



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

PRE-BID DOCUMENT

BID DOCUMENT NUMBER: ZNB 5700/2021-H

**SUPPLY, DELIVERY, INSTALLATION AND
MAINTENANCE OF OFFICE EQUIPMENT VARIOUS
INSTITUTIONS: DEPARTMENT OF HEALTH KZN: 3
YEAR CONTRACT.**

BIDDER TO NOTE THE FOLLOWING

Pre-Bid Meeting Date and Time:

Date: 13 March 2022

Time: 10:00 AM

Bidders Notes :

Prospective bidders must read this document and make prior notes for further discussions at the scheduled pre-bid specification meeting.

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SPECIFICATION

ZNB 5700/2021-H SUPPLY, DELIVERY, INSTALLATION & MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS: KZN DEPARTMENT OF HEALTH: 3 YEAR CONTRACT

1. DIGITAL COPIERS							
COLOUR							
MONO - Black & White							
ITEM DESCRIPTION	Digital Copier, A3/A4 PAPER, 20-35 COPIES PPM	Digital Copier, A3/A4 PAPER, 35-55 COPIES PPM	Digital Copier, A3/A4 PAPER, 55-75 COPIES PPM	Digital Copier, A4 PAPER, 20 COPIES PPM	Digital Copier, A4 PAPER, 30 COPIES PPM	Digital Copier, A4 PAPER, 50 COPIES PPM	
MONTHLY VOLUME	20 000 to 35 000	40 000 to 75 000	80 000 to 100 000	10 000 to 14 000	15 000 to 24 000	25 000	
TECHNICAL SPECIFICATION INFORMATION (MANDATORY REQUIREMENTS)							
1	Power supply: 20/240V AC 50HZ (State power supply)						
2	Copy from bound documents						
4	Multiple copying up to 99 copies						
5	Memory Capacity not less than 2G						
6	A3 size for size copies, reduce and enlarge						
7	A4 size for size copies, reduce and enlarge						
8	Automatic image rotation						
9	Duplex unit						
10	Zoom facility 25% - 400% (in 1% increments)						
11	Resolution 600 x 600 DPI (256 Grey Scale)						
12	Electronic sorting						
13	Combine mode integrating multiple originals into a single copy						
16	Stack bypass						
17	Automatic paper select						
18	Automatic tray selection						
19	Automatic reverse document feeder						
20	Emulation: PCL5e or PCL6						
21	Drivers for PCL: XP/Windows/2003 Server/ Windows 7 / Server 2008/Windows 8/ Linux						
22	Ethernet network card/Interface: 10/100/1000BASET(X)						
23	USB printer interface						
24	Printer functionality						
25	Hard disk drive						
26	Scalable fonts: 45 types						
27	Colour scanning to e-mail , network and USB						

1. DIGITAL COPIERS							
COLOUR							
MONO - Black & White							
ITEM DESCRIPTION		Digital Copier, A3/A4 PAPER, 20-35 COPIES PPM	Digital Copier, A3/A4 PAPER, 35-55 COPIES PPM	Digital Copier, A3/A4 PAPER, 55-75 COPIES PPM	Digital Copier, A4 PAPER, 20 COPIES PPM	Digital Copier, A4 PAPER, 30 COPIES PPM	Digital Copier, A4 PAPER, 50 COPIES PPM
MONTHLY VOLUME		20 000 to 35 000	40 000 to 75 000	80 000 to 100 000	10 000 to 14 000	15 000 to 24 000	25 000
28	User code						
29	Integrated web based remote management configuration and monitoring functionality						
30	Device management tool included						
31	Device status alerts to end user/administrator (via SNMP and SMTP e-mail)						
32	With the capability to forward all alerts (including failures and monthly click reports) to the service provider						
33	Secure remote management link (eg. SSL /TLS/IPSEC)						
34	Intergration with directory services via LDAP to support user authentication						
35	Support for user profiles with configurable access and functionality levels						
36	Support for hard drive encryption						
37	Support for secure hard drive erase						
38	First copy speed maximum 5 seconds or less						
39	Warm up time maximum 20 seconds or less						
40	Post Script Level 2/3						
41	Fax Interface						
42	Finisher with on line stapler, Internal Finisher						
43	Finisher with on line stapler, Office Finisher						
44	2 hole punching						

3. OPTIONAL EXTRAS: COLOUR MACHINE						
ITEM DESCRIPTION	Digital Copier, A3/A4 PAPER, 20-35 COPIES PPM	Digital Copier, A3/A4 PAPER, 35-55 COPIES PPM	Digital Copier, A3/A4 PAPER, 55-75 COPIES PPM	Digital Copier, A4 PAPER, 20 COPIES PPM	Digital Copier, A4 PAPER, 30 COPIES PPM	Digital Copier, A4 PAPER, 50 COPIES PPM
MONTHLY VOLUME	20 000 to 30 000	40 000 to 80 000	80 000 to 100 000	10 000	15 000	25 000
1. Additional paper tray option, (large tray, 4000 sheets)						
2. Additional paper tray option, (large tray, 550 sheets)						
3. Credenza / Cabinet						
4. Credenza / Cabinet: standard on device						

4.	MACHINE 1: INDUSTRIAL MACHINE: PRINT ROOM, NATALIA, HEAD OFFICE MONO: BLACK & WHITE	
1.	Monthly volume of plus 1 million copies per month	
2.	Copy speed from 110 copies/prints per minute	
3.	Scanning	
4.	A3 and A4 size copies	
5.	Automatic reverse document feeder	
6.	Electronic Sorting	
7.	Staple Finisher	
8.	Punch 2 and 4 hole	
9.	Drawer capacity for +/- 9000 sheets of paper	
10	User Codes	
11.	Large universal tray (A3)	
12.	Booklet Unit	
13.	Scanning to email and network	
14.	Cover Interposer	
15.	Trimmer Unit	

- **COPY CHARGES PER PRINT TO COVER MAINTENANCE SERVICE**
- **MAINTENANCE SERVICE WITHIN 24 HOURS**
- **BROCHURES CONTAINING DETAILS OF THE MACHINES MUST BE SUPPLIED**

5. MACHINE 2: INDUSTRIAL MACHINE: PRINT ROOM, NATALIA, HEAD OFFICE MONO: BLACK & WHITE	
1.	Monthly volume of plus 1 million copies per month
2.	Copy speed from 110 copies / prints per minute
3.	Scanning
4.	A3 and A4 size copies
5.	Automatic reverse document feeder
6.	Electronic Sorting
7.	Staple Finisher
8.	Punch 2 and 4 hole
9.	Drawer capacity for +/- 9000 sheets of paper
10.	User Codes
11.	Large universal tray (A3)
12.	Cover Interposer

- **COPY CHARGES PER PRINT TO COVER MAINTENANCE SERVICE**
- **MAINTENANCE SERVICE WITHIN 24 HOURS**
- **BROCHURES CONTAINING DETAILS OF THE MACHINES MUST BE SUPPLIED**

6.	MACHINE 3: INDUSTRIAL MACHINE: VARIOUS INSTITUTIONS – COLOUR COPIES	
1.	Monthly volume of plus 1 million copies per month	
2.	Copy speed from 110 copies / prints per minute	
3.	Scanning to email and network	
4.	A3 and A4 size copies	
5.	Automatic reverse document feeder	
6.	Electronic Sorting	
7.	Staple Finisher	
8.	Punch 2 and 4 hole	
9.	Drawer capacity for +/- 9000 sheets of paper	
10.	User Codes	
11.	Large universal tray (A3)	
12.	Cover Interposer	
13.	Booklet unit	
14.	Trimmer unit	

- **COPY CHARGES PER PRINT TO COVER MAINTENANCE SERVICE**
- **MAINTENANCE SERVICE WITHIN 24 HOURS**
- **BROCHURES CONTAINING DETAILS OF THE MACHINES MUST BE SUPPLIED**

SPECIAL TERMS AND CONDITIONS

The bid is issued in accordance with the following subject to the provisions of the General Conditions of Contract:

- i. Section 217 of the Constitution,
- ii. The PFMA and its Regulations in general,
- iii. The Preferential Procurement Policy Framework Act (PPPFA) of 2000
- iv. National Treasury guidelines, and
- v. Revised PPPFA Regulations of 2017

The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions prevail.

- (a) **Bidder/s must ensure that they are fully aware of all the conditions contained in this bid document.**
- (b) **Only bidders that fully meet the specifications and all conditions will be considered.**

1. CONDITIONS OF BID

The bid is issued in accordance with the following conditions:

1.1 ACCEPTANCE OF A BID

- 1.1.1 The Department of Health Bid Adjudication Committee is under no obligation to accept any bid.
- 1.1.2 The financial standing of a bidder and its ability to supply goods or render services may be examined before the bid is considered for acceptance.

1.2 CERTIFICATE OF COMPLIANCE

- 1.2.1 If the bidder submits offers for items that make reference to South African National Standards (SANS) or South African Bureau of Standards (SABS) specifications, a Certificate of Compliance must be submitted with the bid document at the time of closing of the bid. SABS/SANS can be contacted for testing and conformity services at Tel: 031 203 2900/ Fax: 031 203 2907. SANS, SABS AND CKS specifications will be for the account of the prospective bidder.
- 1.2.2 Failure to submit the certificate, where applicable, will result in the bid being disqualified. The Department reserves its rights to contact SABS/SANS/CKS for testing and conformity services.
- 1.2.3 The South African National Accreditation System (SANAS) is recognized by the South African Government as the single National Accreditation Body that gives formal recognition that Laboratory, Certification Bodies, Inspection Bodies, Proficiency Testing Scheme Providers and Good Laboratory Practice (GLP) test facilities are competent to carry out specific tasks. This organization can be contacted as follows: Tel: 012 3943760: Fax: 012 3940526.
- 1.2.4 Prior to an award of the bid being made and/or during the evaluation process, the Department of Health reserves the right to conduct inspections of the premises of the most acceptable bidder. Therefore, premises of the bidder shall be open, at reasonable hours, for inspection by a representative of the Department of Health or organization acting on its behalf.
- 1.2.5 Any specification/s and conformity testing will be for the account of the prospective bidder.
- 1.2.6 In the event of the bidder not being the actual manufacturer and will be sourcing the product(s) from the manufacturer, a letter from the manufacturer confirming firm supply arrangement(s) including lead times in this regard, must accompany the bid at closing date and time. If the bidder is the manufacturer, a letter confirming that the bidder is the manufacturer should accompany the bid at the closing date and time.

1.3 COMPLIANCE WITH SPECIFICATION

- 1.3.1 Offers must comply strictly with the specification.
- 1.3.2 Offers exceeding specification requirements will be deemed to comply with the specification.
- 1.3.3 The quality of services/ supply must not be less than what is specified.

1.4 LATE BIDS

- 1.4.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 1.4.2 A late bid shall not be considered and, where practical, shall be available for collection.

1.5 MORE THAN ONE OFFER/ COUNTER OFFERS

- 1.5.1 Should the bidder make more than one offer, where applicable, against any individual item, such offer/s must be detailed in the Schedule of Additional Offer/s. The Department reserves its rights in and to the consideration of any additional offer/s subject to compliance with specification and the bidding conditions.
- 1.5.2 Bidders' attention is drawn to the fact that counter offers with regard to any of the abovementioned Special Terms and Conditions will invalidate such bids.
- 1.5.3 Bidders are at liberty to bid for one, a number of items, or bid for all items. If a bidder is not bidding for all the items, the appropriate price page must reflect: 'nil quote'.

1.6 ONLY ONE OFFER RECEIVED

- 1.6.1 Where only 1 offer is received, the Department of Health will determine whether the price is fair and reasonable. Proof of reasonableness will be determined as follows:
 - (i) Comparison with prices, after discounts, to the bidder's other normal clients and the relative discount that the State enjoys;
 - (ii) Where this is not possible, profit before tax based on a full statement of relevant costs; and
 - (iii) In all cases, comparison with previous bid prices where these are available.

1.7 AWARD OF BID (S)

- 1.8.1. The Department of Health Bid Adjudication Committee reserves the right to award the bid to more than one bidder, provided that the respective bidders' offers comply with the specification and meets all the conditions attached to the bid. Bidders must ensure that they quote as per the price page failing which they will be disqualified.
- 1.8.2. Notification of the intention to award the bid shall be in the same media that the bid was advertised.
- 1.8.3. In terms of Practice Note Number: SCM-07 of 2006, Section 5: Appeal Procedure, 5.1 "A bidder aggrieved by a decision of the Departmental Bid Adjudication Committee or a delegate of an accounting officer may appeal to the Bid Appeals Tribunal in the prescribed manner"
- 1.8.4. After all appeals, should they be lodged, have been dealt with by the Bid Appeals Tribunal, the successful bidder (s) shall be notified in writing by a duly authorised official of the Department of Health, Central Supply Chain Management Unit. A formal contract will then be entered into by both parties.

1.9. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

- 1.9.1. A bidder submitting an offer must be registered on the Central Supplier Database. A bidder who has submitted an offer and is not registered on the Central Supplier Database will not be considered.
- 1.9.2. Each party to a joint venture/ consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

NB.: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIER DATABASE, THE BIDDER WILL BE DISQUALIFIED.

1.10. TAX COMPLIANCE REQUIREMENTS

- 1.10.1. Bidders must ensure compliance with their tax obligations.
- 1.10.2. No award may be made to any bidder who is not tax compliant either on the Central Supplier Database or SARS eFiling system at the time of finalisation of the award of the bid. The Onus is on the bidder to ensure that their tax affairs are in order and is valid on the CSD.

1.11. TRUST, CONSORTIUM OR JOINT VENTURE

- 1.11.1. In terms of the Preferential Procurement Policy Framework Act and Regulations, as amended, a Trust, Consortium or Joint Venture must submit a consolidated Status Level Verification Certificate for every separate bid.
- 1.11.2. A separate B-BBEE Certificate must be submitted by each company participating in the Trust, Consortium or Joint Venture.
- 1.11.3. The non-submission of a B-BBEE Certificate by a Trust, Consortium or Joint Venture will result in zero (0) preference points being allocated for evaluation purposes.
- 1.11.4. Should this bid be submitted by a Joint Venture, the Joint Venture agreement must accompany the bid document.
- 1.11.5. The Joint Venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 1.11.6. The Joint Venture/Consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the Joint Venture/ Consortium, nomination of an authorised person to represent the Joint Venture or Consortium in all matters relating to this bid and the details of the bank account for payments to be affected.
- 1.11.7. No award will be made to a Trust/ Joint Venture/ Consortium that is not tax compliant at the finalisation of the award.
- 1.11.8. For verification purposes, each party must submit separate proof of TCS/ PIN / CSD number.

1.12. VALIDITY PERIOD OF BID AND EXTENSION THEREOF

- 1.12.1. The validity (binding) period for the bid will be **180 days** from close of bid.
- 1.12.2. However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders? This request will be done before the expiry of the original validity (binding) period.

2. SPECIAL CONDITIONS OF CONTRACT

2.1 CHANGE OF ADDRESS

2.1.1. Bidders must advise the Department of Health's Central Supply Chain Management Unit, Contract Administration Section, should their ownership and/or address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

2.2. DELIVERY AND PACKAGING

2.2.1. Basis of delivery: Delivery of equipment must be made in accordance with the instructions appearing on the official order form.

2.2.2. All deliveries must take place from Monday to Friday between 08h00 and 14h00.

2.2.3. In emergency cases, the Department of Health reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.

2.2.4. Random inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.

2.2.5. It is the contractor's responsibility to off load the delivery vehicle.

2.2.6. Order details must be presented upon delivery on delivery notes.

2.2.7. The following information must appear on the outer packaging of the carton/box:

- (a) Name of the manufacturer/supplier
- (b) Description of item
- (c) Date of manufacture

2.3. DELIVERY CONDITIONS

2.3.1. Delivery of products must be made in accordance with the instructions appearing on the official order form.

2.3.2. All deliveries or dispatches must be accompanied by a delivery note stating the official order number against the delivery that has been affected.

2.3.3. In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.

2.3.4. The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.

2.3.5. All invoices must be submitted in the original.

2.3.6. Deliveries not complying with the order form will be returned to the contractor at the contractor's expense.

2.3.7. No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of contract management, supply chain management, Department of Health.

2.4. EXECUTION PLAN

- 2.4.1. The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract bid for. The bidder must supply references or state his/her experience as a company to undertake the contract. The bidder must submit a business plan that the company will utilise to successfully execute the contract. (Annexure B)
- 2.4.2. If the bidder is a supplier/distributor (not a manufacturer of the product bid for) he/she must submit a signing Service Level Agreement a guarantee or a letter of undertaking from a manufacturer/or supplier of items bid for that supply to execute the contract successfully for the duration of the contract shall be provided. (Annexure C)
- 2.4.3. The Department of Health reserves the right to conduct inspections of the premises of the acceptable bidder. Therefore premises of the bidder shall be open, at reasonable hours, for inspection by a representative of the Department of Health or an organization acting on its behalf.

2.5. ENTERING OF HOSPITAL/CLINIC STORES

- 2.5.1. No representative from a company shall be permitted to enter the hospital/clinic premises, buildings or containers where stores are kept unless he/she is accompanied by the responsible official in charge of stores. Before entering the hospital/clinic premises, buildings or containers where stores are kept, the company representative must in writing, motivate why entry is necessary and written authority must be obtained to enter from the Head of the Institution.

2.6. EQUAL BIDS

- 2.6.1. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 2.6.2. If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 2.6.3. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

2.7. FIRM PRICES AND ESCALATIONS

- 2.7.1. This bid requires that all bid prices offered are firm for the three years of the contract. If a non-firm price is offered, the bidder shall be disqualified for not complying with the conditions of the bid.
- 2.7.2. In respect of rates of exchange, it is mandatory that bidders take forward cover upon award of the contract, for the contract period, with a recognized Financial Institution. Proof of this forward cover must be submitted to the contract management unit upon signing of the contract. Therefore, a price adjustment in respect of a rate of exchange claim will not be considered.
- 2.7.3. Prices for optional extras are not for purposes of evaluation.

2.8. STATEMENT OF SUPPLIES AND SERVICES

- 2.8.1. The contractor shall, monthly, furnish particulars of supplies delivered or services executed. Such information must be submitted to the Department of Health Supply Chain Management, Contract Management as follows:
 - (i) Name of institution.
 - (ii) Orders received – order number & catalogue number & quantity delivered.
 - (iii) Price.
- 2.8.2. Historical value and volume reports may be requested by the Department of Health, Supply Chain Management, during the term of the contract for the following:

a) SUPPLIER MEASURES

- Delivery period adherence
- Quality adherence

2.8.3. This information will be submitted at the expense of the contractor.

2.9. INSPECTION FOR QUALITY

2.9.1. All deliveries to authorised participants will be subjected to a visual examination and scrutiny by the relevant participants, and/or inspection for quality by Provincial Quality Control Laboratories in the Republic of South Africa, and/or inspection for quality by an accredited South African National Accreditation Section (SANAS) testing agency.

2.9.2. In the event of products tested, the contractor will bear the cost of any item failing to meet the relevant standard.

2.10. INVOICES AND PAYMENTS

2.10.1. All invoices submitted by the Contractor must be Tax Invoices indicating item description, catalogue number, quantity ordered and quantity delivered, unit price, total price, the amount of tax charged and the total invoice amount.

2.10.2. A tax invoice shall be in the currency of the republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) The name and address of the recipient;
- (c) An individual serialized number and the date upon which the tax invoice is issued;
- (d) A description of the goods or services supplied;
- (e) The quantity or volume of the goods or services supplied
- (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
- (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

2.10.3. A contractor shall be paid by the institution concerned, in accordance with supplies delivered and services rendered.

2.10.4. Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.

2.10.5. Any query concerning the non-payment of accounts must be directed to the institution concerned. The following protocol will apply if accounts are queried:

- (i) Contact must be made with the officer-in-charge of stores;
- (ii) If there is no response from stores, the finance manager of the institution must be contacted.

2.11. IRREGULARITIES

2.11.1. Companies are encouraged to advise the Department of Health timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

2.12. PERIOD OF CONTRACT

2.12.1. The contract period shall be thirty-six (36) months. If for an example the contract commences on 01 April 2022 to 31 March 2025 with an option of extension period of twenty-four (24) months at a zero percent (0%) rental. Only the cost per page (usage) will be charged inclusive of support and maintenance by bidder(s) during the extension period. The rental price of the office automation solution shall be reduced by one-hundred percent (100%) of the original rental price during the extended period.

- 2.12.2. All SLAs emanating from the transversal term contract *should* not go beyond the extended twenty-four (24) months period with the exception of an SLA that will commence in March 2025 and end in February 2028..
- 2.12.2.1. All SLAs commencing in the first year of the transversal term contract (i.e. 01 April 2022 to 31 March 2023) irrespective of the starting month within the first year, the extended 0% rental SLA period will be up to 31 March 2027. This means the participants will enjoy a twenty-four (24) months 0% rental or proportionately as per the starting month of the SLA.
- 2.12.2.2. All SLAs commencing in the second year of the transversal term contract (i.e. 01 April 2023 to 31 March 2024) irrespective of the starting month within the second year, the extended 0% rental SLA period will be up to 31 March 2027. This means the participants will enjoy a twelve (12) months 0% rental or proportionately as per the starting month of the SLA.
- 2.12.2.3. All SLAs commencing in the third year of the transversal term contract (i.e. 01 April 2024 to 31 March 2025) irrespective of the starting month within the third year, the extended 0% rental SLA period will be up to 31 March 2027. This means the participants will not enjoy the 0% rental or proportion thereof.
- 2.12.3. The bidder must notify the end-user in writing or system generated notification sixty (60) days prior to the expiry of the first thirty-six (36) months rental period. Upon expiry of the initial thirty-six (36) months contract, the end-user can opt to extend the rental agreement for an additional (24) months at 0% rental and copy per page (usage) charges in accordance with the Practice note 5 of 2006 issued by the Accountant General.
- 2.12.4. The office automation solution can be leased at any stage within the transversal term contract period, commencing on the day the solution equipment is delivered, installed and commissioned to the end user. For shredders, the outright purchase can be at any time during the transversal term contract.
- 2.12.5. The printing environment assessment must be considered at any stage of the contract to allow optimisation. If there is an assessment cost it should be included on the pricing on Annexure B.

2.13. QUALITY CONTROL TESTING OF PRODUCTS

- 2.13.1. If it is discovered that the product supplied is not in accordance with the specification the following will occur:
- (i) Testing charges will be for the account of the principal contractor;
 - (ii) Possible cancellation of the contract with the principal contractor;
 - (iii) Reporting such negligence by the principal contractor to the provincial and national treasury for listing on the Restricted Suppliers' Database.

2.14. RATE OF EXCHANGE

- 2.14.1. All bids involving imported products must use the rate of exchange that was applicable 14 days prior to the closing date indicated in the bid document. If this day falls on a weekend or public holiday, the next working day must be used.
- 2.14.2. Bidders must submit documentary proof (in the form of a certified copy) from their bank or any recognized legal financial Institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above. Information can be sourced from the internet from a financial Institution website.
- 2.14.3. The Department of Health reserves the right to renegotiate the price should there be a reduction of the price in the market.
- 2.14.4. This clause must be read in conjunction with paragraphs 2.7.1 and 2.7.2

2.15. UNSATISFACTORY PERFORMANCE

2.15.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) The institution shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the institution will:
 - (a) Take necessary action in terms of its delegated powers.
- (ii) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

2.16. PREFERENCES

2.16.1. Should the Contractor apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Department may, at its own right:

- i. Recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the Contract; and/or
- ii. Cancel the contract and claim any damages which the Department may suffer by having to make less favourable arrangements after such cancellation.
- iii. The Department may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

2.17. RESTRICTION OF BIDDING

The Accounting Officer or his/her delegate must:

- a) Notify the supplier and any other person of the intention to restrict it doing business with KZN-DoH by registered mail. The letter of restriction must provide for:
 - ✓ The grounds for restriction;
 - ✓ The period of restriction which must not exceed 10 years;
 - ✓ A period of 14 calendar days for the supplier to provide reasons why the restriction should not be imposed.
- b) The Accounting Officer his/her delegate:
 - ✓ May regard the intended penalty as not objected to and may impose such penalty on the supplier, should the supplier fail to respond within the 14 days; and
 - ✓ Must assess the reasons provided by the supplier and take the final decision.
- c) If the penalty is imposed, the Accounting Officer must inform National Treasury of the restriction within 7 calendar days and must furnish the following information:
 - ✓ The name and address of the entity/ person to be restricted;
 - ✓ The identity number of individuals and the registration number of the entity; and
 - ✓ The period of restriction.
- d) National Treasury will load the details on the Database of Prohibited Vendors.

2.18. CONTRACTOR'S LIABILITY

2.18.1 In the event of the contract being cancelled by the Department in the exercise of its rights in terms of these conditions, the Contractor shall be liable to pay to the Department any losses sustained and/or additional costs or expenditure incurred as a result of such cancellation, and the Department shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such

losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the Department may suffer or may have suffered.

- 2.18.2 The Contractor may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, in supply or service rendered or if the goods or service as a result of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

2.19. DEPARTMENTAL PROPERTY IN POSSESSION OF A CONTRACTOR

- 2.19.1 The Department's property supplied to a Contractor for the execution of a contract remains the property of the Department and shall at all times be available for inspection by the Department or its representatives. Any such property in the possession of the Contractor on the completion of the contract shall, at the Contractor's expense, be returned to the Department forthwith.
- 2.19.2 The Contractor shall be responsible at all times for any loss or damages to the Department's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the Department may require.

2.20. RIGHTS TO PROCURE OUTSIDE THE CONTRACT

- 2.20.1 The Department reserves the right to procure goods outside the contract in cases of urgency or emergency or if the quantities are too small to justify delivery costs, or if the goods are obtainable from another organ of State or if the Contractor's point of supply is not situated at or near the place where the goods are required or if the Contractor's goods are not readily available.
- 2.20.2 No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Department or local authority.

2.21. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 2.21.1 The Contractor shall not, without the Department's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Department in connection therewith, to any person other than a person employed by the Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 2.21.2 The Contractor shall not, without the Department's prior written consent, make use of any document or information mentioned in GCC clause 2.21.1 except for purposes of performing the contract.
- 2.21.3 Any document, other than the contract itself mentioned in GCC clause (2.21.1) shall remain the property of the Department and shall be returned (all copies) to the Department on completion of the Contractor's performance under the contract of so required by the Department.
- 2.21.4. The Contractor shall permit the Department to inspect the Contractor's records relating to the performance of the Contractor and to have them audited by auditors appointed by the Department, if so required by the Department.

2.22. PAYMENT FOR SUPPLIES AND SERVICES

- 2.22.1. A contractor shall be paid by the institution concerned, in accordance with supplies delivered and services rendered.
- 2.22.2. Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.
- 2.22.3. Any query concerning the non-payment of accounts must be directed to the institution concerned. The following protocol will apply if accounts are queried:
- (i) Contact must be made with the officer-in-charge of stores;
 - (ii) If there is no response from stores, the finance manager of the institution must be contacted;

PRICING SCHEDULE

Name of bidder.....	Bid number: ZNB 5700/2021-H
Closing Time 11:00	Closing Date:

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.1 DIGITAL COPIER: A3/A4 PAPER 20-35 COPIES PPM
MONTHLY VOLUME: 20 000 TO 35 000**

1. Monthly Rental cost incl VAT: Mono (Black/white)	R _____
2. Charge per copy	R _____
TOTAL PRICE	R _____

TOTAL AMOUNT IN WORDS.....

Required by:	KZN DEPARTMENT OF HEALTH
-At:	Various Institutions
Make/Model
Country of origin
Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

..... (Signature of Bidder) Date (Signature of Witness) Date
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PRICING SCHEDULE

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OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.2 DIGITAL COPIER: A3/A4 PAPER 35-55 COPIES PPM
MONTHLY VOLUME: 40 000 TO 75 000**

1. Monthly Rental cost: Mono (Black/white) R _____

2. Charge per copy R _____

TOTAL PRICE R _____

TOTAL AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

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(Signature of Bidder) Date (Signature of Witness) Date

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**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.3 DIGITAL COPIER: A3/A4 PAPER 55-75 COPIES PPM
MONTHLY VOLUME: 80 000 TO 100 000**

1. Monthly Rental cost: Mono (Black/white) R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

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(Signature of Bidder)

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Date

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(Signature of Witness)

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Date

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**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.4 DIGITAL COPIER: A4 PAPER, 20 COPIES PPM
MONTHLY VOLUME: 10 000 TO 14 000**

1. Monthly Rental cost: Mono (Black/white) R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

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(Signature of Bidder)

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Date

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(Signature of Witness)

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Date

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**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.5 DIGITAL COPIER: A4 PAPER, 30 COPIES PPM
MONTHLY VOLUME: 15 000 TO 24 000**

1. Monthly Rental cost: Mono (Black/white) R_____

2. Charge per copy R_____

TOTAL PRICE R_____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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Date

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(Signature of Witness)

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Date

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**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.6 DIGITAL COPIER: A4 PAPER, 50 COPIES PPM
MONTHLY VOLUME: 25 000 COPIES**

1. Monthly Rental cost: Mono (Black/white) R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

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(Signature of Witness)

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SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.1 DIGITAL COPIER: A3/A4 PAPER 20-35 COPIES PPM
MONTHLY VOLUME: 20 000 TO 35 000**

- 1. Monthly Rental cost incl VAT: Colour** R _____
- 2. Charge per copy** R _____
- TOTAL PRICE** R _____

TOTAL AMOUNT IN WORDS.....

Required by:	KZN DEPARTMENT OF HEALTH
-At:	Various Institutions
Make/Model
Country of origin
Delivery Period (on order)

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**1.2 DIGITAL COPIER: A3/A4 PAPER 35-55 COPIES PPM
MONTHLY VOLUME: 40 000 TO 75 000**

- 1. Monthly Rental cost: Colour R _____
- 2. Charge per copy R _____

- TOTAL PRICE** R _____

TOTAL AMOUNT IN WORDS.....

Required by:	KZN DEPARTMENT OF HEALTH
-At:	Various Institutions
Make/Model
Country of origin
Delivery Period (on order)

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DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.3 DIGITAL COPIER: A3/A4 PAPER 55-75 COPIES PPM
MONTHLY VOLUME: 80 000 TO 100 000**

1. Monthly Rental cost: Colour R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

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(Signature of Witness)

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DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.4 DIGITAL COPIER: A4 PAPER, 20 COPIES PPM
MONTHLY VOLUME: 10 000 TO 14 000**

- 1. Monthly Rental cost: Colour R _____
- 2. Charge per copy R _____

- TOTAL PRICE** R _____

AMOUNT IN WORDS.....

Required by:	KZN DEPARTMENT OF HEALTH
-At:	Various Institutions
Make/Model
Country of origin
Delivery Period (on order)

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DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

**1.5 DIGITAL COPIER: A4 PAPER, 30 COPIES PPM
MONTHLY VOLUME: 15 000 TO 24 000**

- 1. Monthly Rental cost: Colour R _____
- 2. Charge per copy R _____

- TOTAL PRICE** R _____

AMOUNT IN WORDS.....

Required by:	KZN DEPARTMENT OF HEALTH
-At:	Various Institutions
Make/Model
Country of origin
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**1.6 DIGITAL COPIER: A4 PAPER, 50 COPIES PPM
MONTHLY VOLUME: 25 000 COPIES**

1. Monthly Rental cost: Colour R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

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.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

PRICING SCHEDULE

PRICES FOR OPTIONAL EXTRAS ARE NOT FOR PURPOSES OF EVALUATION

Name of bidder.....	Bid number: ZNB 5700/2021-H
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ZNB 5700/2021-H:

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS: DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT

**2.1 DIGITAL COPIER: A3/A4 PAPER 20-35 COPIES PPM
MONTHLY VOLUME: 20 000 TO 30 000**

OPTIONAL EXTRAS: COLOUR MACHINE

1.	Additional paper tray option, (large tray, 4000 sheets)	R
2.	Additional paper tray option, (large tray, 550 sheets)	R
3.	Credenza / Cabinet	R
4.	Credenza / Cabinet: standard on device	R

TOTAL R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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(Signature of Bidder) Date (Signature of Witness) Date

PRICING SCHEDULE

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Closing Time 11:00	Closing Date:

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**ZNB 5700/2021-H:
SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

4.1 INDUSTRIAL MACHINE 1: PRINT ROOM, NATALIA, HEAD OFFICE

1. Monthly Rental cost: Mono (Black and White) R _____

2. Charge per copy R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Print Room, Natalia, Head Office

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

.....
(Signature of Bidder) Date (Signature of Witness) Date

PRICING SCHEDULE

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SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE EQUIPMENT: VARIOUS INSTITUTIONS:
DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

5.1 INDUSTRIAL MACHINE 2: PRINT ROOM, NATALIA, HEAD OFFICE

1. Monthly Rental cost: Mono (Black and White) R_____

2. Charge per copy R_____

TOTAL PRICE R_____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH
-At: Print Room, Natalia, Head Office
Make/Model
Country of origin
Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

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(Signature of Bidder) Date (Signature of Witness) Date

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DEPARTMENT OF HEALTH KZN: 3 YEAR CONTRACT**

6.1 INDUSTRIAL MACHINE 3: VARIOUS INSTITUTIONS

1. Monthly Rental cost: (Colour Machine) R _____

2. Charge per copy R _____

TOTAL PRICE R _____

AMOUNT IN WORDS.....

Required by: KZN DEPARTMENT OF HEALTH

-At: Various Institutions

Make/Model

Country of origin

Delivery Period (on order)

Failure to comply with the above shall invalidate the offer received.

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

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

EVALUATION CRITERIA

Evaluation will be based on the following:

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Evaluation Criteria
- Phase 3: Price and Preference Points

Phase 1: Minimum Compulsory Requirements

The Bidder shall complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Bidders must ensure that the following Sections of the bid document is completed in all respects to qualify for the next stage of evaluation:						
1	Section A: Invitation to Bid	Yes	Yes			
2	Section B: Special Instructions	Yes	Yes			
3	Section C: Authority to Sign the Bid	Yes	Yes			
4	Section D: Declaration of Interest	Yes	Yes			
5	Section E: Declaration of Bidder's Past SCM Practices	Yes	Yes			
6	Section F: Declaration that CSD is Updated with Latest Bidder's Details	Yes	Yes			
7	Section G: Preference Points Claimed	Yes	Yes			
8	Section H: Certificate of Independent Bid Determination	Yes/If Applicable	Yes/If Applicable			
9	Section J: General Conditions of Contract	Yes	Yes			
10	Section K: Special Terms and Conditions	Yes	Yes			
11	Section L: Compulsory Briefing Session	No	No			
12	Section M: Pricing Schedule	Yes	Yes			
Prospective Bidders must provide the following Requirements:						
1	Copy of the Consortium/ Joint Venture/ Partnership agreement, if applicable	Yes If Applicable				
2	A Status Level Verification Certificate/Sworn Affidavit (For EMEs& QSEs) must be Submitted in order to qualify for Preference Points	Yes	Yes			
3	Letter of undertaking if not the manufacturer of the Equipment	Yes	Yes			
4	Brochures containing details of the machines.	Yes	Yes			

Phase 2: Evaluation Criteria

The item offered must comply fully with or exceed all of the minimum specification requirements as per the Technical Specification. The bid will be evaluated as per the criteria contained in the specification.

Phase 3: Price and Preference Points

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Status Level of Contributor.

The maximum points for this bid are allocated as follows:

CATEGORY	POINTS
PRICE	80
STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and must not exceed	100

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

The department 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 department.