.	CHIGWELL PRIMARY SCHOOL	CHIGWELL, PATENSIE, 6335	SARAH BAARTMAN	30
74.	PATENSIE PRIMARY SCHOOL	TIER STREET, RAMAPOSA VILLAGE, PATENSIE, 6335	SARAH BAARTMAN	40
75.	HANKEY PRIMARY SCHOOL	SCHOOL STREET, PHILLIPSVILLE, HANKEY, 6350	SARAH BAARTMAN	47
76.	RAINBOW SPECIAL SCHOOL	CORNER OF JOHNSON AND JACOBS STREET, HUMANSDORP, 6300	SARAH BAARTMAN	27
77.	KRUISFONTEIN PRIMARY SCHOOL	137 FELIX STREET, KRUISFONTEIN, HUMANSDORP, 6300	SARAH BAARTMAN	72
78.	GRASLAAGTE PRIMARY SCHOOL	JACOBS STREET, ARCADIA HUMANSDORP, 6300	SARAH BAARTMAN	12
79.	KING'S COLLEGE	26 MARINA AVENUE, PELLSRUS, JEFFREY'S BAY 6330	SARAH BAARTMAN	100
80.	LUNGISO HIGH SCHOOL	02 MANDELA STREET, KWANOMZAMO, HUMANSDORP 6300	SARAH BAARTMAN	82
81.	MZINGISI PRIMARY SCHOOL	349 NANTO STREET, KWANOMZAMO, HUMANSDORP 6300	SARAH BAARTMAN	28
82.	MAKUKHANYE PRIMARY SCHOOL	SOLOMON MAHLANGU STREET, TOKYO SEXWALE, JEFFREYS BAY 6330	SARAH BAARTMAN	37
83.	PELLSRUS PRIMARY SCHOOL	PELLSRUS, LOCATION, JEFFREY'S BAY 6330	SARAH BAARTMAN	50
84.	BLUELILLIESBUSH J. P. SCHOOL	NOMPUMELELO VILLAGE SANDDRIFT TSITSIKAMMA, 6307	SARAH BAARTMAN	20
85.	COLDSTREAM J. P. SCHOOL	COLDSTREAM TSITSIKAMMA 6308	SARAH BAARTMAN	20
86.	CLARKSON J.P. SCHOOL	CHURCH STREET, CLARKSON 6302	SARAH BAARTMAN	30
87.	JOUBERTINA J.P. SCHOOL	RAVINIA, JOUBERTINA 6410	SARAH BAARTMAN	60
88.	KAREEDOUW P. SCHOOL	UITKYK KAREEDOUW, 6400	SARAH BAARTMAN	30
89.	KRAKEEL J.P SCHOOL	SCHOOL STREET KRAKEELRIVIER 6430	SARAH BAARTMAN	60
90.	LOUTERWATER J.S. SCHOOL	SMARTIE TOWN, LOUTERWATER 6435	SARAH BAARTMAN	62
91.	LANGKLOOF SSS	NUWE PLAAS, MISGUND 6440	SARAH BAARTMAN	30
92.	MISGUND PRIMARY SCHOOL	NEW EXTENSION MISGUND 6440	SARAH BAARTMAN	30
93.	MCLACHLAN HIGH SCHOOL	P.J RETIEF STREET JOUBERTINA 6410	SARAH BAARTMAN	20
94.	PAUL SAUER HIGH SCHOOL	KAREEDOUW 6400	SARAH BAARTMAN	40

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN DISTRICT**



95.	TSITSIKAMMA SECONDARY SCHOOL	NOMPUMELELO COMMUNITY HALL SANDDRIFT TSITSIKAMMA, 6307	SARAH BAARTMAN	21
96.	KUTLISO DANIELS SECONDARY SCHOOL	CNR OF NCAME STREET, EXTENSION 4 , GRAHAMSTOWN	SARAH BAARTMAN	80
97.	MARY WATERS SECONDARY SCHOOL	LAVENDER VALLEY, GRAHAMSTOWN	SARAH BAARTMAN	80
98.	NATHANIEL NYALUZA SECONDARY SCHOOL	A STREET GRAHAMSTOWN	SARAH BAARTMAN	100
99.	NOMBULELO SECONDARY SCHOOL	SANI STREET, JOZA LOCATION GRAHAMSTOWN	SARAH BAARTMAN	80
100.	NTSIKA SENIOR SECONDARY SCHOOL	EXTENSION 7, MAKANASKOP, GRAHAMSTOWN	SARAH BAARTMAN	95
101.	TEM MRHWETYANA SECONDARY SCHOOL	CNR NCAME & MANDELA STREETS, GRAHAMSTOWN	SARAH BAARTMAN	90
102.	ANDREW MOYAKHE SCHOOL OF EXCELLENCE	A STREET, FINGO VILLAGE, GRAHAMSTOWN	SARAH BAARTMAN	70
103.	GOOD SHERPERD PRIMARY SCHOOL	HUNTLEY STREET, GRAHAMSTOWN	SARAH BAARTMAN	40
104.	ST. MARY'S PRIMARY SCHOOL	55 ALBANY ROAD, GRAHAMSTOWN	SARAH BAARTMAN	70
105.	SAMUEL NTSIKOPRIMARY SCHOOL	8 EDWARD STREET, HLALANI LOCATION, GRAHAMSTOWN	SARAH BAARTMAN	61
106.	C.M. VELLEEM HEALTH PROMOTING SCHOOL	JOA LOCATION	SARAH BAARTMAN	70
107.	GRAHAMSTOWN PRIMARY	13 'B' ALBANY ROAD, GRAHAMSTOWN	SARAH BAARTMAN	46
108.	GEORGE DICKERSON	13 ALBANY ROAD, GRAHAMSTOWN	SARAH BAARTMAN	50
109.	FIKIZOLO PRIMARY SCHOOL	FINGO VILLAGE GRAHAMSTOWN	SARAH BAARTMAN	50
110.	N.V CEWU PRIMARY	JOZA LOCATION, GRAHAMSTOWN	SARAH BAARTMAN	50
111.	MASAKHANE COMBINED SCHOOL	SEVEN FOUNTAINS	SARAH BAARTMAN	15
112.	FORT BROWN PRIMARY SCHOOL	FORT BROWN FARM	SARAH BAARTMAN	8
113.	AEROVILLE SECONDARY SCHOOL	PERSEVERANCE DR, AEROVILLE, SOMERSET EAST, 5850	SARAH BAARTMAN	102
114.	JOHNSON NQONQOZA SENIOR SECONDARY SCHOOL	TAKAYI STREET, MNANDI, SOMERSET EAST, 5850	SARAH BAARTMAN	80
115.	ST THEREZA RC PRIMARY SCHOOL	48 PAULET STREET, FRANCISVALE, SOMERSET EAST, 5850	SARAH BAARTMAN	54
116.	WILLIAM OATES PRIMARY SCHOOL	50 PAULET STREET, FRANCISVALE, SOMERSET EAST, 5850	SARAH BAARTMAN	15
117.	W. G OLIVIER PRIMARY SCHOOL	1 FRANCIS STREET, VOSLOODAL, SOMERSET EAST, 5850	SARAH BAARTMAN	41
118.	MASIQAQAMBE PRIMARY SCHOOL	NGWALANGWALA STREET, MNANDI SOMERSET EAST	SARAH BAARTMAN	27
119.	PEARSTON SECONDARY SCHOOL	BUITEKANT STREET, PEARSTON ,5860	SARAH BAARTMAN	60
120.	PEARSTON PRIMARY SCHOOL	SKOOL STREET, NELSIG, PEARSTON, 5860	SARAH BAARTMAN	50
121.	LUKHANYISO PRIMARY SCHOOL	SIYAKHOLWA STREET, KHANYISO, PEARSTON 5860	SARAH BAARTMAN	10
122.	COOKHOUSE SECONDARY SCHOOL	936 DUBULA STREET, BONGWENI LOCATION, COOKHOUSE,5820	SARAH BAARTMAN	48
123.	MSOMOMVU FULL-SERVICE SCHOOL	136 KHALA STREET, BONGWENI LOCATION, COOKHOUSE 5820	SARAH BAARTMAN	22
124.	COOKHOUSE PRIMARY SCHOOL	5 PETER STREET, NEWTOWN, COOKHOUSE,5820	SARAH BAARTMAN	43
125.	WIMOS PRIMARY SCHOOL	KLIPFONTEIN FARM. COOKHOUSE,5820	SARAH BAARTMAN	12
126.	VISRIVIER PRIMARY SCHOOL	25 CHURCH STREET, NEWTOWN, COOKHOUSE,5820	SARAH BAARTMAN	20
127.	BRACEFIELD PRIMARY SCHOOL	BRACEFIELD FARM, KOMMADAGGA,5820	SARAH BAARTMAN	6

**SPECIFICATION FOR ONCE-OFF SUPPLY AND DELIVERY OF SANITARY PADS FOR GIRLS IN SCHOOLS WITHIN SARAH BAARTMAN DISTRICT**

**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 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

25

**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 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

<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.



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 consortium<sup>1</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.
- 3.5 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

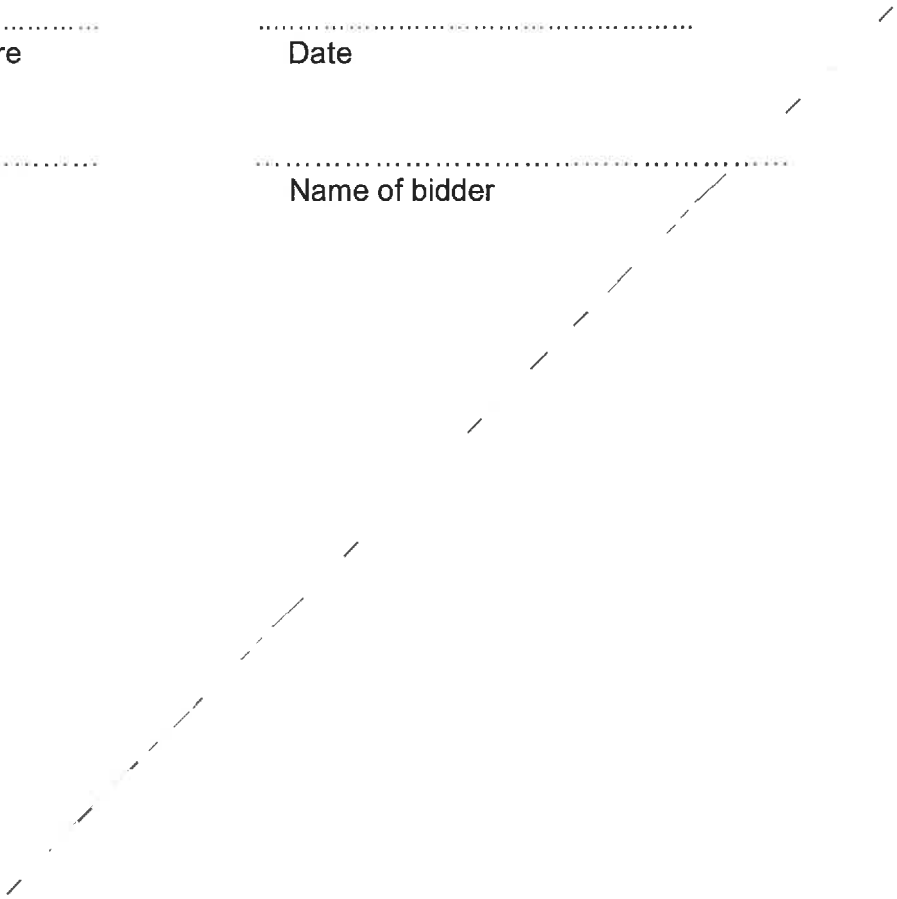
<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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
<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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

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

## 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)	6		
Race (Black ownership)	2		
Disability	3		
Locality (Eastern Cape)	6		
Youth	3		
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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....



**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

**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 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 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 authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2.	.....
DATE:	.....

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. 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

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....