INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FREE STATE HEALTH					
BID NUMBER:	**DOH(FS)07/2022/2023**	**CLOSING DATE:**	**02 SEPTEMBER 2022**	**CLOSING TIME:**	**11H00**
DESCRIPTION	**SUPPLY AND DELIVERY OF PRINTED FORM, LABELS AND INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL FOR THE FREE STATE DEPARTMENT OF HEALTH.** **PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (03) YEARS.**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD1).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS*

DEPARTMENT OF FREE STATE HEALTH
GROUND FLOOR, BOPHELO HOUSE, BLOCK C-WEST, OPPOSITE MAIN DOOR
C/O CHARLOTTE MAXEKE STREET AND HARVEY ROAD, BLOEMFONTEIN

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					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

FOR PROCUREMENT OF DOCUMENT ENQUIRIES MAY BE DIRECTED TO:		**FOR BIDDING AND TECHNICAL INFORMATION ENQUIRIES MAY BE DIRECTED TO:**	
DEPARTMENT	FREE STATE HEALTH	CONTACT PERSON	**Mr. J Gerber**
CONTACT PERSON	S.W MALIEHE T.E MAHLASI	TELEPHONE NUMBER	051 411 0588
TELEPHONE NUMBER	051 408 1816/ 051 408 1457	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	GerberJB@fshealth.gov.za
E-MAIL ADDRESS	MalieheSW@fshealth.gov.za MahlasiTE@fshealth.gov.za	**NB: Bidders may send any queries electronically to the above mentioned emails**	

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 ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) ANDSPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

Signature Of Bidder: .....

Capacity Under Which This Bid Is Signed: .....

Date: .....

EXPLANATORY MEETING CERTIFICATE

BID NUMBER: **DOH (FS)07/2022/2023** Attendance list number: _____

DOH(FS)07/2022/2023: SUPPLY AND DELIVERY OF PRINTED FORM, LABELS AND INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL FOR THE FREE STATE DEPARTMENT OF HEALTH.

.

PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (03) YEARS.

Attendance of the explanatory meeting is COMPULSORY

An official of the Department must sign this certificate at the explanatory meeting. No certificate will be signed outside the meeting. The original certificate must be included in the bid document and will not be accepted after the closing time and date of the bid.

COMPULSORY EXPLANATORY MEETING DATE: 16 August 2022

TIME: 10H00

VENUE: **Free State Psychiatric Complex**
Recreational hall
4 President Brand Street
Oranjesig
Bloemfontein
9300

CONTACT PERSON/S: Mr. J.B Gerber
Tel: (051) 411 0588

This is to certify that _____ in his/her capacity as

_____ of the company _____ has attended the Non-

Compulsory Explanatory meeting on the _____ day of _____ 2022 and is

therefore familiar with circumstances and the scope of the items to be supplied.

_____ _____
SIGNATURE /DEPARTMENTAL OFFICIAL **RANK**

_____ _____
SIGNATURE OF REPRESENTATIVE OF COMPANY **DATE**

OFFICIAL DATE STAMP

*** Note: Only one certificate per company**

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. BIDDERS' 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.

3.5 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

---

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.

restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated does not exceed R50 000 000 (all applicable taxes included) and therefore either the **90/10** or **80/20** preference point system to be applied subject to the lowest bid received.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	**100**

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

(a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ...(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%
ii) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	

v) **Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:**

Designated Group: An EME or QSE which is at last 51% owned by:	**EME** √	**QSE** √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

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

8.8 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 B-BBEE status level of contributor has 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 National 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: .....

ADDRESS .....

.....

.....

health
Department of
Health
FREE STATE PROVINCE

THE SUPPLY AND DELIVERY OF PRINTED FORMS, LABELS AND INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL FOR THE FREE STATE, DEPARTMENT OF HEALTH

PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

SECTION A, B, C, D, E, F, G AND H: FORMS AND LABELS

Mr JB Gerber
Free State Medical Depot
23-25 Blignuat Street, Hilton
Bloemfontein
9300
Tel: 051-4110588
Email-address: GerberJB@fshealth.gov.za

SECTION I, J AND K: INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL

Mrs E de Witt
Bophelo House
c/o Charlotte Maxeke Street and Harvey Road
Central Business Centre
Bloemfontein
9300
Tel: 051-4081278
Email-address: DeWittE@fshealth.gov.za

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LIST OF ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
BID	A bid is a price offer for a product or service typically seen in an auction. In procurement, competitive bidding is the solicitation to get the best possible price, quality and/or terms for purchased goods or services.
CIPC	Companies and Intellectual Property Commission
c/o	Corner of
DAP	Delivery at place
CPI	Consumer Price Index
CSD	Central Supplier Database
EME	Exempted Micro Enterprise
GCC	General Conditions of Contract
ID	Identification Document
IEC	Information, Education & Communication Material
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act
PPR 2017	Preferential Procurement Regulation 2017
RSA	Republic of South Africa
SARS	South African Revenue Service
SCC	Special Conditions of Contract
SCM	Supply Chain Management
SBD	Standard Bidding Document
TCBD	Transversal Contract Bidding Documents
VAT	Value Added Tax

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Table 1: Returnable Bid Document Checklist

#	Document Name	Documents / forms Included in the published bid document?	To be returned or submitted by bidder?
1	SBD 1: Invitation to Bid	Yes	Yes
2	SBD 4 Declaration of Interest	Yes	Yes
3	SBD 6.1 Preference Points Claim Form	Yes	Yes
4	Original or certified copy of B-BBEE certificate or a sworn affidavit	No	Yes
5	Annexure A - Pricing Schedule and Technical Specifications	Yes	Yes
6	Annexure B - TCBD 1 Authorisation Declaration	Yes	Yes
7	Annexure B - TCBD 1.1 List of goods or services offered	Yes	Yes
8	Annexure B - TCBD 1.2 Letter of undertaking Template	Yes	Yes
9	Annexure C – Sample Submission Register (bring with samples)	Yes	Yes
10	Company Profile	No	Yes
11	Special Conditions of Contract	Yes	Yes
12	General Condition of Contract	Yes	Yes

#NB: ALL PROSPECTIVE BIDDERS ARE REQUIRED TO RETURN THESE DOCUMENTS AS PER ABOVE

SEQUENCE, Failure to submit documents which have been indicated that you must return may lead to disqualification.

1. INTRODUCTION

1.1 This bid is for the supply and delivery of PRINTED FORMS, LABELS AND INFORMATION, EDUCATION & COMMUNICATION (IEC) MATERIAL, to the Free State Department of Health.

1.2 The contract has a tenure of 3 years.

1.3 Items in this contract will be handled as direct deliveries, implying that the stock will be delivered directly to the ordering institutions.

1.4 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 Free State Department of Health reserves the right, in its sole discretion:

1.4.1 To withdraw any 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.

1.4.2 To amend the bid process, closing date or any other date at its sole discretion, to cancel the bid or any part of the bid before the bid has been awarded,

2 LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating from it will be subject to the General Conditions of Contract (GCC) issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2017 Regulations. The Special Conditions of Contract (SCC) are supplementary to that of General Conditions of Contract. However, where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

3. SPECIFICATIONS AND SCOPE OF WORK

The detailed item specification is as per the attached Technical Specification (As per Section A, B, C, D, E, F, G, H, I, J and K) read in conjunction with the schedule of requirements

SECTION A: CONDITIONS OF BID

4. PART 1: EVALUATION CRITERIA

The bid shall be evaluated in four (4) phases as per the table below:

Table 2: Evaluation Criteria

PHASE I	PHASE II	PHASE III	PHASE IV
Pre -Qualifying Criteria	Compliance with mandatory and other standard bidding documents	Technical Compliance	Price and B-BBEE
Regulation 4(1) (a) Level 1-3	Compliance with mandatory and other bid requirements	Sample evaluation of the following forms: H40, H42, H45, H46, H47, H58, H301A and H306A will be done	Bids evaluated in terms of the 80/20 preference system

4.1 PHASE I: PRE- QUALIFYING CRITERIA FOR PREFERENTIAL PROCUREMENT

4.1.1 It is a condition of this bid that only one or more of the following bidders may respond to this bid: A bidder having a B-BBEE status level contributor 1 to 3. Bidders are required to complete the preference claim form (SBD 6.1) and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or sworn affidavit at the closing date and time of the bid in order to prove compliance.

4.1.2 Bidders are required to submit proof of B-BBEE status level of contributor. Proof includes original and valid B-BBEE status level verification certificates or certified copies thereof or a sworn affidavit signed by the Exempted Micro Enterprises representative and attested by Commissioner of oaths.

4.1.3 A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate. Bidders who submit individual B-BBEE certificates or Sworn affidavit will be disqualified.

4.1.4 Public entities and tertiary institutions must also submit their B-BBEE certificate.

4.1.5 Non-compliance with the requirement for pre-qualification will invalidate the bid.

4.2 PHASE II: MANDATORY AND OTHER STANDARD BIDDING DOCUMENTS REQUIREMENTS

Bidders' must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. Bidders who fail to comply with any of the mandatory criteria will be disqualified.

4.2.1 Standard Bidding Documents

The following standard bidding documents must be submitted with the bid at the closing date and time of bid.

- SBD 1 – Invitation to bid
- SBD 4 – Declaration of interest
- SBD 6.1 – Preference Points Claimed (BBBEE)

4.2.2 Authorisation Declaration / Manufacturer

a) All bidders must complete the "Authorisation Declaration / Manufacturer" (TCBD 1 and TCBD 1.1) (see Annexure A) in full for all relevant documentation they are offering, sign it and submit it together with the bid response at the closing date and time of the bid invitation.

b) Any bidder who is sourcing goods or services from a third party must submit a valid Third-Party Undertaking (template provided as TCBD 1.2) (see Annexure A) in full for all relevant goods or services. The letter of undertaking must include but not limited to the following:

- List of items indicating, item description
- Letter must be on the manufacturer's or third party's letter head, dated and signed.
- Have contact person's name, physical address, telephone, and email details.
- All information on the letter must be in English.

c) The Free State Department of Health reserves the right to verify any information supplied by the bidder in the Authorisation Declaration / Manufacturer and its Annexures and should the information be found to be false or incorrect, the Free State

Department of Health will exercise any of the remedies available to it in the bid documents and or disqualify the bid.

d) The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party will be binding on the Free State Department of Health.

e) Failure to submit a duly completed and signed Authorisation Declaration / Manufacturer, with all required annexure(s), in accordance with the above provisions will invalidate the bid for such goods or services offered.

4.2.3 Pricing Structure and Schedule

a) One price is required, and prices quoted must be furnished on the basis of supply and delivery to the ordering institution including VAT.

b) Prospective bidders must ensure to bid on all items under the sections of their interest as per schedule of requirements

c) The pricing schedule (see Section A, B, C, D, E, F, G, H, I, J and K) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.

d) Conditional discounts offered will not be taken into consideration during evaluation.

e) Prices submitted for this bid must be filled in on the field provided on the pricing schedules supplied with the bid. Price structures that do not comply with this requirement may invalidate specific sections of the bid.

4.2.4 Tax Compliance Requirements

a) It is a condition of this bid that the tax matters of the successful bidder(s) are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

b) The Tax Compliance status requirements are also applicable to potential bidders / individuals who wish to submit bids.

c) Bidders are required to be registered on the Central Supplier Database (CSD) and Bid Management shall verify the bidder's tax compliance status through the CSD or through SARS.

d) Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD or through SARS.

4.3 PHASE III: TECHNICAL EVALUATION

4.3.1 Standards/Specifications

a) Bidders are required to comply with the detailed technical specifications read in conjunction with the schedule of requirements (see Section A, B, C, D, E, F, G, H, I, J and K) and non- compliance to the specification requirement will invalidate the items which the compliance is not adhered to.

b) The Free State Department of Health reserves the right to consider forms which has a justifiable specification deviation and pending the availability of some grams of paper. The deviation to the specification is subject to the deviation not changing the format of the form which must still be acceptable to the end-user. This will therefore be decided upon based on the clinical expertise at the Medical Depot.

4.3.2 Samples Submitted for Visual Screening

a) Bidders must submit accurate samples of forms as specified on 4.3.2 (c) for the purpose of visual screening evaluation, and to verify compliance to specification during the evaluation phase. Non-compliance with this requirement will invalidate the bid for the item which samples is not submitted.

b) Bidders must submit with the sample(s), a completed and signed Sample Submission Form (see Annexure B), indicating which samples have been submitted for visual screening. Upon submitting the samples, bidders must ensure that they obtain a receipt copy as proof of sample submission.

c) One sample of the following H-forms are required for visual screening:

- H40 - Child patient health record primary health care
- H42 - Adult male patient health record primary health care
- H45 - Adult female patient health record primary health care
- H46 - PHC Comprehensive Tick Register
- H47 - Daily Reception Headcount Register
- H58 - Road to Health Booklet

- H301A - Outpatient prescription
- H306A - Maternity case record

d) Required samples mentioned in 4.3.2 (c) must be indicated on the sample submission form. Prospective bidders can submit only mandatory forms for the categories of their interest.

e) All samples offered must be submitted as follows:

Venue: Free State Medical Depot

Date: On or before the closing date (02 September 2022)

Time: 11H00

Contact Person: Johan Gerber / Christo Marx

f) Bids which are not supported by mandatory samples submission will invalidate the bid.

4.3.3 Marking of Samples

a) Samples must be clearly marked with the bid number, item number(s), and the bidder's name. These details must appear on an outer package of the product to make it easier to identify the product.

b) Samples must be placed in suitable containers and be clearly marked on the outside with the bid number, item number(s), and the bidder's name. This detail must appear on a label attached to each individual item package.

c) Failure to comply with this condition will invalidate the bid against the relevant item.

4.4. PHASE IV: PRICE AND B-BBEE (80/20 CRITERIA)

4.4.1 Response Field

Bidders are required to submit responsive bids by completing all prices per section of interest that they are bidding for.

4.4.2 Applicable Taxes

All bid prices must be inclusive of all applicable taxes. Failure to comply with this condition will invalidate the bid.

4.4.3 Value Added Tax

All bid prices must be inclusive of fifteen percent (15%) Value Added Tax. Failure to comply with this condition will invalidate the bid.

4.4.4 Pricing Structure

4.4.4.1 The Pricing Schedule (see Section A, B, C, D, E, F, G, H, I, J and K) must be submitted as hardcopy which must be included in the bid document and also the schedule of requirements showing the prices must be included.

4.4.4.2 The SBD3.2 in Section A, B, C, D, E, F, G, H, I, J and K will be the hard copy version of the pricing schedule and will be the legal document.

4.4.4.3 The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.

4.4.4.4 Prices must include tax and delivery cost to the ordering institution. Prices submitted will be only for the first year, following years will be submitted annually as an addendum for price adjustments, based on the average CPI

4.4.4.5 Price structures that do not comply with the requirements of the above paragraph may invalidate the section of the bid.

4.4.5 Preferential Point System

4.4.5.1 In terms of Regulation 7 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20 preference point system in terms of which points are awarded to bidders based on:

4.4.5.2 The bid price (Maximum of 80 points)

4.4.5.3 B-BBEE status level of contributor (maximum 20 points)

4.4.5.4 The following formula will be used to calculate the points for price:

$$Ps = 90\left(\frac{Pt-Pmin}{Pmin}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4.4.5.5 A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

Table 3: Preference Point System

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4.4.5.6 Bidders are required to complete the preference claim form SBD 6.1, and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date and time of the bid in order to claim the B-BBEE status level point.

4.4.5.7 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

4.4.5.8 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by an accredited verification agency or a sworn affidavit will be considered for preference points.

4.4.5.9 The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.

4.4.5.10 The points scored will be rounded off to the nearest two (2) decimals.

4.4.5.11 In the event that two (2) or more bids have scored equal total points, the award will be to the bidder scoring the highest number of preference points for B-BBEE.

4.4.5.12 However, when functionality is part of the evaluation process and two (2) or more bidders have scored equal points including equal preference points for B-BBEE, the awarded will be to the bidder scoring the highest for functionality.

4.4.5.13 Should two (2) or more bids be equal in all respects, the award shall be decided by the drawing of sections.

4.4.5.14 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

4.4.6 Multiple Award

4.4.6.1 The Free State Department of Health reserves the right to award the same item to more than one supplier to address product availability. Due diligence will be applied to ensure that pricing is affordable, market related and aligned to end-user requirements.

4.4.6.2 The maximum number of bidders to be awarded on the same line item will be based on the capacity of the recommended bidders to deliver the required quantities.

4.4.6.3 The Free State Department of Health the right to award the bid per district. Please indicate here for which district you are bidding for:

Districts	Indicate with an X for which district you are bidding for:
Mangaung / Xhariep	
Fezile Dabi	
Thabo Mofutsanyane	
Lejweleputswa	

5 RECOMMENDATION AND APPOINTMENT OF A PANEL OF BIDDERS

5.1 The Bid Evaluation Committee will recommend a preferred responsive bidder based on the evaluation criteria stipulated above.

5.2 The award of the Contract is subject to meeting all the requirements of the bid.

5.3 The bid will be split between minimum of two suppliers per section, and not more than two sections per supplier.

PART 2: ADDITIONAL BID REQUIREMENT

6 Introduction

All bidders must comply with the requirements below as well as submit all required documents referred below. Unless the requirements specifically provide for mandatory compliance, Free State Department of Health reserves the right to disqualify a bid that does not comply with any of the requirements in clause 5.

7 COMPANY PROFILE

7.1 Bidders are requested to submit company profile which includes, but is not limited, to the following:

- Business structure and strategies; and
- Details of the bidder's directors/owners (Full name and surname and ID or passport number)
- Years of company existence and experience relevant to this bid.

7.2 The company profile must further include a shareholding portfolio with valid proof of registration of the company with CIPC. If by law registration with CIPC is not required, proof of ownership/shareholding must be provided.

7.3 Failure to submit a company profile may invalidate the bid

8 TERMS AND CONDITIONS

No subcontracting agreement between the bidder and any third-party agreements will be binding to the Free State Department of Health.

9 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

10 RIGHT OF AWARD

The Free State Department of Health reserves its following rights:

- Request further technical information from any bidder after the closing date.
- Verify information and documentation of the service provider.
- To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award; and
- In the event that an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

11 NEGOTIATION

11.1 The Department reserves the right to enter into negotiations with bidders (before the contract is concluded) and contractors (after the contract is concluded) regarding inter alia price revisions, increases and service delivery should it be deemed necessary.

11.2 The Department reserves the right to negotiate a flat rate amongst the successful bidders should the differences in cost be determined as exorbitant or unfounded

12 SUBMISSION OF BIDS

12.1 Bidders must respond to the bid as follows: Submit hard copies at Bophelo House, c/o Charlotte Maxeke Street and Harvey Road, Block C West, Central Business Centre, Bloemfontein, 9300. Deposit the bid in the tender box.

12.2 Bidders are requested to initial each page of the bid document on the bottom right hand corner.

12.3 Submit any bid queries via email to **the contact persons appearing on BID documents**

12.4 The hard copy of the bid response will serve as the legal bid document.

12.5 Bidders must submit the bid to Bid Management in the following format: One (1) original hard copy clearly marked as "original";

12.6 A bid should be submitted in a sealed envelope or sealed suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly visible.

13 LATE BIDS

Bids received after the closing date and time by the Bid Management will NOT be accepted for consideration and where practicable, be returned unopened to the bidder.

14 COMMUNICATION AND CONFIDENTIALITY

14.1 The accounting officer may give permission to communicate with bidders where clarity is sought after the closing date and time of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

14.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Bid Management (other than minor clerical matters), the bidder must promptly notify the Bid Management in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Bid Management an opportunity to consider what corrective action is necessary (if any).

14.3 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Bid Management will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

14.4 All communication between the bidder and the Bid Management office must be done in writing.

15 COPYRIGHT/INTELLECTUAL

15.1All goods/products and material bearing the logo of Free State Department of Health, should be distributed solely to the Institution of the Free State Department of Health.

15.2Free State Department of Health retains copy right / intellectual property rights on all listed.

SECTION B: CONDITIONS OF CONTRACT

16 CONCLUSION OF CONTRACT

16.1 The Contract between Free State Department of Health and the preferred bidder/s (Service Provider) collectively referred to as the Parties shall come into effect after the service provider has been issued with an unconditional letter of acceptance to their bid.

16.2 The Service Provider (s) shall be appointed in terms of this bid.

16.3 The following will form part of the contract documents between the Parties in as far this Printing contract is concerned:

i. Bid Documents;

ii. Letter of Appointment;

iii. Award Documents;

iv. Acknowledgement letter

16.4 In the event that there is any contradiction between the above-mentioned documents, the special conditions of contract shall take precedent.

16.5 The term "service provider "shall refer to the preferred bidder appointed in terms of Printing contract.

17 HANDLING OF SAMPLES AFTER CONTRACT IS AWARDED

17.1 Samples are required for each H-form bi-annually from suppliers, only if there are changes or newer versions.

17.2 Suppliers must supply the copies of samples to Procurement section at the Free State Medical Depot, 23-25 Blignaut Street, Hilton Bloemfontein with two hard copies of samples as per specification of the H-form. One copy will remain at Free State Medical Depot and one copy in the possession of the supplier after the final proof being signed off.

17.3 On biannual basis (1 May, 1 November) suppliers will be notified via the e-mails if there are changes or new version of the forms.

17.4 Medical Depot will send supersession letter for newer versions to both suppliers and facilities, indicating date for commencement of newer versions.

17.5 The Medical Depot will inform suppliers when to start delivering new versions so as to manage Phase-in of new forms and Phase-out of old forms.

17.6 Medical Depot is the only institution which can make changes to documents and can communicate with the appointed supplier regarding changes

17.7 Final proofs of samples for printing must be proof read and approved by Free State Medical Depot Procurement section.

17.8 Only documents which have the **FINAL APPROVAL** stamp together with the signature of Free State Medical Depot Procurement section will be considered as approved documents.

17.9 Forms which are printed NOT according to the approved specification and having no approved STAMP will be at the cost of the supplier.

18 AMENDMENTS TO FORMS, LABELS AND IEC MATERIAL

18.1 Newly designed forms, labels and IEC material which become available during the contract period, normal SCM procedures must be followed by inviting only appointed suppliers as per contract.

18.2 During the period of the contract some of the items may be cancelled or replaced as per need of the department. Appointed supplier will be required to print and deliver items where description / content could differ from the initial bid document but specification will remain the same. Final proofs of samples for printing must be proof read and approved by Free State Medical Depot Procurement section

19 PARTICIPATING FREE STATE INSTITUTIONS

Provincial Institutions of Health: Primary Health Care Clinics, Community Health Care Clinics, District Hospitals, Regional Hospitals, Tertiary Hospital, Academic Hospitals, Free State Psychiatric Complex, Free State Medical Depot and all other health institutions of the Free State Department of Health.

20 DELIVERY, QUANTITIES AND ORDERS

20.1 Delivery Basis

20.1.1 Delivery of goods must be made in accordance with the instructions including specified delivery points appearing on the official order forms issued by purchasing institutions.

20.1.2 Suppliers must deliver complete orders as appearing on the official order form issued and no partial orders / delivery will be accepted by the Free State Department of Health, unless approved by the ordering institution.

20.1.3 All deliveries or dispatches must be accompanied by an invoice stating the official order number against which the delivery has been effected.

20.1.4 In respect of items awarded to them, suppliers must adhere strictly to the delivery lead times. Lead time for normal orders will be 30 days while the lead time for an emergency order will be 14 days from the date of the order.

20.1.5 Deliveries not complying with the order forms will be returned to the supplier at the supplier's expense.

20.1.6 Transit and storage conditions applicable to relevant product must be adhered to.

20.1.7 All deliveries shall be affected within 30 working days after receiving of an official order. Should the supplier not be able to honour this condition, prior arrangement must be made with the relevant institution. The supplier shall ensure the integrity of goods while in transit.

20.1.8 Delivery terms will be DAP (Delivery at Place) to the address of ordering institution.

20.1.9 The Free State Department of Health reserves the right to negotiate delivery lead times

20.2 Quantities

20.2.1 No quantities will be reflected in the bid and no guarantee will be given or implied as to the actual quantity which will be procured during the contract period. *This shall be governed solely by the requirement of the requesting institutions.*

20.2.2 The Free State Department of Health reserves the right to negotiate with bidder's adjustment of their minimum order quantities prior to award of the bid.

20.3 Orders

20.3.1 All forms labels, information, education and communication material must be folded as per requirements of the form on technical specification.

20.3.2 All forms and information, education and communication material must be packed as per technical specifications.

20.3.4 Suppliers should note that each individual purchasing institution is responsible for generating the order(s) as well as the payment(s) thereof. In the case whereby institutions make their orders through the Free State Medical Depot, payment will be done by the Free State Medical Depot after the delivery has been affected directly to the facility that ordered.

20.3.5 Suppliers should note that the order(s) will be placed as and when required during the contract period and delivery points will be specified by the relevant purchasing institution(s) or stated on the purchase order.

20.3.6 The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and under no circumstances should the Supplier deviate from the orders issued by the purchasing institutions.

20.3.7 The Free State Department of Health is under no obligation to accept any quantity which is in excess of the ordered quantity.

21 PACKAGING AND LABELLING

21.1 Packaging

21.1.1 All deliveries made against this contract, in all modes of transport, are to be packed in suitable containers.

21.1.2 Packaging must be suitable for further dispatch, storage and stacking according to Good Wholesaling Practice and Good Distribution Practice.

21.1.3 Packaging must be suitable for transportation and should prevent exposure to conditions that could adversely affect the stability and integrity of the product.

21.1.4 The packing must be uniform for the duration of the contract period. All products must be packed in acceptable containers, specifically developed for the product.

21.1.5 The number of units in the unit pack (as per Section A, B, C, D, E, F, G, H, I, J and K), shelf pack and shipper pack must be completed in the Bid Response Document.

21.1.6 Where a particular stacking and storage configuration is recommended by the supplier, this should be clearly illustrated on the outer packaging.

21.1.7 Where the contents of the shipper pack represent a standard supply quantity of an item, the following must be adhered to:

- Outer packaging flanges must be sealed with suitable tape that will clearly display evidence of tampering
- The contents must be packed in neat, uniform rows and columns that will facilitate easy counting when opened.

21.1.8 Where the contents of a shipper pack represent a non-standard supply quantity, the following must be adhered to:

- Outer packaging flanges must be sealed with suitable tape that will clearly display evidence of tampering.
- The shipper pack must contain only one product, mixing of multiple items in a single shipper is not allowed.

21.1.9 Suppliers must ensure that products delivered are received in good order at the point of delivery.

21.2 Labelling

21.2.1 All containers, packing and cartons must be clearly labelled.

21.2.2 The following information must be clearly and indelibly printed on all shelf and shipper packs:

- Name of the form, label and IEC
- Number of units in pack

22 CONTRACT MANAGEMENT: ROLES AND RESPONSIBILITIES

22.1 Contract Administration

22.1.1 The administration and facilitation of the contract is the responsibility of the Free State Department of Health and all correspondence in this regard must be directed to the Contract Management via email on KomphelaTE@fshealth.gov.za.

22.1.2 Suppliers must advise Contract Management immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

22.2 Supplier Performance Management

22.2.1 Supplier performance management will be the responsibility of the Institutions and where supplier performance disputes cannot be resolved between the service provider and the relevant purchasing institution, Contract Management must be contacted for corrective actions.

22.2.2 Institutions in the Free State Department of Health are required to report to Contract Management on where service provider's performance is not satisfactory.

23 POST AWARD MONITORING AND REPORTING

23.1 Contract Management in Free State Department of Health will conduct meetings annually or when there is an urgent need with the Institutions and Suppliers to discuss contract issues related to Printing Contract.

23.2 Institutions must report to contracts management biannually on the delivery performance, and suppliers must also report biannually on the performance of payments.

25 TERMINATION

The Free State Department of Health shall be entitled to terminate this agreement if one or more of the following occur:

- The service provider decides to transfer the contract or cede the contract;
- The service provider does not honour contractual obligations including submission of information;
- The service provider is provisionally or finally liquidated, making it impossible for the service provider to perform its functions in terms of this Contract;
- The service provider enters into settlement arrangements with their creditors;
- The service provider commits an act of insolvency;
- In the event that the service provider is a member of an unincorporated joint venture or consortium and the membership of such joint venture or Consortium changes.
- There is a change in ownership of the service provider that has the effect that over 50% ownership of the service provider belongs to the new owner without prior written approval of the Free State Department of Health.
- Overall poor performance rating during the contract period

THE END

Annexure A

health
Department of Health
FREE STATE PROVINCE

TCBD1

AUTHORISATION DECLARATION / MANUFACTURER

Name of bidder: _____

BID No: DOH(FS)_____

THE SUPPLY AND DELIVERY OF PRINTED FORMS, LABELS AND INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIAL FOR THE FREE STATE, DEPARTMENT OF HEALTH

PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Closing date: _____

Are you sourcing the goods or services form a third party?	**Yes**	**No**

***If you have answered YES to the above question, please provide full details in the table below of the third party(ies) from whom you are sourcing the goods or services.**

1. **Declaration by the bidder where the bidder is sourcing goods or services from a third party**

   The bidder hereby declares the following:

   a. The bidder is sourcing the goods or services listed in TCBD1.1 attached from a third party in order to comply with the terms and conditions of the bid.

   b. The bidder has informed the third party of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed in the TCBD1.1

   c. The bidder has received the attached, unconditional written undertaking from the third party to supply the goods or services listed in TCBD1.1 in accordance with the terms and conditions of the bid document for the duration of the contract. A template has been attached (TCBD1.2) that is to be used for the purpose of the third-party undertaking.

   d. The bidder confirms that all financial and supply arrangement for goods or services have been mutually agreed upon between the bidder and the third party.

2. **The bidder declares that the information contained herein is true and correct.**
3. **The bidder acknowledges that the State reserves the right to verify the information contained therein and if found to be false or incorrect may invoke any remedies available to it in the bid documents.**

Signature by bidder

Signed at _____ on the _____ day of _____ 20___

Signature_____ Full name_____

Disignation_____

NAME OF THE COMPANY FROM WHERE THE GOODS OR SERVICES WILL BE SOURCED	ADDRESS AND CONTACT DETAILS OF THE COMPANY FROM WHERE THE GOODS OR SERVICES WILL BE SOURCED

TEMPLATE FOR THE THIRD-PARTY UNDERTAKING **TCBD1.2**

Note:
The authorization letter must be on the official letterhead of the third party
A separate letter must be included for each third party
The authorization letter must be addressed to the bidding company

Name of Bidding Company

Address of Bidding Company

Attention:

Dears Sir/Madam

AUTHORISATION LETTER: Contract DOH(FS)_____

We, _____ *(Name of Third Party)* hereby authorize you, _____ (Name of Bidding Company) to include the services below in your bid submission for the above-mentioned contract.

We confirm that we have firm supply arrangement in placed, and have familiarized ourselves with the item description, specification and bid conditions relating to services below.

Item no.	Ref. no.	Description of item

(Should the table provide not be sufficient for all the items offered, please provide additional information as an attached and it must be properly reference to this document.)

Your faithfully

_____
Signature of Third Party

Date: _____

Annexure B

SAMPLE SUBMISSION FORM (Must be completed in duplicate)

Suppliers Name: _____

Item no	Description of item	Number of samples submitted	Received: ✓ or ×

Signatures:

Supplier_____Full name_____

Reciever_____Full name_____

Date_____

Annexure B

SAMPLE SUBMISSION FORM (Must be completed in duplicate)

Suppliers Name: _____

Item no	Description of item	Number of samples submitted	Received: ✓ or ×

Signatures:

Supplier_____Full name_____

Reciever_____Full name_____

Date_____

ANNEXURE C

NOTE: EXAMPLES ARE SIMILAR OR EQUIVALENT TO ITEM REQUIRED

ITEM NR: J9 and K7

ITEM NR: J10

ITEM NR: J11

ITEM NR: K8

ANNEXURE C

NOTE: EXAMPLES ARE SIMILAR OR EQUIVALENT TO ITEM REQUIRED

ITEM NR: I11

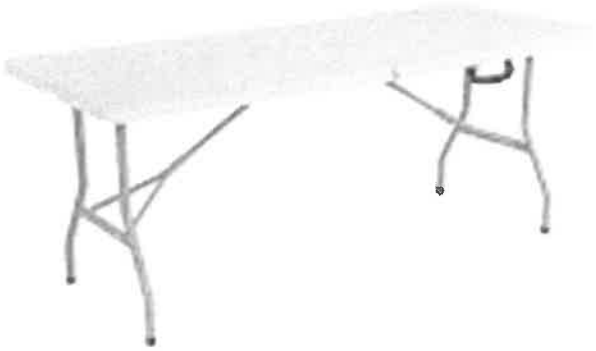
ITEM NR: I18

ITEM NR: J15

ITEM NR: K14

ITEM NR: K15

ITEM NR: I12



ITEM NR: J16

ANNEXURE C

NOTE: EXAMPLES ARE SIMILAR OR EQUIVALENT TO ITEM REQUIRED

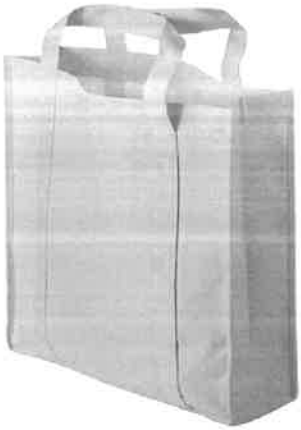
ITEM NR: I13

ITEM NR: I14

ITEM NR: K16

ITEM NR: J17

ITEM NR: K17



ANNEXURE C

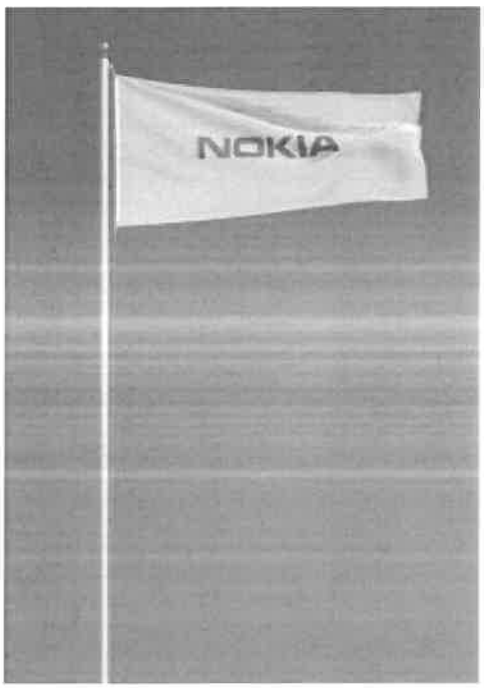
NOTE: EXAMPLES ARE SIMILAR OR EQUIVALENT TO ITEM REQUIRED

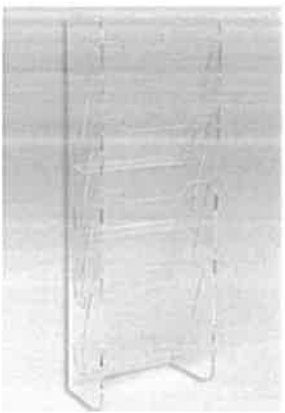
ITEM NR: I15

ITEM NR: J18

ITEM NR: K18

ITEM NR: I16





ITEM NR: I17

46

ANNEXURE C

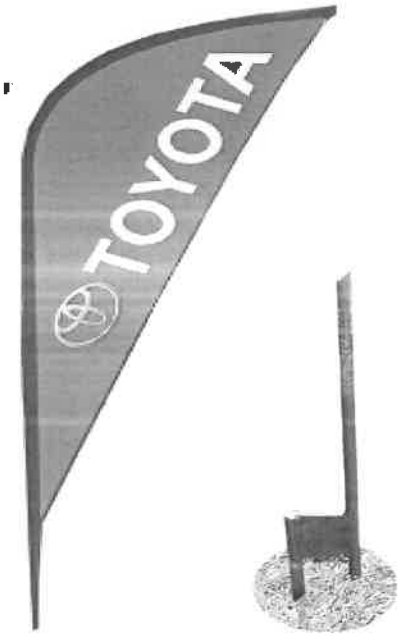
NOTE: EXAMPLES ARE SIMILAR OR EQUIVALENT TO ITEM REQUIRED

ITEM NR: I9, J13 and K10

ITEM NR: K11

ITEM NR: I10

ITEM NR: J14



ITEM NR: K12

SECTION A: FORMS AND LABELS

The following forms and labels are in this section

- **H2 -** Patient safety incident notification and reporting
- **H15 -** Referral letter for radiology examination
- **H26 -** Paediatric audit tool
- **H46 -** PHC Comprehensive Tick Register
- **H55 -** Mortality review worksheet
- **H67 -** Label for suppositories
- **H75 -** Red fridge label
- **H82 -** IPC Bundle Compliance – Central line insertion compliance checklist
- **H141 -** Application Orthopaedic Appliance
- **H198 -** Assessment on admission and discharge
- **H306A -** Maternity case record
- **H326 -** Birth and immunisation register
- **H348 -** Pharmaceutical medical stock card
- **H381 -** Neonatal High Care / Neonatal Ward: Daily Assessment and Prescription Form
- **H402 -** Paediatrics and Child Health Clinical Record
- **H426 -** Risk grading sticker for pregnant women: PHC – White
- **H436 –** Scoring the self-report on strengths and difficulty questionnaire

ABBREVIATIONS

- CB – Carbonized back
- CBF – Carbonized back and front
- CF – Carbonized front
- NCR – No carbon required
- IEC – Information, Education, Communication

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PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A1	as required	**Description:** Patient safety incident notification and reporting **Reference document:** H2 **Specifications** • **Size:** A3 Landscape (297 x 420 mm) folded back to A4-size • **Format:** Individually sheets • **Print:** Black printing on front and back. Free State Health logo must be printed top left hand on page 1. Pages must be numbered as per sample. H-number must be printed in top right hand corner. • **Paper:** 80g White Bond • **Packing:** 100 sheets per pack	R _____per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A2	as required	**Description:** Referral letter for radiology examination **Reference document:** H15 **Specifications** • **Size:** A4 portrait (297 x 210 mm) • **Format:** Individual sheets • **Print:** Black printing on front only. Free State Health logo must be printed top left hand corner on both sides. H-number must be printed in top right hand corner. Print as per sample. • **Paper:** 80g White Bond • **Packing:** 100 sheets per pack	R _____per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A3	as required	**Description:** Paediatric audit tool **Reference document:** H26 **Specifications** • **Size:** A3 Landscape (297 x 420 mm) folded back to A4-size • **Format:** Booklet • **Print:** Full colour printing on front and back • **Paper:** White 80g bond • **Binding:** Saddle stitched • **Packing:** 20 booklets per pack	R _____per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A4	as required	**Description:** PHC Comprehensive Tick Register **Reference document:** H46 **Specifications** • A3 Landscape Extended (650mm x 297mm) • **Format:** Register • **Print:** Printed black on front and back (Page 1 to 14are pages with definitions and information and page 15 to 514 are the tick pages of the registers). Pages 1 to 14 must not be numbered and all other pages must be numbered with a number on front of each page in red(1-250) at the top of the page. • **Paper:** 80g white bond • **Binding:** 250 tick sheets printed front and back and 7 sheets with definitions and information printed front and back. Total of 257 sheets per register Stapled and glued together on left hand side with a green cloth spine • **Cover:** Printed in full colour hi-quality on 300-gram titan plus white (gloss finished) front and back.	R _____per register

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A5	as required	**Description:** Mortality review worksheet **Reference document:** H55 Specifications • **Size:** A4-Portrait (297 x 210 mm) • **Format:** Individually sheets • **Print:** Black printing on front. • **Paper:** 80g white bond • **Packing:** 100 sheets per pack	R _____per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A6	as required	**Description:** Label for suppositories **Reference document:** H67 **Specifications:** • **Size:** Length: 50mm Width: 70mm • **Format:** Roll • **Print:** Sticker full colour • **Paper:** Sticker adhesive non-gloss • **Packing:** 1000 stickers per roll	R _____ per roll

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A7	as required	**Description:** Red fridge label **Reference document:** H75 **Specifications:** • **Size:** Length: 20mm Width: 40mm • **Format:** Roll • **Print:** Sticker full colour • **Paper:** Sticker adhesive non-gloss • **Packing:** 1000 stickers per roll	R _____ per roll

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A8	as required	**Description:** IPC Bundle Compliance – Central line insertion compliance checklist **Reference document:** H82 **Specifications** • **Size:** A4-Portrait (297 x 210 mm) • **Format:** Individually sheets • **Print:** Black printing on front. • **Paper:** 80g white bond • **Packing:** 100 sheets per pack	R _____per roll

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A9	as required	**Description:** Application Orthopaedic Appliance Reference document: H141 **Specifications:** • **Size:** A4-Portrait (297 x 210 mm) • **Format:** Individually sheets • **Print:** Black printing on front. Free State Health logo must be printed in centre of cover. H-number must be printed in top right hand corner. Print as per sample • **Paper:** 80gram white • **Packaging:** 100 sheets per pack	R _____ per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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

Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A10	as required	**Description:** Assessment on admission and discharge **Reference document:** H198 **Specifications** • **Size:** A4 landscape (297 x 210 mm) • **Format:** individually sheets • **Print:** Black printing on front and back. Free State Health logo must be printed in centre of cover. H-number must be printed in top right hand corner. Print as per sample • **Paper:** 80g White Bond • **Packing:** 100 pages per pack	R _____per pack.

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract
Delivery basis	_____

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

**** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

- **Delete if not applicable**

PRICING SCHEDULE– FIRM PRICES (PHURCHASES)

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Name of Bidder:..... Bid Number: DOH (FS)07/2022/2023

Closing Time: 11H00 Date: 02 September 2022

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

ITEM NUMBER	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
A11	as required	**Description:** Maternity case record Reference document: H306A **Specifications** • **Size:** A3 landscape (297 x 420 mm) folded A4 portrait (finished size 297 x 210mm) • **Format:** Booklet • **Print:** Pages 3 to 6 and 59 to 66 are printed on 57g NCR-Paper. Page 3 to 6 and 63 to 66 must be CBF NCR paper. Page 59 to 62 must be printed on NCR paper CB and CF respectively. Perforated pages 3, 5, 59, 61, 63 and 65. Page: 7-58 are printed on 80g white bond paper. Printed in a combination of black and full colour pages. Page 27, 28, 51 and 52 are printed in full colour. Pages 3 to 6 and pages 59 to 64 must be lined up preciously. • **Paper:** combination of 57g NCR paper and 80g white bond paper. • **Cover:** White Eltoro 200g. Printed full colour on front and back. Extended to include back writing shield. Size: 297mm X 630mm. • **Binding:** Stapled. • **Packing:** 50 booklets per pack • **Must have preview the document before actual printing.**	R _____per pack

REQUIRED BY THE FREE STATE DEPARTMENT OF HEALTH

Required by:	At various institutions
At:	
Brand and model:	_____
Country of origin:	_____
Does offer comply with specifications?	* YES / NO
If not to specifications, indicate deviation(s)	_____
Period required for delivery	_____
Delivery	As per special conditions of contract

Delivery basis

Note: All delivery cost must be included in the bid price, for delivery at the prescribed destination.

** "All applicable taxes" included value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

- Delete if not applicable