



Province of the
EASTERN CAPE
HEALTH

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE EASTERN CAPE DEPARTMENT OF HEALTH FOR MOVABLE ASSET VERIFICATION TO ADDRESS AUDIT FINDINGS FOR A PERIOD OF 12 MONTHS

PERIOD: DATE OF SIGNING OF CONTRACT FOR TWELVE (12) MONTHS.

Contact Person

Ms Noluvuyo Ndabula

Tel: 067 4290 896

Email Noluvuyo.ndabula@echealth.gov.za

PART A
INVITATION TO BID

SBD 1

| | | | | | |
|--|--|---|--|--|--------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | SCMU3-25/26-0020-HO | CLOSING DATE: | 14th OCTOBER 2025 | CLOSING TIME: | 11H00 |
| BID BRIEFING | COMPULSORY (Virtual) | BRIEFING DATE: | 26 SEPTEMBER 2025 | BRIEFING TIME | 11H00 |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE EASTERN CAPE DEPARTMENT OF HEALTH FOR MOVABLE ASSET VERIFICATION TO ADDRESS AUDIT FINDINGS FOR A PERIOD OF 12 MONTHS. | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| Bids to be submitted via online submission on e-tender portal | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Ms N. Ndabula | | CONTACT PERSON | Ms N. Ndabula | |
| TELEPHONE NUMBER | 067 429 0896 | | TELEPHONE NUMBER | 067 429 0896 | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | noluvuyo.ndabula@echealth.gov.za | | E-MAIL ADDRESS | noluvuyo.ndabula@echealth.gov.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | | | |

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

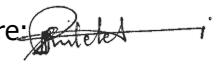
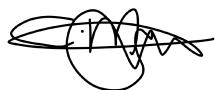
SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

**SCMU3-25/26-0020-HO: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE
EASTERN CAPE DEPARTMENT OF HEALTH FOR MOVABLE ASSET VERIFICATION TO
ADDRESS AUDIT FINDINGS FOR A PERIOD OF 12 MONTHS**

| | | | |
|---|---------------------|-------------------------|---|
| Drafted by | Date: 08/09/2025 | Name: Ms N. Ndabula | Signature:  |
| Reviewed by | Date: 10/09/2025 | Name: Mr P. Mtheleli | Signature:  |
| Approved by Bid Specification Committee | Date: | Name: Mr M. Mtongana | Signature:  |
| Advert approved by | Date: 15/09/2025 | Name: Ms C. Mgijima | Signature:  |

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PART 1

CONDITIONS OF BID

1. BACKGROUND AND INTRODUCTORY PROVISIONS

1. INTRODUCTION

The Eastern Cape Department of Health is responsible for delivering quality healthcare services to the population of the Eastern Cape province in South Africa. The department operates numerous healthcare facilities, including hospitals, clinics, and administrative offices. These facilities house a wide range of movable assets, such as medical equipment, furniture, vehicles, and computer equipment systems etc which are critical for the delivery of healthcare services.

ECDoH intends to engage suitably qualified service provider to assist the Eastern Cape Department of Health for Movable Asset verification to address Audit findings for a period of 12 months.

2. OFFER AND SPECIAL CONDITIONS

- 2.1 Without detracting from the generality of clause 2.2 below, bidders must submit a completed and signed Invitation to Bid form (SBD 1) and requisite bid forms attached with their bids.
- 2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**
- 2.3 **It is a requirement that bidders must register on the Central Supplier Database before submitting the bid.**
- 2.4 In the event that any form or certificate provided in Part 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

- 3.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 3.2 All bids must be received on or before the closing time and date stipulated below. Please note, this bid will close electronically on the e-tender platform which makes provision for the electronic submission of bids (<https://www.etenders.gov.za/>). Responses for this bid must be uploaded on the e-tender portal on or before **11.00 hours on the 14th October 2025**

Bidders must note the following document upload on e-tender portal e-submission:

Returnable 1: Completed and signed bid document

Returnable 2: Mandatory requirements

Returnable 3: CV's and Qualification Certificates

4. QUESTIONS AND ANSWERS PROCESS

ECDOH will receive questions sent by Bidders by email to be directed to this email address: noluvuyo.ndabula@echealth.gov.za The department will respond up to 5 days before the closing date. Responses will include a copy of the questions and corresponding responses. The identity of a Bidder who has directed questions to ECDOH will not necessarily be disclosed by ECDOH in such responses

5. COMPULSORY BID BRIEFING

A virtual Compulsory Bid Briefing session will be held on the 26th September 2025 at 11h00. Bidders must send an email to Noluvuyo.ndabula@echealth.gov.za to get the link for the virtual briefing meeting on or before **25th September 2025**

6. TAX CLEARANCE

Bidders must ensure compliance with their tax obligations.

7. PRICING

7.1 The bidder must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 5 Schedule B – SBD 3.2 which completed form/s must be submitted together with the bid documents.

7.2 Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX.

7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 5 Schedule B – SBD3.2

8. DECLARATION OF INTEREST

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 5 – Schedule C.

9. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 5 – Schedule D

10. CERTIFICATE OF BID DETERMINATION

Bidders must complete the declaration and sign accordingly to submit with the bid the Declaration of Bid Determination attached as Part 5 – Schedule E.

11. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information **including certified copies of certificates** together with their bid of their experience in the relevant trade together with present contracts (**description of contract, contract period, contact person and telephone numbers**). These details should be submitted together with the bid on the form attached as Part 5 – Schedule D.

12. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company, all certificates (CK documents) reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 5 – Schedule E

13. CONSORTIUM/JOINT VENTURE

- 13.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 13.2. A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
 - 13.2.1. It shall be signed so as to be legally binding on all consortium members and must clearly stipulate the terms and conditions;
 - 13.2.2. One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
 - 13.2.3. The lead member shall be the only authorized party to make legal statements, communicate with the Eastern Cape Department of Health (ECDoH) and receive instructions for and on behalf of any and all the members of the consortium;
 - 13.2.4. A copy of the agreement entered into by the consortium members shall be submitted with the bid. Otherwise, the bid will be disqualified.

14. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized organisational principles, procedures and functions for effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as Part 5 – Schedule F

15. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office to the Institutions at which the Services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as Part 5 – Schedule G which completed form, must be submitted together with the bid.

16. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 5- Schedule H. If no such details are submitted it would be assumed that the bidder is not in good standing with his/her financial institutions and his/her bid may be regarded as non-responsive. Bidders must submit financial statements that are not older than a year to assess financial viability.

17. PREFERENCE POINTS CLAIM FORMS

Part 5 – Schedule I contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations to be completed and signed by the bidder to the extent applicable and returned with this bid.

18. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **120 (one hundred and twenty)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

19. ACCEPTANCE OF BIDS

The ECDoH does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State even if it implies a waiver by the State, the ECDoH, of certain requirements which the ECDoH, considers to be of minor importance and not complied with by the bidder.

20. NO RIGHTS OR CLAIMS

- 20.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the State, the ECDoH. The ECDoH reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- 20.2 Neither the State, the ECDoH, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and incurred by bidders in connection with or arising out of the bid process.

21. NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 21.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the ECDoH.
- 21.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

22. ACCURACY OF INFORMATION

- 22.1 The information contained in the invitation to bid has been prepared in good faith. Neither the State, the Eastern Cape Provincial Government, the ECDoH nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 22.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

23. COMPETITION

- 23.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 23.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 23.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting a response.
- 23.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in response to this invitation to bid.

24. RESERVATION OF RIGHTS

- 24.1 Without limitation to any other rights of the ECDoH (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:-
 - 24.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
 - 24.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
 - 24.4 Reject all responses submitted by bidders and to embark on a new bid process.
- 24.5. Award the bid to one service provider.

25. EVALUATION CRITERIA

The 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and its Regulations, shall be used for this contract. Eighty (80) points will be allocated for price, and twenty (20) points for Specific Goals.

The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2: Mandatory/ Non-Negotiable Requirements
- Stage 3: Functionality
- Stage 4: Price and Specific Goals Points

25.1. Stage 1: Pre-qualification evaluation

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant and noncompliant with the bid conditions issued by the ECDoH as part of the bidder process.

- Invitation to bid (SBD1) must be completed and signed
- The bid documentation must be completed comprehensively and correctly (SBD 3.2,4 & 6.1).
- Company profile.

25.2. Stage 2: Mandatory/ Non-Negotiable Requirements

The following mandatory compliance requirements shall apply:

- Bidders must prove that they have company experience in asset verification projects. Attach 3 (three) contactable reference letters for previous work done not older than three (3) years
- Attendance of compulsory information session

FAILURE TO COMPLY WITH ANY OF THE MANDATORY CRITERIA ABOVE WILL RESULT IN DISQUALIFICATION OF BIDDERS.

25.3. Stage 3: Functionality Compliance

The Technical and Functional evaluation criteria on functionality will be as follows:

The Technical evaluation will be conducted in terms of the evaluative dimensions set out hereunder for the resources, where bidders must score a minimum threshold of **(70)** out of a maximum of **(100)** points to qualify for stage 4 (Price and Specific Goals) evaluation. Bidders who fail to meet the minimum threshold will be disqualified

| BIDDER | | | | |
|---------------------------|---|---|--|------------------|
| NO. | CRITERION | DESCRIPTION | DOCUMENTS/PROOF TO BE ATTACHED | SCORE |
| 1 | Previous healthcare projects and asset verification projects successfully completed | <p>Number of Healthcare environment and asset verification projects that were successfully completed by the Bidder:</p> <ul style="list-style-type: none"> • Completed 3 healthcare environment projects and 2 asset verification projects = 20 points. • Completed 2 healthcare projects and 2 asset verification projects = 15 points • Completed 2 healthcare projects and 1 asset verification project = 10 points • Completed 1 projects = 5 points • Not completed similar projects = 0 points | Number of Healthcare projects that were successfully completed by the Bidder | 20 points |
| 1 X PROJECT LEADER | | | | |
| | Qualifications of the Project Leader | <p>The bidder must have an experienced Project Leader available on site to supervise the team.</p> <p>The bidder must have a qualified Project Leader with a qualification from an accredited institution.</p> <ul style="list-style-type: none"> • Accounting and Auditing qualification as majors. <p>Foreign acquired qualifications should be endorsed by the South African Qualification Authority (SAQA) before they can be considered by the Eastern Cape Department of Health.</p> <ul style="list-style-type: none"> • NQF Level 8 Degree or above = points (15) • NQF Level 7 Degree or above = points (10) • Data Analytical OR Data science skills- points (5 added to the NQF Level) | Comprehensive CV, Certified copies of qualifications. | 20 Points |

| | CRITERION | DESCRIPTION | DOCUMENTS/PROOF TO BE ATTACHED | SCORE |
|--|---|--|---|------------------|
| | <ul style="list-style-type: none"> • Data Analytical OR Data science skills | <p><u>Data Analytical/Data Science requirements; - (5 points)</u></p> <ul style="list-style-type: none"> • Certificates for completed training (short courses, workshops) • Dashboard or reports developed as part of previous projects • Case studies or project summaries showing applied data analytic or science methods • Performance reports or deliverables demonstrating use of data-driven insights • 5 Reference letters=5 points • 4 Reference letters=4 points • 2-3 Reference letters=3 points | Reference letters or testimonials confirming experience in data-focused projects. | |
| 3. | Working Experience & Knowledge of the public sector prescripts - Project Leader | <p>The Project Leader must have relevant working experience related to the category(ies) of service:</p> <ul style="list-style-type: none"> ▪ 5 years or more working experience in the public sector prescripts = 10 points ▪ 4 years working experience in the public sector prescripts = 8 points ▪ 3 years working experience in the public sector prescripts = 7 points ▪ 1 - 2 years working experience = 0 points | Comprehensive CV, and reference letter not older than 3 years | 10 Points |
| TECHNICAL STAFF 1 x Data Recon (Specialist) | | | | |
| 1. | Qualifications of Technical Staff (1 x Data Recon (Specialist) Working Experience | <p>Verifiable qualification in the following field of study related to the categories listed from below will be acceptable:</p> <ul style="list-style-type: none"> • Accounting/Auditing/Finance qualification • NQF Level 7 Degree or above = 5 points • Data Analytical OR Data science skills = 5 points (<i>added to the NQF Level</i>) <p>Must have Data Quality Control Experience</p> <ul style="list-style-type: none"> ▪ 5 years and above working experience = 5 points. ▪ 3 years working experience = 3 points ▪ 1 - 2 years working experience = 0 points | Comprehensive CV, Certified copies of qualifications | 15 Points |

| CRITERION | DESCRIPTION | DOCUMENTS/PROOF TO BE ATTACHED | SCORE |
|---|---|---|-------------------|
| Working Experience | <p>9 X Asset Verifiers</p> <p>The bidder must have qualified technical staff (Asset Verifiers) with relevant qualifications from accredited institutions</p> <ul style="list-style-type: none"> • Minimum Grade 12 • Degree/Diploma in Finance/Accounting • Computer Skills (Excel) • 1 - 2 years working experience = 10 points • Less than 1 year = 5 points | Comprehensive CV, Certified copies of qualifications | 10 POINTS |
| 4 X DATA CAPTURERS | | | |
| Qualifications of 4 x Data Capturers | <p>The bidder must have Data Capturers with Diploma in Finance/Accounting from an accredited institution and at least 2 years relevant experience in data capturing.</p> <ul style="list-style-type: none"> • Minimum Grade 12 • Diploma in Finance/Accounting • Computer Skills (Excel) • 1 - 2 years working experience = 10 points • Less than 1 year = 5 points | Comprehensive CV, and certified copies of Matric certificates | 10 points |
| 5. | <p>A clear and concise methodology approach covering the scope of work as per bid document</p> <ul style="list-style-type: none"> • A Comprehensive & Excellent Project Plan = 15 points • A comprehensive and moderate Project Plan = 10 points • A sub-standard project plan = 5 points • No project plan = 0 points | Proposed Methodology Project Plan | 15 Points |
| Total | | | 100 Points |
| <p>NB: Minimum score of 70 out of 100 points. Only the bidder who score the minimum points 70 out 100 on the function will be considered on price and specific goals</p> | | | |

25.4. PRICE AND SPECIFIC GOALS

80/20 PREFERENCE POINT SYSTEM WILL APPLY. THE BID WILL BE AWARDED TO THE HIGHEST POINT SCORING BIDDER. Responsive bids which comply to this stage evaluation will be evaluated on the 80/20-preference point system in terms of The Preferential Procurement Policy Framework Act, 2000 (act 5 of 2000) and Preferential Regulations, 2022. In terms of regulation 6 of the preferential procurement regulations pertaining to The Preferential Procurement Policy Act (Act 5 Of 2000), responsive bids will be adjudicated by the department on the 80/20- preference points system in terms of which points are awarded to bidders on the basis of:

A maximum of 20 points will be awarded for specific goals.

The following formula will be used to calculate points out of 80 for price.

$$Ps = P_S = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

P_s = points scored for comparative price of bid or offer under consideration.

P_t =Comparative price of bid or offer under consideration.

P_{\min} = comparative price of lowest acceptable bid or offer

The following table must be used to calculate the score out of 20 points for Specific Goals

| Specific Goals | Weighting (of 20 Points) | Number of points (80/20 system) |
|---------------------------------------|--------------------------|---------------------------------|
| Historically Disadvantage Individuals | 20% | 4 |
| • Race | 20% | 4 |
| • Women | 20% | 4 |
| • Disability | 10% | 2 |
| Youth | 10% | 2 |
| EC Based | 20% | 4 |
| TOTAL | 100% | 20 |

- a) *A tenderer must submit proof of its Specific Goals.*
- b) *A tenderer failing to submit proof of specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.*
- c) *The Specific Goals supporting documents required to verify claimed points may in line with the specific requirements include:*
 - *Valid CIPC Certificate with percentage ownership or controlling interest or a CSD report reflecting percentage ownership with ID books of owners.*
 - *Medical Certificate / Doctor's medical report (Impairment should be substantially limiting long term or of recurring nature)*
 - *Municipal accounts or lease agreement as proof of address or a ward councilors letter*
 - *Letter from Department of Military Veterans confirming status.*

The points scored for the specific goal shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

PART 3

BID STRATEGY

1. PROJECT BACKGROUND

The Eastern Cape Department of Health is responsible for delivering quality healthcare services to the population of the Eastern Cape province in South Africa. The department operates numerous healthcare facilities, including hospitals, clinics, and administrative offices. These facilities house a wide range of movable assets, such as medical equipment, furniture, vehicles, and computer equipment systems, which are critical for the delivery of healthcare services.

ECDOH has an estimated 960 578 assets recorded in the fixed asset register (FAR) at the end of the 2024-2025 financial year.

2. PROBLEM STATEMENT

Currently, the Eastern Cape Department of Health lacks a complete and up-to-date asset register that accurately reflects the assets held across all its facilities. This poses several challenges, including:

- a) Inaccurate Financial Reporting: Without an accurate asset register, it becomes difficult to provide precise financial statements that reflect the value of the department's assets. This can lead to inaccuracies in financial reporting and potential audit findings.
- b) Inefficient Asset Management: Without a comprehensive asset register, tracking and managing assets effectively becomes challenging. This can result in inefficient allocation of resources, difficulty in planning for asset maintenance and replacement, and an increased risk of asset loss or theft.
- c) Compliance with Regulations: The lack of complete asset registers hampers compliance with regulatory requirements. Many regulatory bodies, including auditing entities, demand a comprehensive asset register as part of the financial reporting process. Non-compliance can lead to audit qualification and reputational damage for the department.

- d) The prospective service providers must be results-driven and should be able to handle the pressures of the assignment. Furthermore, the prospective service provider must provide the resource requirements as stated in the bid document.

The Eastern Cape Department of Health invites competitive bid from appropriately qualified service provider to conduct a full asset verification in all ECDOH facilities.

Call for Bids: -

- Prioritize the Tertiary and Regional Hospitals
- District Hospitals and Community Health Centres (CHC's)
- Clinics and Administration Offices

PART 4

1. TERMS OF REFERENCE

To achieve the objectives outlined above, the following approach is recommended:

- a) Asset Verification Process: Develop a standardized process for conducting asset verification across all Eastern Cape Department of Health facilities. This process should include guidelines, checklists, and tools for identifying, documenting, and reconciling assets.
- b) Resource Allocation: Allocate sufficient resources, including personnel and equipment, to carry out the asset verification process effectively. Appoint trained individuals or teams responsible for conducting the verification at each facility.
- c) Data Collection and Integration: Utilize a centralized system or software solution or barcode scanning application/solution to scan. Bidder must provide its handled scanners to collect and integrate asset data from all facilities. Scanned data will be stored in the departmental cloud. This ensures consistency, accuracy, and accessibility of asset information across the department.
- d) Physical Verification and Reconciliation: Conduct physical verification of assets in each facility, comparing the existing assets against the current records. Document any discrepancies, including missing, damaged, or obsolete assets, and update the asset register accordingly and remove these assets to an area designated for disposal.
- e) Valuation: Fair market valuation of assets without financial information.
- f) Regular Updates and Maintenance: Establish a periodic review and update process for the asset register to ensure its ongoing accuracy. This can be done annually or as per the department's policies and requirements.

2. REPORTING REQUIREMENTS

The successful bidders will report to the Project Co-ordinator and Project Sponsor (CFO) of the Department in accordance with the terms and conditions documented in Service Level Agreement, letter of engagement or contract.

The Project will be initiated by means of Service Level Agreement and a letter of engagement and verbal briefing (where considered appropriate and necessary).

The service provider will be expected to provide the following reports:

| Name of the Report | Content |
|---|---|
| Inception | Project Implementation Plan for the project |
| Monthly report | Monthly status report on the progress of the work. |
| Annual Financial Statements inputs to the Disclosure Note | Complete Movable Assets register and Disclosure notes for Financial Year. |
| Close-out Report | To be submitted at the end of the project |

NB: Eastern Cape Department of Health reserves the right to terminate the services if performance is judged to be unsatisfactory at the end of these reviews.

3. PROJECT MANAGEMENT ISSUES

- a. Project Management support will be provided by the Departmental Asset Management of Eastern Cape Department of Health who will be the Project Coordinator.
- b. The project will be facilitated by a Steering Committee consisting of: Finance, and the relevant colleagues as appointed by the Department.
- c. The Steering Committee will require monthly progress reporting in a format suitable for extracting information as required. However, ad-hoc reports may also be required on a need basis.
- d. The service provider will prepare and agree with the Steering Committee on a detailed work plan for the duration of the contract. This shall be the basis for the monitoring of performance and achievements.
- e. Monthly reports are to be submitted for specific number or nature of completed project milestones as agreed with the client prior to the completion date of the contract in order for the departments to act on these reports as soon as possible.
- f. Draft closure reports will be submitted prior to the completion date of the contract to allow comprehensive inputs to support the finalization and actual closure of the project.
- g. A final closure report to be submitted on completion of the project.
- h. All reports should be provided in soft and hard copy.
- i. All electronic and hard copy information captured/utilized to provide the output of the project remains the property of the Eastern Cape Department of Health and it cannot be used or shared, whether for profit or otherwise with any other party, without written permission from the Department.
- j. Eastern Cape Department of Health will retain copyright and all associated intellectual rights.

- k. The Department is responsible to ensure that all the relevant documentation to be handed over are available and ready by the time that they are requested by the appointed Service Provider.
- l. Furthermore, the Department is responsible to provide all outstanding information identified with the initial assessment by the service provider within 3 working days from request by the service provider.

4. STEERING COMMITTEE

- a. A dedicated Steering Committee will provide strategic guidance, support, monitor and evaluate progress, outputs, target on key deliverables, compliance to reporting guidelines and provide oversight as specified
- b. The Committee will comprise Finance, and the relevant colleagues as appointed by the Department.

5. PROJECT DELIVERABLES

The outputs required will be specified for each category(ies) service when the work is allocated as per the scope of work.

1. Complete asset register reconciled from floor to sheet and sheet to floor with full Financial information as per departmental existing template.
2. Compile a list of assets that are obsolete, redundant and unserviceable for disposal purposes.
3. Discrepancy report: A report highlighting any discrepancies or differences between recorded assets and physical count.
4. Complete Movable Assets register and Disclosure notes for Financial Year.
5. Recommendations: Suggestions for improving asset management, tracking, and record-keeping.

Part 5 - Schedule B

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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: **SCMU3-25/26-0020-HO**

Bid Description: Appointment of a Service Provider to assist the Eastern Cape Department of Health for Movable Asset Verification to address Audit Findings for a period of 12 months.

Closing Time **11:00** on.....

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

| 1. ASSET VERIFICATION RESOURCE PRICING SCHEDULE | | | |
|---|----------------|--------------------------|---------------------------|
| DESCRIPTION | COST PER MONTH | COST FOR 6 MONTHS PERIOD | COST FOR 12 MONTHS PERIOD |
| 1 X Team Leader | | | |
| 1 X Data/ Recon Specialist | | | |
| 9 X Asset Verifiers | | | |
| 4 X Data Capturers | | | |
| Sub-Total | | | |
| Professional Fees | | | |
| Total | | | |

| 2. TRAVEL AND SUBSISTENCE | | | |
|-----------------------------------|-----------------------|---------------------------------|----------------------------------|
| DESCRIPTION | COST PER MONTH | COST FOR 6 MONTHS PERIOD | COST FOR 12 MONTHS PERIOD |
| 2x Sedan Vehicle | | | |
| 1 x (4x4 Double Cab) | | | |
| Accommodation | | | |
| Fuel | | | |
| Total | | | |
| 3. SCANNING EQUIPMENT | | | |
| Computer Laptops | | | |
| Printers | | | |
| Scanners | | | |
| Airtime & Data Bundles | | | |
| Sub-Total | | | |
| Grand Total (1+2+3) | | | |

Required by:

.....

- At:

.....

- Brand and model

.....

- Country of origin

.....

- Does offer comply with specification?

*YES/NO

- If not to specification, indicate deviation(s)

.....

- Period required for delivery

.....

- Delivery:

*Firm/not firm

*Delete if not applicable

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:

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

-
.....
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:
-
.....

3 DECLARATION

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

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

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

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Part 5 – Schedule D

Qualifications and Experience

1. Details of the extent of the bidders activities and business, e.g. branches etc:

2. A list of minimum 5 existing /previous contracts similar to services solicited in this bid:

| Client | Sector: e.g. Health, Education, etc. | Value of Contract | Year | Contact Person | Contact Number (Landline) |
|---------------|--|------------------------------|-------------|---------------------------|--------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

3. The number of years that the bidder has been in the business of providing services which are materially the same as the Services:

4. The name of the person who shall manage the Services:

5. Detail such person's qualifications and experience below :

.....
SIGNATURE OF (ON BEHALF OF) BIDDER
.....

.....
NAME IN CAPITALS
.....

In the presence of :

1.
2.

Part 5 – Schedule E
Organisation type

PARTNERSHIP/CLOSED CORPORATION/COMPANY

(delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____

ADDRESS : _____

ID NUMBER: _____

2. NAME : _____

ADDRESS : _____

ID NUMBER: _____

3. NAME : _____

ADDRESS : _____

ID NUMBER: _____

4. NAME : _____

ADDRESS : _____

ID NUMBER: _____

5. NAME : _____

ADDRESS : _____

ID NUMBER: _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.

2.

Part 5 – Schedule F

Organisational structure

1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)

SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITALS

In the presence of :

1.
 - 2.

Part 5 – Schedule G
Details of Bidder's nearest office

Physical address of supplier's office

1 Telephone No of office: _____

3 Time period for which such office has been used by supplier : _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.

2.

Part 5 – Schedule H

Financial Particulars

This schedule must be completed by the bidder and submitted together with the bid. If this requirement is not complied with in full the bid may be considered invalid. The bidder must submit proof of financial capacity; a letter from a Financial Institution confirming availability of resources or recent audited financial statements. **Failure to submit will invalidate the bid.**

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

| | |
|-------------------------------|---|
| | <u>FINANCIAL POSITION OF BIDDER</u> |
| | I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the ECDOH permission to contact the financial institution below to confirm the information provided; or recent audited financial statements confirming financial viability. In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department. |
| NAME OF FINANCIAL INSTITUTION | |
| ADDRESS | |
| TEL.NO | |
| FAX NO | |
| CONTACT PERSON | |

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.
2.

Part 5 – Schedule I
Preference Points Claim Form

PART 5 SCHEDULE I

SBD 6.1

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6.The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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) "**tender for income-generating contracts**" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- e) "**the Act**" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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 organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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) |
|---|---|--|
| Historically Disadvantage Individual | 20% (4) | |
| Women | 20% (4) | |
| Youth | 20% (4) | |
| Disability | 20% (4) | |
| Military Veterans | 10% (2) | |
| Locality Eastern Cape | 10% (2) | |
| TOTAL | 100% (20) | |

a). A tenderer must submit proof of its Specific Goals.

- a) A tenderer failing to submit proof of specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.
- b) The Specific Goals supporting documents required to verify claimed points may in line with the specific requirements include:
 - Valid CIPRO Certificate inclusive of ID numbers for each Director
 - Medical Certificate / Doctor's medical report (Impairment should be substantially limiting long term or of recurring nature)
 - Municipal accounts or lease agreement as proof of address or a ward councilors letter
 - Letter from Department of Military Veterans confirming status

The points scored for the specific goal shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm:.....

5.2. VAT registration number:.....

5.3. Company registration number:.....

5.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

5.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

5.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

5.7. Total number of years the company/firm has been in business:.....

5.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser 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 purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the Eastern Cape Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESSE