

# CHIEF DIRECTORATE SUPPLY CHAIN AND ASSET MANAGEMENT



## NON-COMPULSORY TENDER BRIEFING SESSION

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## SUPPLY CHAIN MANAGEMENT

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**25 OCTOBER 2021**



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# BRIEFING ON VARIOUS STANDARD BID DOCUMENTS (SBD)



YOU ARE HEREBY INVITED TO BID TO THE REQUIREMENT OF THE NATIONAL DEPARTMENT OF HEALTH (NDO) FOR BID NUMBER:

- **NDOH-13(2021/2021)**
- **CLOSING DATE: 10 NOVEMBER 2021**
- **CLOSING TIME: 11H00AM**
- **THE BID DOCUMENT CONSISTS OF SBD 1, GENERAL CONDITIONS OF CONTRACT, MAP TO THE BID BOX, SBD 3, SBD 4, SBD 6.1, SBD 8, SBD 9, CREDIT INSTRUCTION FROM AND TERMS OF REFERENCE.**



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# SUBMISSION OF BID DOCUMENTS



- Bid documents must be deposited in the bid box which is identified as **The bid/ tender box** the NDOH, 1112 Voortrekker Road, Dr AB Xuma Building (Old Exxaro Building, Thaba Tshwane, PRETORIA, 0001
- Kindly noted that the bids received after closing date and time are late and will as a result not be accepted for consideration
- The premises are open from 08:00AM to 16:00PM during the weekdays (Monday to Friday).
- Bidders should ensure that bids are delivered timeously to the correct address.

# GENERAL CONDITIONS OF CONTRACT (GCC)



## THE PURPOSE OF THIS DOCUMENT IS TO:

- DRAW SPECIAL ATTENTION TO CERTAIN GENERAL CONDITIONS APPLICABLE TO GOVERNMENT BIDS, CONTRACTS AND ORDERS; AND
- TO ENSURE THAT CLIENTS BE FAMILIAR WITH REGARD TO THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.
- THE GENERAL CONDITIONS OF CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED.



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# SBD 1: INVITATION TO BID



- THIS FORM SHOULD BE FULLY COMPLETED AND SIGNED WITH THE SUPPLIER INFORMATION BOTH **PART A AND B** .
- PLEASE WRITE CLEARLY AND MAKE SURE YOUR HANDWRITING IS LEGIBLE AND READABLE.
- THESE DETAILS ARE IMPORTANT IN ORDER FOR THE DEPARTMENT TO BE ABLE TO CONTACT YOU IF THE NEED ARISES.

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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



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# TAX REQUIREMENTS



- COMPLIANCE WITH ALL (SARS) TAX REQUIREMENTS, ATTACHED TAX COMPLIANCE STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER (MAAA), WHERE CONSORTIUM/ JOINT VENTURES/ SUB-CONTRACTOR ARE INVOLVED EACH PARTY TO THE ASSOCIATION MUST SUBMIT SEPARATE TAX COMPLIANCE STATUS.
- IN BIDS WHERE CONSORTIA/JOINT VENTURES/SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TAX CLEARANCE CERTIFICATE.



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# SBD 4- DECLARATION OF INTEREST



- ANY LEGAL PERSON, INCLUDING PERSONS EMPLOYED BY THE STATE, OR PERSONS HAVING A KINSHIP WITH PERSONS EMPLOYED BY THE STATE, INCLUDING BLOOD RELATIONSHIP, MAY MAKE AN OFFER OR OFFERS IN TERMS OF THIS INVITATION TO BID. IN VIEW OF POSSIBLE ALLEGATIONS OF FAVOURITISM, SHOULD THE RESULTING BID, OR PART THEREOF, BE AWARDED TO PERSONS EMPLOYED BY THE STATE, OR TO PERSONS CONNECTED WITH OR RELATED TO THEM, IT IS REQUIRED THAT THE BIDDER OR HIS/HER AUTHORISED REPRESENTATIVE DECLARE HIS/HER POSITION IN RELATION TO THE EVALUATING/ADJUDICATING AUTHORITY WHERE-
- THE BIDDER IS EMPLOYED BY THE STATE; AND/OR
- THE LEGAL PERSON ON WHOSE BEHALF THE BIDDING DOCUMENT IS SIGNED, HAS A RELATIONSHIP WITH PERSONS/ A PERSON WHO IS/ARE INVOLVED IN THE EVALUATION AND OR ADJUDICATION OF THE BID(S), OR WHERE IT IS KNOWN THAT SUCH A RELATIONSHIP BETWEEN THE PERSON OR PERSONS FOR OR WHOSE ON BEHALF OF THE DECLARANT ACTS AND PERSONS WHO ARE INVOLVED WITH THE EVALUATION AND OR ADJUDICATION OF THE BID.



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# SBD 4- DECLARATION OF INTEREST



- INDICATE YOUR ANSWER TO THE QUESTIONS BY PUTTING A YES OR NO NEXT TO THE QUESTION.
- FURNISH FULL DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS. IN CASES WHERE THE LIST IS LONG PROVIDE THE LIST ON A SEPARATE SHEET UTILISING THE FORMAT GIVEN IN TABLE 3 OF THE SBD 4.
- IF YOU ARE PRESENTLY EMPLOYED BY THE STATE, PLEASE ATTACH PROOF OF AUTHORITY TO UNDERTAKE REMUNERATIVE WORK OUTSIDE EMPLOYMENT IN THE PUBLIC SECTOR.
- **THE FORM MUST BE FULLY COMPLETED AND SIGNED.**



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# SBD 6.1- PREFERENCE POINTS CLAIM FORM



- **PREFERENCE POINTS FOR THIS BID SHALL BE AWARDED FOR:**
- **PRICE (90 POINTS);**
- **AND B-BBEE STATUS LEVEL OF CONTRIBUTION (10 POINTS).**
- **FAILURE ON THE PART OF A BIDDER TO COMPLETE AND SIGN THIS FORM AND SUBMIT A B-BBEE VERIFICATION CERTIFICATE FROM A VERIFICATION AGENCY ACCREDITED BY SANAS WILL BE INTERPRETED TO MEAN THAT PREFERENCE POINTS FOR B-BBEE STATUS LEVEL OF CONTRIBUTION ARE NOT CLAIMED.**
- **BIDDERS WHO INTEND TO CLAIM BBEE POINTS USING A SWORN AFFIDAVIT SHOULD SUBMIT PROOF OF FINANCIAL STATEMENT, MANAGEMENT ACCOUNT OR ANY OTHER FINANCIAL INFORMATION TO VALIDATE THEIR CLAIM OF AN ANNUAL TURNOVER NOT EXCEEDING R10 MILLION FOR EMEs OR LESS THAN R50 MILLION FOR QSEs. BY LAW BIDDERS WITH A TURNOVER OF MORE THAN R10 MILLION OR R50 MILLION SHOULD SUBMIT A VALID BBEE STATUS LEVEL CERTIFICATE ISSUED BY A BBEE VERIFICATION AGENCIES ACCREDITED BY SANAS.**



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# SBD 6.1- PREFERENCE POINTS CLAIM FORM



- **PREFERENCE POINTS FOR THIS BID SHALL BE AWARDED FOR:**
- THE BIDDER OBTAINING THE HIGHEST NUMBER OF TOTAL POINTS WILL BE AWARDED THE CONTRACT.
- A TRUST, CONSORTIUM OR JOINT VENTURE WILL QUALIFY FOR POINTS FOR THEIR B-BBEE STATUS LEVEL AS AN UNINCORPORATED ENTITY, PROVIDED THAT THE ENTITY SUBMITS THEIR CONSOLIDATED B-BBEE SCORECARD AS IF THEY WERE A GROUP STRUCTURE AND THAT SUCH A CONSOLIDATED B-BBEE SCORECARD IS PREPARED FOR EVERY SEPARATE BID.
- THE FORM MUST BE FULLY COMPLETED AND SIGNED.
- IT SHOULD BE NOTED THAT CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICERS HAVE BEEN DISCONTINUED. THEREFORE BIDDERS CLAIMING POINTS USING THE LATTER WILL NOT BE ALLOCATED THE POINTS CLAIMED AND IN CASES WHERE PRE QUALIFICATION IS A TENDER CONDITION A BIDDER'S PROPOSAL WILL BE DISQUALIFIED



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# SDB 8-DECLARATION OF BIDDER'S PAST SCM PRACTICES



- THIS FORM SERVES AS A DECLARATION TO BE USED BY INSTITUTIONS IN ENSURING THAT WHEN GOODS AND SERVICES ARE BEING PROCURED, ALL REASONABLE STEPS ARE TAKEN TO COMBAT THE ABUSE OF THE SUPPLY CHAIN MANAGEMENT SYSTEM.
- THE BID OF ANY BIDDER MAY BE DISREGARDED IF THAT BIDDER OR ANY OF ITS DIRECTORS HAVE-
- ABUSED THE INSTITUTION'S SUPPLY CHAIN MANAGEMENT SYSTEM;
- COMMITTED FRAUD OR ANY OTHER IMPROPER CONDUCT IN RELATION TO SUCH SYSTEM, OR
- FAILED TO PERFORM ON ANY PREVIOUS CONTRACT.
- THE FORM MUST BE FULLY COMPLETED AND SIGNED.



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# SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION



- THIS SBD SERVES AS A CERTIFICATE OF DECLARATION THAT WOULD BE USED BY INSTITUTIONS TO ENSURE THAT, WHEN BIDS ARE CONSIDERED, REASONABLE STEPS ARE TAKEN TO PREVENT ANY FORM OF BID-RIGGING.
- BID RIGGING (OR COLLUSIVE BIDDING) OCCURS WHEN BUSINESSES, THAT WOULD OTHERWISE BE EXPECTED TO COMPETE, SECRETLY CONSPIRE TO RAISE PRICES OR LOWER THE QUALITY OF GOODS AND/OR SERVICES THROUGH A BIDDING PROCESS. BID RIGGING IS, THEREFORE, AN AGREEMENT BETWEEN COMPETITORS NOT TO COMPETE.
- THIS FORM MUST BE FULLY COMPLETED AND SIGNED.



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# CREDIT INSTRUCTION OR MAINTENANCE FORM



- THE DEPARTMENT WILL ALREADY HAVE THE SUCCESSFUL BIDDER'S ACCOUNT DETAILS ON HAND WHEN THE BID IS AWARDED TO PREVENT DELAYS WHEN PAYMENT IS DUE.
- BIDDERS MUST FULLY COMPLETE THIS FORM, SIGN IT AND FURTHER ATTACH A BANK STAMP OR CONFIRMATION LETTER FROM THE BANK

HOWEVER, SUPPLIERS ARE SELF REGISTERING AND UPDATING THEIR OWN BANKING DETAILS ON CSD. THIS IS JUST TO REMIND PROSPECTIVE BIDDERS OF THE IMPORTANCE OF UP-TO-DATE BANKING DETAILS.



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# PRE-QUALIFICATION CRITERIA PPR2017:



## PRE-QUALIFICATION

**A BID WHEREIN ONLY BIDDERS WITH B-BBEE STATUS LEVEL OF CONTRIBUTOR LEVEL TWO OR BETTER WILL BE CONSIDERED. THIS INCLUDES EXEMPTED MICRO ENTERPRISE (EME) AND QUALIFYING SMALL BUSINESS ENTERPRISE (QSE) BIDDERS. A CONSORTIUM/ JOINT VENTURE WILL BE CONSIDERED FOR THE PRE-QUALIFICATION B-BBEE LEVEL 2 OR BETTER PROVIDED THAT THE CONSORTIUM/ JOINT VENTURE SUBMITS A CONSOLIDATED B-BBEE CERTIFICATE.**



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# MANDATORY REQUIREMENTS OF THIS BID (TERMS OF REFERENCE)



- COMPLIANCE WITH ALL (SARS) TAX CLEARANCE REQUIREMENTS, ATTACHED TAX COMPLIANCE STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER, WHERE CONSORTIUM/ JOINT VENTURES/ SUB-CONTRACTOR ARE INVOLVED EACH PARTY TO THE ASSOCIATION MUST SUBMIT SEPARATE TAX CLEARANCE REQUIREMENT.
- RESOLUTION AUTHORISATION OF A PARTICULAR PERSON TO SIGN THE BID DOCUMENT. THE LETTER SHOULD BE ON THE LETTERHEAD OF THE COMPANY WHERE APPLICABLE AND SIGNED BY THE CHAIRPERSON OF THE BOARD.
- LATEST ANNUAL FINANCIAL STATEMENT WITH THE AUDIT REPORT SIGNED BY THE BOARD CHAIRPERSON (NOT OLDER THAN A YEAR).



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# EVALUATION PROCESS OR STAGES AND CRITERIA



The evaluation of submissions will be managed by an NDoH Bid Evaluation Committee (BEC) appointed by the Director-General. The evaluation process will be conducted according to the following stages:

- The first stage of the evaluation process assesses compliance with pre-qualification criteria.
- The second stage of the evaluation process assesses compliance with administrative requirements.
- The third stage of the evaluation process assesses technical competency focusing on the ability to fulfil the technical mandatory requirements (MUST attain 60% or higher).
- The fourth stage of the evaluation process assesses the functionality evaluation (Annexure A and B).
- The fifth stage of the evaluation process assesses the presentation of the proposal (*only shortlisted bidders will be invited for presentation*).



# LAST STAGE PRICE AND PREFERENCE POINT SYSTEM 90/10 SYSTEM WILL BE APPLICABLE



- ONLY BIDS THAT ACHIEVE THE MINIMUM QUALIFYING SCORE (**60 POINTS**) WILL BE EVALUATED IN ACCORDANCE WITH THE 90/10 PRINCIPLE.
- THE PPPFA PRESCRIBES THAT THE LOWEST ACCEPTABLE BID WILL SCORE 90 POINTS FOR PRICE.
- THE OTHER 10 POINTS WILL BE AWARDED TO A BIDDER FOR ATTAINING THE B-BBEE STATUS LEVEL OF CONTRIBUTION IN ACCORDANCE WITH THE TABLE STIPULATED IN THE SBD 6.1 FORM.
- PREFERENCE POINTS FOR THIS BID SHALL BE AWARDED FOR:
- PRICE (**90 POINTS**) AND B-BBEE STATUS LEVEL OF CONTRIBUTION (**10 POINTS**).
- FAILURE ON THE PART OF A BIDDER TO COMPLETE AND SIGN THIS FORM AND SUBMIT A B-BBEE VERIFICATION CERTIFICATE FROM A VERIFICATION AGENCY ACCREDITED BY SANAS WILL BE INTERPRETED TO MEAN THAT PREFERENCE POINTS FOR B-BBEE STATUS LEVEL OF CONTRIBUTION ARE NOT CLAIMED.

# END OF THE PRESENTATION



THANK YOU FOR LISTENING TO OUR PRESENTATION



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