



BID DOCUMENT NUMBER: **ZNB 9004/2022-H:**

**DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF 17 CRITICAL CARE PACKAGES OF INFUSION AND SYRINGE DEVICES WITH COMPATIBLE DOCKING STATIONS ON MOBILE TROLLEYS FOR DR PIXLEY KA SEMME MEMORIAL HOSPITAL: ONCE-OFF**

Name of Bidder.....

Central Supplier's Database Registration Number.....

Income Tax Reference Number.....

**BIDDER TO NOTE THE FOLLOWING**

**CLOSING DATE AND TIME:**

**DATE: 15 AUGUST 2022**

**TIME: 11: 00AM**

## TABLE OF CONTENTS

SECTION A: INVITATION TO BID (SBD1) .....	3
SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS .....	5
SECTION C: AUTHORITY TO SIGN A BID .....	6
SECTION D: BIDDER'S DISCLOSURE (SBD 4) .....	10
SECTION E: THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (SBD 5) .....	12
SECTION F: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE (TO BE COMPLETED BY BIDDER) .....	14
SECTION G: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 .....	15
SECTION H: RECORD OF AMENDMENTS TO BID DOCUMENTS.....	20
SECTION I: GENERAL CONDITIONS OF CONTRACT .....	21
SECTION J: SPECIAL CONDITIONS OF CONTRACT .....	35
SECTION K: CONDITIONS OF BID.....	42
SECTION L: SPECIFICATIONS .....	46
SECTION M: PRICING SCHEDULE: SBD 3.1 .....	76
SECTION N: OBJECTIVE EVALUATION CRITERIA .....	77

**SECTION A: INVITATION TO BID (SBD1)**

**PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH</b>					
BID NUMBER:	ZNB 9004/2022-H:	CLOSING DATE:	15 AUGUST 2022	CLOSING TIME:	11: H 00 AM
DESCRIPTION	<b>SUPPLY, DELIVERY AND INSTALLATION OF 17 CRITICAL CARE PACKAGES OF INFUSION AND SYRINGE DEVICES WITH COMPATIBLE DOCKING STATIONS ON MOBILE TROLLEYS FOR DR PIXLEY KA SEMME MEMORIAL HOSPITAL: ONCE-OFF</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CENTRAL SUPPLY CHAIN MANAGEMENT DIRECTORATE					
<b>OLD BOYS SCHOOL, 310 JABU NDLOVU STREET</b>					
PIETERMARITZBURG					
3201					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VATREGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes			STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No				<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
<b>[A STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR ]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	[IF YES ANSWER PART B:3 BELOW]
	[IF YES ENCLOSE PROOF]				
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	KZN Department of Health	DEPARTMENT	KZN Department of Health
CONTACT PERSON	Miss N Mahlaba	CONTACT PERSON	Mr N Singh
TELEPHONE NUMBER	033 815 8386	TELEPHONE NUMBER	033 940 2546
E-MAIL ADDRESS	SCM.DemandManagement@kznhealth.gov.za	E-MAIL ADDRESS	Nishan.singh@kznhealth.gov.za>

## 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. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT AND ANY AMENDMENTS THERETO.

### 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 DEPARTMENT TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA/ JOINT VENTURES/ SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 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 BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/ TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED AS PER 2.3 ABOVE.**

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

## SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT. REFER TO THE GENERAL CONDITIONS OF CONTRACT AT THE FOLLOWING WEB ADDRESS:  
<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the bid document.

**SECTION C: AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20.....,  
..... (Full name)  
(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of  
.....(Name of Company).

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** ..... (PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

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

---

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... (Full name) hereby  
confirm that I am the sole owner of the business trading as:  
.....(Name of Business)

**SIGNATURE**..... **DATE**.....

---

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE

We, the undersigned Partners in the business trading as .....  
.....(name of partnership)

hereby authorise ..... (full name) to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>

**D. CLOSE CORPORATION**

In the case of a Close Corporation submitting a bid, a certified copy of the Founding/ Amended Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20.....

....., (Full name)  
whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of  
.....(Name of Close Corporation)

Trading as .....(Trading name).

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** ..... (PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 ..... **DATE:** .....

2 ..... **DATE:** .....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

..... (full name) whose signature  
appears below, has been authorised to sign all documents in connection with this bid on behalf of .....  
.....(Name of cooperative)

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/ HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**FULL NAME IN BLOCK LETTERS:** .....

**WITNESSES: 1** .....

**DATE:** .....

**2** .....

**DATE:** .....

---

**F. JOINT VENTURE**

If a bidder is a Joint Venture, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of the entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and /or contract on behalf of the Joint Venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the Joint Venture partners on.....20.....

..... (Full name)

..... (Full name)

..... (Full name)

..... (Full name)

whose signatures appear below have been duly authorised to sign all documents in connection with this bid on behalf of:

..... (Name of Joint Venture)

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....



**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

---

**G. CONSORTIUM**

If a bidder is a Consortium, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of concerned entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of the Consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the Consortium on.....20.....  
..... (full name)

whose signature appears below have been duly authorised to sign all documents in connection with this bid on behalf of:

..... (Name of Consortium)

**IN HIS/ HER CAPACITY AS:** .....

**SIGNATURE:** ..... **DATE:** .....

**SECTION D: BIDDER'S DISCLOSURE (SBD 4)**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any 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:  
.....  
.....

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

## **SECTION E: THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (SBD 5)**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### **1 PILLARS OF THE PROGRAMME**

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

- 1.3 A period of seven years has been identified as the time frame within which to discharge the obligation.

### **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful tenderers (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **3 TENDER SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF TENDERERS AND SUCCESSFUL TENDERERS (CONTRACTORS)**

Tenderers are required to sign and submit this Standard Tendering Document (SBD 5) together with the Tender on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub- paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful Tenderers (contractors) are required, immediately after being officially notified about any successful Tender with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Tender / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr. Elias Malapane within five (5) working days after award of the contract. Mr. Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

#### 4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful Tenderer (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful Tenderer (contractor) and, therefore, does not involve the purchasing institution.

Tender number:	
Name of tenderer:	
Closing date:	
Postal address:	
Signature:	
Name (in print):	
Date:	

**SECTION F: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE (To be completed by bidder)**

This is to certify that I

.....  
(name of bidder/authorized representative)

who represents

.....  
(state name of bidder)

am aware of the contents of the Central Supplier Database with respect to the bidder's details and registration information, and that the said information is correct and up to date as on the date of submitting this bid, and I am aware that incorrect or outdated information may be a cause for disqualification of this bid from the bidding process, and/ or possible cancellation of the contract that may be awarded on the basis of this bid.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

## SECTION G: 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 ( ) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE 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. 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.

- 1.3. Points for this bid shall be awarded for:
- (a) Price; and
  - (b) Status Level of Contributor.

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

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

- 1.5. 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.
- 1.6. 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.

### 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) **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- e) **“Black People”** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;
- f) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- g) **“Co-operative”** means a co-operative **registered** in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
- h) **“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;
- i) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- j) **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- k) **“prices” includes** all applicable taxes less all unconditional discounts;
- l) **“proof of status level of contributor” means:**
  - 1) Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the Act;
- m) **“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;
- n) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; and
- o) **“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b).

### 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:

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

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid



**4. POINTS AWARDED FOR 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 status level of contribution in accordance with the table below:

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 Status Level of Contribution must complete the following:

**6. STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 Status Level of Contributor: = ..... (maximum of 10 or 20 points) (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of status level of contributor.

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i. What percentage of the contract will be subcontracted.....%
- ii. The name of the sub-contractor.....
- iii. The 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		
<b>OR</b>		
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 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 .....
.....
.....



## SECTION I: GENERAL CONDITIONS OF CONTRACT

### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.



- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser'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 purchaser in connection therewith, to any person other than a person employed by the supplier 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.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial

action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



- 29. Governing language** 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

❖ I have read, understand and accept the General conditions of the contract which are binding upon me.

.....  
**Signature**

.....  
**Date**

.....  
**Name of Bidder**

## **SECTION J: SPECIAL CONDITIONS OF CONTRACT**

### **1. CHANGE OF ADDRESS**

- 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. DELIVERY AND PACKAGING**

- 2.1. Basis of delivery must be made in accordance with the instructions appearing on the official order form (**Dr Pixley Ka Semme Hospital**).
- 2.2. All deliveries must take place from Monday to Friday between 08h00 and 14h00.
- 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.
- 2.4. 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.
- 2.5. It is the contractor's responsibility to off load the delivery vehicle.
- 2.6. Order details must be presented upon delivery on delivery notes.
- 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

### **3. DELIVERY CONDITIONS**

- 3.1. Delivery of products must be made in accordance with the instructions appearing on the official order form.
- 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.
- 3.3. In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- 3.4. The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 3.5. All invoices must be submitted in the original.
- 3.6. Deliveries not complying with the order form will be returned to the contractor at the contractor's expense.
- 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 at Central Supply Chain Management, Department of Health.

#### 4. ENTERING OF HOSPITAL/CLINIC STORES

- 4.1. 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.

#### 5. FIRM PRICES AND ESCALATIONS

- 5.1. This bid requires that all bid prices offered are firm for the period of the contract, bidders must offer a firm price for year one, year two and year three respectively. If a non-firm price is offered, the bidder shall be disqualified for not complying with the conditions of the bid.

#### 6. VALUE ADDED TAX (VAT)

- 6.1 All bid prices must be inclusive all applicable taxes, even if the bidder is not a vat vendor,
- 6.2 Bidders who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but an entity may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past 12 month period. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of bid.
- 6.3 **VAT will not be included** after an award of the bid or during contract management period

#### 7. STATEMENT OF SUPPLIES AND SERVICES

- 7.1. 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.

- 7.2. 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

- 7.3. This information will be submitted at the expense of the contractor.

#### 8. INSPECTION FOR QUALITY

- 8.1. 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.

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

## **9. INVOICES AND PAYMENTS**

9.1. 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.

9.2. 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.

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

9.4. 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.

9.5. 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.

## **10. IRREGULARITIES**

10.1. 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.

## **11. PERIOD OF CONTRACT**

11.1 Once-Off.

## **12. QUALITY CONTROL TESTING OF PRODUCTS**

12.1. 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.

### 13. RATE OF EXCHANGE

- 13.1. 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.
- 13.2. 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.
- 13.3. The Department of Health reserves the right to renegotiate the price should there be a reduction of the price in the market.
- 13.4. This clause must be read in conjunction with paragraph 5.1

### 14. SAMPLES

- 14.1. Samples will not be accepted with the closing of the bid document.
- 14.2. A sample meeting will be arranged with selected companies whereby the companies will be invited to forward their samples on a specified date and time.
- 14.3. Samples must be made available for the sample meeting, failure to provide a sample will reject their bid offer.
- 14.4. Samples shall be supplied by the bidder at his/her own cost/risk. Samples must be packaged as per the specification. Failure to do so will render the bid invalid.
- 14.5. Representative samples will not be accepted.
- 14.6. The Department reserves the right not to return such samples and to dispose of them at its discretion.
- 14.7. Samples must be clearly marked: Item number:
  - Brand Name
  - Name of the Company
  - Bid number
  - Name of the manufacturer/supplier
  - Description of item
  - Date of manufacture
- 14.8. The award of this bid will be based on the sample submitted from a manufacturer based on a letter of undertaking, which is compliant to specification. If, during the contract, the awarded supplier wishes to change the item being supplied, the service provider shall apply to the Department in writing, giving reasons why they want to change the product being supplied, which the Department shall consider. This process will be subject to the sample being submitted to the technical committee for evaluation and if in order, to the adjudication committee for approval. This will be done via the contract management unit of the Department. If there is a change in the product being supplied, and no prior approval has been granted, the Department reserves its right to cancel the contract.

**N.B Failure to clearly mark the samples submitted shall result in the samples not being evaluated and eliminated from further consideration.**

## **15. UNSATISFACTORY PERFORMANCE**

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.

## **16. PREFERENCES**

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.

## **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:

- i. The grounds for restriction;
- ii. The period of restriction which must not exceed 10 years;
- iii. 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:

- i. 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
- ii. 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:

- i. The name and address of the entity/ person to be restricted;
- ii. The identity number of individuals and the registration number of the entity; and

- iii. The period of restriction.
- d) National Treasury will load the details on the Database of Prohibited Vendors.
- e) The restriction period applicable will be based on the value of award/s made to the supplier over a financial year. The table below illustrates the restriction period that will be applicable per the award threshold:

## **18. CONTRACTOR'S LIABILITY**

- 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.
- 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.

## **19. DEPARTMENTAL PROPERTY IN POSSESSION OF A CONTRACTOR**

- 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.
- 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.

## **20. RIGHTS TO PROCURE OUTSIDE THE CONTRACT**

- 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.
- 20.2 No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Department or local authority.

## **21. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION**

- 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.
- 21.2 The Contractor shall not, without the Department's prior written consent, make use of any document or information mentioned in SCC clause 21.1 except for purposes of performing the contract.



- 21.3 Any document, other than the contract itself mentioned in **SCC clause (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.
- 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.

## SECTION K: CONDITIONS OF BID

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

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. ACCEPTANCE OF A BID

- 1.1. The Department of Health Bid Adjudication Committee is under no obligation to accept any bid.
- 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.

### 2. CERTIFICATE OF COMPLIANCE

- 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.
- 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.
- 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.
- 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.
- 2.5 Any specification/s and conformity testing will be for the account of the prospective bidder.
- 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.
- 2.7 Bidders must state the Radiation Control License number of the make and model of the Equipment offered. If this type of equipment/apparatus appears on the schedule of Hazardous Substances, issued by the

Directorate: Radiation Control of the Department of Health, a license in terms of the Act on Hazardous Substances (Act 15/1973) must be submitted with the bid document. The license must be registered under the bidders name or the letter of Joint Venture must be submitted by the License holder where the license is not in the name of the bidder.

- 2.8 If more than one item of equipment is offered, bidders must submit the Radiation Control License for each item of equipment that is offered in the bid. The make, model and license number of the various items offered in the bid must be highlighted on the Radiation Control License.
- 2.9 The Technician(s) must be the original equipment manufacturer trained to deal with the service, repair and calibration of the equipment offered in the bid. NB: Proof of original equipment manufacturer training must be submitted with the bid offer.

### **3 COMPLIANCE WITH SPECIFICATION**

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

### **4 EQUAL BIDS**

- 4.1 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.
- 4.2 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.
- 4.3 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

### **5 LATE BIDS**

- 5.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

### **6 MORE THAN ONE OFFER/ COUNTER OFFERS**

- 6.1 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.
- 6.2 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.
- 6.3 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'.

## **7 ONLY ONE OFFER RECEIVED**

7.1 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.

## **8. AWARD OF BID (S)**

8.1 The Department of Health Bid Adjudication Committee reserves the right to award the bid to one or 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.

8.2 Notification of the intention to award the bid shall be in the same media that the bid was advertised.

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"

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.

## **9. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)**

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.

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.**

## **10. TAX COMPLIANCE REQUIREMENTS**

10.1 Bidders must ensure compliance with their tax obligations.

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.

## **11. TRUST, CONSORTIUM OR JOINT VENTURE**

- 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.
- 11.2 A separate B-BBEE Certificate must be submitted by each company participating in the Trust, Consortium or Joint Venture.
- 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.
- 11.4 Should this bid be submitted by a Joint Venture, the Joint Venture agreement must accompany the bid document.
- 11.5 The Joint Venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 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.
- 11.7 No award will be made to a Trust/ Joint Venture/ Consortium that is not tax compliant at the finalisation of the award.
- 11.8 For verification purposes, each party must submit separate proof of TCS/ PIN / CSD number.

## **12. VALIDITY PERIOD OF BID AND EXTENSION THEREOF**

- 12.1 The validity (binding) period for the bid will be **180 days** from close of bid.
- 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.

**SECTION L: SPECIFICATIONS**

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
HEALTH TECHNOLOGY SERVICES  
(H.T.S)**

**SPECIFICATION FOR:**

**UMDNS: 16495**

**17x CRITICAL CARE PACKAGES: INFUSION & SYRINGE DEVICES WITH COMPATIBLE DOCKING STATIONS ON  
MOBILE TROLLEYS  
SPECIFICATION: AC10008c**

**Description of Unit:**

**CRITICAL CARE PACKAGES: INFUSION & SYRINGE  
DEVICES WITH COMPATIBLE DOCKING STATIONS ON  
MOBILE TROLLEYS FOR USE AT DR PIXLEY KA ISAKA  
SEME MEMORIAL HOSPITAL**

**Intended Areas of Use:**

Tertiary Hospitals  
Regional Hospitals

**Expert Advisory**

**Group:**

**Critical Care**

**Dr. N. Kalafatis**

**Sr. S. Nduli**

**BIDDERS SHOULD NOTE THE FOLLOWING IMPORTANT INFORMATION;**

- i. **BIDDERS MUST NOTE THAT THOSE GENERAL CLAUSES WHICH ARE SHADED OFF ARE COMPULSORY AND NOT OPEN FOR COMMENT**

NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
<b>Clause G1</b>	<p>The space provided under “Bidder’s Comments” for each clause must be used for this purpose. Bidders who neglect to provide answers to every Clause in this Bid Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. will not be accepted.</p> <p>Bidders must also note that no part of any clause/s in this Bid Specification may be altered. Where there are traces of alterations found to any clauses in this Bid Specification during Adjudication, the Adjudication Committee will reserve the right to disqualify the Bidder.</p> <p>The Bidder must clearly indicate if their offered product complies with the stated requirements, by indicating, “Complies” or “Does not comply” or answer the question next to the corresponding clause.</p>	
<b>Clause G2</b>	All responses must be clear and legible.	
<b>Clause G3</b>	<b>GUARANTEE:</b>	
<b>Clause G3.1</b>	<p>All Equipment, Materials and Workmanship provided under this Contract must be Guaranteed for a minimum period of twenty four (24) Months. The successful Bidder must arrange with the respective Hospital / Institution and the Health Technology Services before Commissioning the Equipment at the respective Hospital / Institution. The Bidder to note that the Guarantee period must only take effect upon successful Commissioning at the respective Hospital / Institution and successful test and acceptance by the Health Technology Services.</p>	
<b>Clause G3.2</b>	State percentage guaranteed up time of machine (Should be at least 99%).	
<b>Clause G3.3</b>	The recommended number of services, per annum, by the manufacturer, must be included during and up until the end of the guarantee period and all costs related to the provision of such service/s will be for the Bidders account.	
<b>Clause G3.4</b>	The Bidder must state the number of services that will be provided during and up to the end of the guarantee period.	
<b>Clause G3.5</b>	Any breakdown during the guarantee period must include all cost (spares, labour, travelling and sundries) for any prescribed maintenance services (major and minor) as well as any QA testing that is required by Department Health’s Radiation Control Board during the guarantee period.	
<b>Clause G3.6</b>	Travelling and Travelling Time costs must be included during the Guarantee Period?	
<b>Clause G3.7</b>	Spares that may be required during the Guarantee Period will be supplied at the expense of the Bidder.	
<b>Clause G3.8</b>	Downtime during the Guarantee Period must extend the Guarantee time on a Day-to-Day basis.	
<b>Clause G3.9</b>	Any repetition (twice or more) of the same type of fault that first occurred during the guarantee period must be considered as a repair under guarantee if it occurs within the first year after the expiry of the guarantee period.	
<b>Clause G3.10</b>	The same guarantee conditions must apply to replacement units.	
<b>Clause G4</b>	The successful Bidder must Supply, Deliver, Commission and install the	

NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
	Equipment and will be required to demonstrate the product to the applicable Staff at the Institution and costs for the abovementioned must be included in the final bid price.	
Clause G5	Bidders must offer the Health Technology Service's In House Technicians a demonstration or a reference installation of the product where possible, which will enable the Health Technology Service's In House Technicians to become acquainted with the equipment during the Test and Acceptance phase.	
Clause G6	Preference may be given to a make and model that has been technically and clinically evaluated by a Government Institution within the R.S.A. (Attach proof of evaluation where applicable).	
Clause G7	The successful Bidder must provide the Health Technology Service's in house Technicians, <b>full training</b> in the calibration, maintenance, service and repair of the product down to PCB Level. N.B. The quality and level of the training must be equivalent to the manufacturer's original factory training and any costs incurred to provide this training will be for the Bidders account. A Certificate of Competency must be issued on completion of the training. The Training must be provided by the successful Bidder to the Health Technology Services within three months from date of initial supply and delivery of the equipment to the end user.	
Clause G8	<b>MAINTENANCE</b>	
Clause G8.1	The Bidder must have a well-established service and repair facility in KwaZuluNatal, to service, repair and calibrate the equipment offered. (The Health Technology Services reserves the right to inspect the premises).	
Clause G8.2	If the service is subcontracted to a local service agent, a signed copy of the letter of appointment by the Bidder and acceptance by the subcontractor must be submitted with this bid / quotation. (The Health Technology Services reserves the right to inspect the premises).	
Clause G8.3	State Number of other medical equipment "Repair & Service" Agencies (excluding your Agency) represented by the subcontractor.	
Clause G8.4	Supply the Name, Address and Telephone Number/s of the Local Service Department within KwaZulu-Natal.  <b>Please supply details as follows:</b>  <b>Company name</b> : _____  <b>Physical Address</b> : _____ _____  <b>Telephone Number/s</b> : _____ <b>Fax number</b> : _____ _____  <i>(The Health Technology Services reserves the right to inspect the premises).</i>	



NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
Clause G8.5	State if the Technician(s) are in the direct employ of the Bidder or a subcontractor.	
Clause G8.6	The Bidder must supply information on the number of Technicians permanently working in KwaZulu-Natal and their names and contact Telephone Number/s must be listed (Directly employed or subcontracted) in an annexure to the bid document.	
Clause G8.7	The Technician(s) must be original equipment manufacturer (OEM) trained to deal with the service, repair and calibration of the equipment quoted on. <b>N.B. Proof of original equipment manufacturer training must be submitted with this bid / quotation offer.</b>	
Clause G8.8	The Institution's requirement is that a technician is available within a reasonable time (24 hours) to attend to malfunctioning equipment. The Bidder to state the technician per install base e.g. equipment ratio to technician ratio, e.g. 1 technician per 10 pieces of equipment.	
Clause G9	The Bidder must Guarantee that no additional equipment will be required for the successful operation of the equipment bid for on delivery and commissioning at the customers site. A starter pack of all essential accessories and disposables must be supplied so that the unit can be put into immediate operation. The cost of the starter pack must be included in the final bid price.	
Clause G10	Optional accessories must be offered for separately on the Schedule of optional accessories found at the end of this Technical specification, indicating catalogue numbers, correct descriptions and Prices inclusive of <b>V.A.T.</b>	
Clause G11	Bidder must state the period of time for delivery of Spare parts following the receipt of an official order as follows: 0 to 10 days; 0 to 20 days; 0 to 30 days; 0 to 60 days; 0 to 90 days; more than 90 days.	
Clause G11.1	The Bidder must supply with this offer a list together with the quantities of spares held locally in stock in the KwaZulu-Natal Province on the offered product. The Health Technology Services reserves the right to inspect the premises to verify the spares stock held.	
Clause G12	The Bidder must include a firm commitment in writing, which must be attached with this bid that they would supply spares, components, upgrades, complete original service / repair manual, technical support and ongoing training support for technical staff of the Health Technology Services and the end users Department of Health, KwaZulu-Natal throughout the life cycle of the equipment offered.	
Clause G13	Spares must be available for 10 (Ten) years from the original equipment manufacturer for the product offered.	
Clause G14	<b>The successful Bidder must include in their offer at no extra cost to the final bid price:</b>	
Clause G14.1	Complete user Operation / Maintenance Manual x 2 (two) Book / File; CD; DVD Copies in English Language.	
Clause G14.2	Complete <b>ORIGINAL</b> Service / Repair Manual x 2 (two) Book / File; CD; DVD Copies in English Language which <b>MUST</b> include the following information: Fault Finding Guide, Circuit Diagrams / Schematics, Circuit Descriptions and <b>PCB</b> Layouts, Calibration Guide, Part Numbers and exploded diagram of Mechanical Parts / Panels.	
Clause G14.3	All the above Manuals must be properly bound in either a Book, File or CD form.	

NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
Clause G14.4	The Bidder must supply all software (including software-keys and / or passwords) to allow for trouble shooting (fault finding), maintenance, calibrations, repairs and services at no additional cost.	
Clause G15	Does your Company have an after hour service back up facility.	
Clause G16	If the equipment is taken away for repairs, a loan set must be made available on request to the end user by the Institution until the Institution's unit is returned. All costs incurred for providing the loan unit must be for the Bidders account.	
Clause G17	Bidder must bid on the latest model and Technology that fully complies with this Technical Specification.	
Clause G17.1	The Bidder must state how long this technology has been commercially available (state when the model offered was launched).	
Clause G17.2	The Bidder must state if there are any near future updates expected.	
Clause G18	The successful Bidder must maintain a system for notifying and providing <b>users with Updates, Modifications, new Software Releases and Recalls.</b>	
Clause G19	The successful Bidders must arrange for an acceptance test of the equipment with the Manager of the Health Technology Services and the Hospital Manager. A copy of the original answered Specification, copy of the invoice order and relevant paperwork (PH form) from the receiving Hospital must be submitted with the equipment when the <b>ACCEPTANCE TEST</b> is to be undertaken.	
Clause G20	Where equipment bided for, operates off 220 Volt, 50Hz a.c. supply, Bidder must ensure that the product being quoted for is fitted with a 15 Amp approved mains plug top, which is held together by two screws.	
Clause G21	The unit must comply with an acceptable International Electrical Safety Standard such as <b>IEC 60601-1</b> and <b>60601-1-2</b> for Medical Equipment where the quoted equipment operates off an electrical supply.	
Clause G22	<b>All equipment, the installation and any alteration / additions must comply with:</b>	
Clause G22.1	The Occupational Health and Safety Act (1993);	
Clause G22.2	The wiring code S.A.N.S. 0142.	
Clause G24	The Mains Cable of the unit being quoted for must be the Hospital Grade Type and it must be a minimum length of (3) three metres , where applicable. <b>N.B. The mains cable of the unit being quoted for must be S.A.N.S. color coded.</b>	
Clause G25	The equipment being quoted for must be protected against Electro-magnetic Interference.	
Clause G26	Only new equipment must be quoted for. Refurbished and reconditioned equipment being quoted on will not be accepted.	
Clause G27	Bidders must note that dedicated test equipment, spare parts and any special tooling required for the upkeep and maintenance of the equipment quoted on must be available to the Health Technology Services to procure if requested.	
Clause G28	All the necessary calibration and maintenance software, where applicable, required to maintain and calibrate the equipment, must be supplied with the equipment to the Health Technology Services at no extra cost to the final bid price.	
Clause G29	NB. HAZARDOUS SUBSTANCE ACT:	
Clause G29.1	If this type of equipment / apparatus appears on the schedule of Hazardous Substances issued by the Directorate: Health Technology of the Department of	

NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
	Health, a license in terms of the Act on Hazardous Substances (Act. 15/1973) must be submitted with this bid document. The license must be registered under the Bidders name or a letter of joint venture must be submitted by the license holder where the license is not in the name of the Bidder. Bidders that neglect to submit a license will not be considered.	
Clause G29.2	Bidder must state the Radiation Control license number of the make and model of equipment offered.	License No: _____
Clause G29.3	Where it has been established by the Bidder that the equipment offered does not require Radiation Control license, proof from the Radiation Control authority must be submitted with this bid document.	
Clause G30	The system offered must comply fully with or exceed all of the minimum specification requirements per the Technical Clauses.	
Clause G31	The offer submitted must be supported by descriptive literature, colour pamphlets, colour brochures and technical data sheets applicable to the offer (i.e. supporting information for all components of the system) must accompany the bid, failing which the bid will <u>not</u> be considered.	
Clause G32	The equipment and any accessories ordered from the successful Bidder will be delivered, installed, tested, calibrated, demonstrated (including specified training) and commissioned in the specific Hospital at the expense of the successful Bidder, prior to full payment being made.	
Clause G33	All prices are to include V.A.T. and must be quoted in the South African currency. The price must be valid for a period of 180 days from closing date of bid.	
Clause G34	If the product offered is unknown to the Department, the Department reserves the right to have the unit evaluated by a team of Technical and Clinical <u>experts</u> with regards to its functionality, performance and quality. The decision of this committee will be used as a motivation for the evaluation and recommendation of the bid. For this reason a demonstration unit must be readily available, or the Bidder must take arrange for demonstration with representatives of the Department for the equipment offered at a site within South Africa where a same make and model of unit is installed and is in full clinical operation. The cost of this site visit is for the account of the Bidder and it must therefore not place any obligation on the Department to procure from the Bidder.	
Clause G35	The Institution requesting the unit reserves the right to clinically trial and evaluate the unit in order to ensure that the unit meets the clinical requirements of the Department before adjudication of the bid.	
Clause G36	UPGRADEABILITY WHERE APPLICABLE:	
Clause G36.1	Bidders are to state the policy with regard to future software updates and the costs that will be involved.	
Clause G36.2	The Bidder to state what hardware and software will be available, with costs and projected dates.	

NO	SPECIFICATION	THE UNSHADED CLAUSES MUST BE COMPLETED BY THE BIDDER; FAILURE TO COMPLETE THESE CLAUSES WILL RENDER THE BID UNRESPONSIVE.
Clause G37	UPGRADE POLICY:	
Clause G37.1	All future upgrades (hardware and software) involving <u>patient safety</u> must be offered at no additional cost.	
Clause G37.2	All future upgrades removing software viruses from existing software must be supplied at no cost.	
Clause G37.3	Any upgrade before or after installation of the equipment involving additional cost must be brought to the attention of the Manager, Health Technology Services.	
Clause G38	The Bidder must indicate the expected life of their offered unit and software in years.	

**TECHNICAL SPECIFICATION.**

**1. Clause T1**

This specification establishes the requirements, supply, delivery, end user training, demonstration, commission and installation of **17x CRITICAL CARE PACKAGES, each comprising: INFUSION & SYRINGE DEVICES with COMPATIBLE DOCKING STATIONS on MOBILE TROLLEYS** that comprise the latest technology and capable of automatically regulating the user **SET** infusion rate during intravenous administration. The unit offered must also be capable of carrying out blood administration. Bidder must state if two different type of giving sets are required for the abovementioned applications.

**N.B. Bidder must state the cost inclusive of V.A.T. of the infusion giving sets, for all applications, on the schedule of optional accessories at the end of this Technical Specification.**

**17x PACKAGES, each package must contain the following components:**

- 8 Syringe Drivers.
- 4 Volumetric Pumps.
- Appropriate number of compatible Docking Stations that can accommodate 12 infusion devices (8 syringe drivers + 4 volumetric pumps).
- Appropriate number of compatible Mobile Trolleys / Rolling Stands that can accommodate 12 infusion devices (8 syringe drivers + 4 volumetric pumps) and the weight of the infusion devices and docking stations.

Therefore, total number of Syringe Drivers required will be 136;

Total number of Volumetric Pumps required will be 68; and

Total number of Docking Stations and Mobile Trolleys will be according to how the bidder proposes that the required infusion devices can be safely accommodated and configured for each package.

**BIDDER'S COMMENTS:**

---

---

---

---

**VOLUMETRIC INFUSION DEVICES:**

**2. Clause T1.1**

The unit offered must be suitable for adult, paediatric and neonatal application.

**BIDDER'S COMMENTS:**

---

---

---

---

**3. Clause T1.2**

The unit offered must comply with the following requirements:

- Built-in carry handle.
- IV pole clamp or attachable to IV pole.
- Requires a clear and large display of at least 70mm x 30mm to visualize settings from 5m away.
- Customisable display.

- Ability to stack at least 3 pumps onto IV pole.
- Must be accommodated onto a central docking station/rack.
- Rack or docking system must accommodate volumetric pumps and syringe drivers and have an internal power supply.
- Rack / docking station must attach onto a trolley / stand that is portable.
- Rack or docking station must communicate with patient data collection system.
- Pump must be able to measure variable pressures and the infused pressure.
- Must do an automatic self-test once the administration set is loaded.
- Must be able to check set up of the administration set and pump occlusion to avoid free flow of fluid.
- Must be light weight, not more than 2.5kg.
- Waterproof rating > or equivalent to IP31.
- Must be protected against leakage of electrical current.
- Must have the following modes:
  - ml/hr.
  - Dose rate.
  - Dose units (ng, ug, mg).
- Must be Compatible with several types of manufacturer-specific administration sets.
- Able to change flow rate in 0.1ml/hr increments.
- Volume limit infusion mode: 0.1-9999.9ml in 0.1 ml increments).
- Ability to pause for 60 seconds -1 hour.
- Ability to give a bolus dose: minimum 0.5ml.
- Ability to store patient data in an events log (minimum 100 patients)
- Recall of previous patient settings (internal memory function).
- Adjustable sound function.

**BIDDER'S COMMENTS:**

---



---



---

**4. Clause T2**

The unit offered must also be capable of delivering a user selectable **VOLUME** at a desired user selectable **RATE** which must be automatically controlled by the internal circuitry employing a linear peristaltic drive mechanism. The linear peristaltic drive mechanism must have proven reliability.

**BIDDER'S COMMENTS:**

---



---



---

**5. Clause T3**

The unit offered must operate from both the 220V + 10%, 50Hz single phase a.c. supply and an internally fitted rechargeable battery with a 3m power cord and a 3 pin SABS sealed main plug.

**BIDDER'S COMMENTS:**

---



---



---

**6. Clause T4**

The unit offered must be fused in **both the LIVE and NEUTRAL**.

**BIDDER'S COMMENTS:**

---

---

**7. Clause T5**

The unit offered must be supplied with an internal rechargeable battery and the cost of which must be included in the final bid price. **Please state the capacity, the voltage and type of battery used.** In the event of a 220V mains failure the battery must automatically take over and provide continuous operation.

N.B. Bidder must state the price inclusive of **V.A.T.** of the internal rechargeable battery on the schedule of optional accessories.

**BIDDER'S COMMENTS:**

---

---

---

**8. Clause T6**

The internal rechargeable battery must be of a reasonable capacity, such that with battery power the unit must be able to operate continuously for a minimum of two (2) hours at a user set infusion rate of 125ml/h.

**BIDDER'S COMMENTS:**

---

---

---

**9. Clause T7**

The battery charger for charging the internal rechargeable battery and power supply must be internally fitted into the infusion pump. **Infusion pumps that are quoted on and use external battery chargers and power supply will not be considered.**

**BIDDER'S COMMENTS:**

---

---

---

**10. Clause T8**

The infusion pump offered must be provided with circuitry, which must ensure that the internal rechargeable battery will be protected against over-charge and over-discharge.

**BIDDER'S COMMENTS:**

---

---

---

**11. Clause T9**

The infusion pump must be fully operable from the 220V  $\pm$  10%, 50Hz a.c. supply regardless of the internal rechargeable battery condition.

**BIDDER'S COMMENTS:**

---

---

---

**12. Clause T10**

The internal rechargeable battery must be automatically charged when the unit is connected to a live 220V, 50Hz a.c. supply.

**BIDDER'S COMMENTS:**

---

---

---

**13. Clause T11**

**If a drop / flow sensor is used to detect flow it must have the following features:**

- a. It must have an extensible cable.
- b. It must be robust.
- c. Detect fluid flow through a drip chamber.

**BIDDER'S COMMENTS:**

---

---

---

**14. Clause T12**

If a drop / flow sensor is not used, bidder must briefly describe how the flow is controlled and regulated.

**BIDDER'S COMMENTS:**

---

---

---

**15. Clause T13**

The unit must provide user selectable infusion **RATE** in a minimum range of 0.1 to 999ml/h.

**BIDDER'S COMMENTS:**

---

---

---



**16. Clause T14**

The unit must be provided with a user selectable infusion **VOLUME LIMIT** in the minimum range of 0.1 to 9999ml.

**BIDDER'S COMMENTS:**

---

---

---

---

**17. Clause T15**

The response time of the infusion pump to attain and maintain the user selected infusion **RATE** must be rapid. State the response time over the whole range.

**BIDDER'S COMMENTS:**

---

---

---

---

**18. Clause T16**

It must not be possible to change the **RATE** while the infusion is in progress, the infusion must first be stopped to allow user to select a new **RATE** before restarting infusion or alternately there must be ample safety precautions against unauthorized tampering of any infusion settings.

**BIDDER'S COMMENTS:**

---

---

---

---

**19. Clause T17**

**The following must be clearly displayed on the front panel under all lighting conditions:**

- a. Pump is switched in the **ON** position.
- b. **A.C.** mains power supply operation.
- c. Battery power supply operation.
- d. Infusion **RATE** selected.
- e. Volume to be infused setting.
- f. Volume infused.
- g. Alarm condition and possible alarm / error messages.

**BIDDER'S COMMENTS:**

---

---

---

---

**20. Clause T18**

All alarm conditions must be accompanied by an audible warning.

**BIDDER'S COMMENTS:**

---

---

---

---

**21. Clause T19**

When an infusion is completed it must be accompanied by an audible warning.

**BIDDER'S COMMENTS:**

---

---

---

---

**22. Clause T20**

On completion of an infusion, there must be provision for a **KEEP VEIN OPEN (KVO) RATE**. State the **KVO** rate on the unit offered.

**BIDDER'S COMMENTS:**

---

---

---

**23. Clause T21**

**The unit offered must have the following Safety features and activate Alarms for:**

- a. Air in the infusion line / air in line detection.
- b. Closed clamp on infusion giving set during infusion start up attempt.
- c. Occlusion during infusion administration and disconnection of line.
- d. **LOW** battery.
- e. Open door.
- f. Infusion set removed and also when not properly loaded.
- g. Mispositioned flow sensor / detector where applicable.
- h. Completion of selected volume to be infused.
- i. Zero infusion rate selected and start up attempted.
- j. Zero volume selected for infusion and start up attempted.
- k. Internal malfunction.
- l. Malfunctions detected during self test at power up.
- m. Battery capacity display in hours & minutes.
- n. Unconfirmed selection alarm.
- o. Priming function.
- p. Keyboard locking mode.
- q. Maintenance warning.
- r. Occlusion pressure alarm
- s. Anti-bolus function

**BIDDER'S COMMENTS:**

---

---

---

**24. Clause T22**

The **LOW BATTERY** alarm must alert the user that there is a limited duration of battery power operation left.

**BIDDER'S COMMENTS:**

---

---

---

**25. Clause T22.1**

At the **COMPLETION OF THE SELECTED VOLUME TO BE INFUSED** and where the unit goes onto the **KVO** rate, the unit must warn the user with an audible intermittent warning that the selected volume to be infused has been completed and that the instrument has now gone onto a **KVO** rate.

**BIDDER'S COMMENTS:**

---

---

---

**26. Clause T22.2**

All other alarm conditions must either prevent an infusion being started or must stop the infusion and deliver an audible warning.

**BIDDER'S COMMENTS:**

---

---

---

**27. Clause T23**

The infusion pump offered must deliver the preset volume with an accuracy of better than  $\pm 5\%$  through out the whole range of infusion.

**BIDDER'S COMMENTS:**

---

---

---

**28. Clause T24**

With reference to Clause T23 (Above), the bidder must state the accuracy of the unit offered.

**BIDDER'S COMMENTS:**

---

---

---

---

---

**29. Clause T25**

The bidder must state clearly if a dedicated giving set is required to achieve accuracy. **Bidder must also clearly state if there are other compatible brands of giving sets that can be used on the unit offered.**

**BIDDER'S COMMENTS:**

---

---

---

**30. Clause T26**

The unit being quoted for must not be susceptible to electromagnetic interference. Bidder's must provide statement as to the performance of the unit in the presence of electro-magnetic interference such as that from an electro-surgery (diathermy) unit.

**BIDDER'S COMMENTS:**

---

---

---

**31. Clause T27**

The unit offered must be equipped with memory, which stores alarm messages which could be recalled by service technicians when carrying out preventative maintenance, repairs or servicing. Bidder must specify this memory capacity.

**BIDDER'S COMMENTS:**

---

---

---

**32. Clause T28**

It is important that the unit must have a service mode, which could be accessed by service technicians thus enabling them to check important parameters of the unit, without having to dismantle the unit.

**BIDDER'S COMMENTS:**

---

**33. Clause T29**

The casing of the unit offered must be impact resistant.

**BIDDER'S COMMENTS:**

---

---

**34. Clause T30**

The offered unit must be provided with a universal adapter, which will allow the unit offered to be attached to a mobile drip stand, a gabler rail or a docking station.

**BIDDER'S COMMENTS:**

---

---

---

**35. Clause T31**

Should a video/VCD/DVD on the operation of the unit be available it must be offered with the item.

**BIDDER'S COMMENTS:**

---

---

---

**36. Clause T32**

The bidder must undertake to quote on all accessories that will be required in order that the unit could be put into operation immediately after delivery. The price inclusive of **V.A.T.** of these accessories must be submitted on the schedule of optional accessories at the end of this Technical Specification.

**BIDDER'S COMMENTS:**

---

---

---

---

---

**SYRINGE DEVICE:**

**37. Clause T33**

This specification establishes the requirements, supply, delivery, end user training, demonstration, commission and installation of a syringe driver capable of programming for either volume or drug delivery in  $\mu\text{g}/\text{mg}/\text{g}$  per min/h/kg and it must be capable of an adjustable bolus administration. The unit being quoted on is required for general application and not intended for any dedicated application. Bidders must clearly note that units that make use of dedicated syringes and dedicated extensions may **not be** considered and therefore bidders must clearly state here under if whether the unit being quoted on makes use of dedicated syringes and dedicated extensions.

**BIDDER'S COMMENTS:**

---

---

---

---

**38. Clause T34**

The unit offered must comply with the following requirements:

- Built-in carry handle.
- IV pole clamp or attachable to IV pole.
- Must have a barrel clasp check
- Requires a clear and large display of at least 70mm x 30mm to visualize settings from 5m away.
- Customisable display.
- Ability to stack at least 3 pumps onto IV pole.
- Must be accommodated onto a central docking station/rack.
- Rack or docking system must accommodate volumetric pumps and syringe drivers and have an internal power supply.
- Rack / docking station must attach onto a trolley / stand that is portable.
- Rack or docking station must communicate with patient data collection system.
- Pump must be able to measure variable pressures and the infused pressure.
- Must do an automatic self-test once the administration set is loaded.
- Must be able to check set up of the administration set and pump occlusion to avoid free flow of fluid.
- Must be light weight, not more than 2.5kg.
- Waterproof rating > or equivalent to IP31.
- Must be protected against leakage of electrical current.
- Must have the following modes:
  - ml/hr.
  - Dose rate.
  - Dose units (ng, ug, mg).
- Must be Compatible with several types of manufacturer-specific administration sets.
- Able to change flow rate in 0.1ml/hr increments.
- Volume limit infusion mode: 0.1-9999.9ml in 0.1ml increments).
- Ability to pause for 60 seconds -1 hour.
- Ability to give a bolus dose: minimum 0.5ml.
- Ability to store patient data in an events log (minimum 100 patients)
- Recall of previous patient settings (internal memory function).
- Adjustable sound function.

**BIDDER'S COMMENTS:**

---

---

---

**39. Clause T35**

Preference will be given to a unit, which could be used with all common sizes of syringes. State the various sizes of syringes that could be used with the unit being quoted on. Preference will also be given to a unit, which is compatible with the use of various common makes / brands / sizes of syringes that are available. State the various brands and sizes of syringes that could be used with the unit being quoted on.

**BIDDER'S COMMENTS:**

---

---

---

**40. Clause T36**

Bidders must state whether this unit can be pre-programmed for a specified drug. The bidder must state how many. The bidder must state if unit being quoted on is supplied with built in **Dose / Volume** calculation. If it is available **ONLY** as an optional feature, the bidder must clearly state the **price** inclusive of **V.A.T.** of the unit **OFFERED with** and **without** this optional feature.

**BIDDER'S COMMENTS:**

---

---

---

---

**41. Clause T37**

The unit must automatically sense the syringe size and display visual indication on the front panel of the size of the syringe loaded. It must not be possible to operate the unit without it being loaded with a syringe.

**BIDDER'S COMMENTS:**

---

---

---

---

---

---

**42. Clause T38**

The infusion rate must be selectable in a minimum range of 0.1 to 199.9 ml/h and the infusion rate must be well displayed on the display mounted on the front panel and which must offer excellent visibility under all lighting conditions. The unit must also include the delivery of a bolus dose when required during the normal infusion delivery. The unit must revert to the previously selected normal infusion delivery after administering a bolus.

**BIDDER'S COMMENTS:**

---

---

---

---

**43. Clause T39**

It must not be possible to change the flow rate while the pump is running, the design must be such that the pump must first be stopped, flow rate changed and then restarted **or** alternatively there must be ample safety precaution against unauthorized tampering of any settings. If no flow rate / zero flow rate is selected, it must not be possible to start the infusion delivery. The unit must provide a visible alarm within a preset period should the infusion delivery not be started. **State this time interval.**

**BIDDER'S COMMENTS:**

---

---

---

**44. Clause T40**

The control panel must be flush and all push buttons and switches must preferably be flush membrane type and provide resistance for the entry of fluids in to the internal workings and circuits of the unit.

**BIDDER'S COMMENTS:**

---

---

---

---

**45. Clause T41**

The Control panel must indicate whether 220V, 50Hz a.c. line power or internal rechargeable battery power is being used.

**BIDDER'S COMMENTS:**

---

---

---

---

**46. Clause T42**

An essential feature must be "an infusion in progress" indicator, which will provide the operator with visual indication that the pump is carrying out infusion.

**BIDDER'S COMMENTS:**

---

---

---

---

**47. Clause T43**

The unit must produce a continuous audible and visual alarm for end of travel of syringe plunger. The unit must also be equipped with an audible and visible pre-alarm and its function must be such that it will indicate when the syringe travel plunger is nearing its end and/or when the set **Volume to be infused** is approaching final completion.

**BIDDER'S COMMENTS:**

---

---

---

---

**48. Clause T44**

**The unit offered must have the following Safety features and activate Alarms for:**

- a. Air in the infusion line / air in line detection.
- b. Closed clamp on infusion giving set during infusion start up attempt.
- c. Occlusion during infusion administration and disconnection of line.
- d. **LOW** battery.
- e. Unlatched clasp alarm



- f. Infusion set removed and also when not properly loaded.
- g. Malpositioned flow sensor / detector where applicable.
- h. Completion of selected volume to be infused.
- i. Zero infusion rate selected and start up attempted.
- j. Zero volume selected for infusion and start up attempted.
- k. Internal malfunction.
- l. Malfunctions detected during self test at power up.
- m. Battery capacity display in hours & minutes.
- n. Unconfirmed selection alarm.
- o. Priming function.
- p. Keyboard locking mode.
- q. Maintenance warning.
- r. Occlusion pressure alarm
- s. Anti-bolus function

**BIDDER'S COMMENTS:**

---



---



---

**49. Clause T45**

The maximum occlusion pressure at which the unit will provide an alarm e.g. with the use of a 50ml syringe at 1ml and all higher rates must be stated by the bidder for the unit being quoted on.

**BIDDER'S COMMENTS:**

---



---



---

**50. Clause T46**

The time to alarm following occlusion at 1 ml/h and all higher rates must be stated by the bidder for the unit being quoted on.

**BIDDER'S COMMENTS:**

---



---



---

**51. Clause T47**

The bolus following release of occlusion at 1 ml/h and all higher rates (at alarm)  $\leq 0,6$  ml on the unit being quoted for.

**BIDDER'S COMMENTS:**

---



---



---

**52. Clause T48**

The unit must be provided with a **Low Battery** alarm to warn of impending depletion of the internal rechargeable battery power.

**BIDDER'S COMMENTS:**

---

---

---

---

**53. Clause T49**

It must be possible to temporarily silence the alarm for a period of time not exceeding two minutes at which point in time if the fault condition still exists the unit must automatically provide an audible alarm again.

**BIDDER'S COMMENTS:**

---

---

---

---

**54. Clause T50**

There must be a test routine for the verification of operation of alarms on the unit being quoted on.

**BIDDER'S COMMENTS:**

---

---

---

---

**55. Clause T51**

There must preferably be separate switch controls and indicators for starting and stopping the pump. When the unit is turned **off**, the previous settings such as **volume** and **dose** delivery must be retained in memory and displayed at next switch on.

**BIDDER'S COMMENTS:**

---

---

---

---

**56. Clause T52**

There must be a fast purge mode of operation, which will allow priming of **IV** line. It must not be possible to operate the unit continuously in this mode.

**BIDDER'S COMMENTS:**

---

---

---

---

**57. Clause T53**

The unit must be designed to operate from both the 220V  $\pm$  10%, 50Hz a.c. single-phase power supply and an internal rechargeable battery. The unit must be fused in **both the LIVE and NEUTRAL**.

**BIDDER'S COMMENTS:**

---

---

---

**58. Clause T54**

The unit must be supplied an internal rechargeable backup battery, capable of operating the pump for a minimum of six hours in the event of the 220V, 50Hz a.c. power supply failure. It is essential that the changeover to battery operation on mains failure must be automatic.

**BIDDER'S COMMENTS:**

---

---

---

**59. Clause T55**

The battery charger and power supply must be built in internally to the unit and units that are offered with battery charger and power supply, as a separate item **will not** be considered.

**BIDDER'S COMMENTS:**

---

---

---

**60. Clause T56**

The unit must be provided complete with a universal attachment for mounting the unit to both a drip stand, Gabler Rail or docking station.

**BIDDER'S COMMENTS:**

---

---

---

**61. Clause T57**

The accuracy (long term) measured over 60 min at 1ml/h and all higher rates must be better than  $\pm$  5% for the unit being quoted on.

**BIDDER'S COMMENTS:**

---

---

---

**62. Clause T58**

The accuracy (short term) at 5 ml/h must be better than  $\pm 5\%$  of mean on 2 minutes observation window for the unit being quoted on.

**BIDDER'S COMMENTS:**

---

---

---

**63. Clause T59**

Time from start-up to attain 95% of rate set at 1 ml/h and all higher rates must be stated by the bidder for the unit being quoted on.

**BIDDER'S COMMENTS:**

---

---

---

**64. Clause T60**

A desirable feature must be a syringe barrel clamp alarm or equivalent.

**BIDDER'S COMMENTS:**

---

---

---

**65. Clause T61**

A desirable feature must be a syringe plunger disengaged alarm or equivalent.

**BIDDER'S COMMENTS:**

---

---

---

**66. Clause T62**

The unit must be capable of displaying total **Volume Infused**. Any bolus administered by the unit during normal infusion must be added to the **total volume infused** and displayed.

**BIDDER'S COMMENTS:**

---

---

---

---

**67. Clause T63**

The unit must include a service mode that could be accessed by a service technician to enable key parameters of the unit to be checked without dismantling the unit.

**BIDDER'S COMMENTS:**

---

---

---

**68. Clause T64**

The unit being quoted for must not be susceptible to electromagnetic interference. Bidder's must provide statement as to the performance of the unit in the presence of electro-magnetic interference such as that from an electro-surgery (medical diathermy) unit.

**BIDDER'S COMMENTS:**

---

---

---

**69. Clause T65**

The casing of the unit being quoted for must be well sealed, so as to prevent liquids from splashes gaining entry into the internal workings of the units such as **P.C.B.'s** and resulting in costly damage.

**BIDDER'S COMMENTS:**

---

---

---

**DOCKING STATION:**

**70. Clause T66**

This bid calls for the supply, installation and commissioning of docking stations to be used to mount volumetric pumps and syringe drivers. To be used specifically in a Hospital environment.

**Unit offered shall be used to accommodate a minimum of 4 and a maximum of 12 compatible infusion devices (volumetric infusion pumps and syringe drivers).**

**BIDDER'S COMMENTS:**

---

---

---

## 71. Clause T67

### Key requirements of the offered unit/s:

	Description	Bidders comments
1	Docking station to mount and charge infusion pumps and syringe drivers. Bidder to note that docking station must be able to be mounted on a trolley/ rolling stand with all infusion devices for ease of use and transportation.	
2	Unit shall be able to accommodate minimum of 4 and maximum of 12 infusion devices at the same time. Bidder must state the number that each station can accommodate.  Maximum weight of <b>unloaded</b> docking station is 12kg (for maximum of 12 devices) or 6 kg (for maximum of 6 devices)	
3	Features: <ul style="list-style-type: none"><li>• Must have internal power supply to centralise electrical power supply</li><li>• Slim, light weight</li><li>• Easy to lift</li><li>• Transportable on rolling stand/trolley</li></ul>	
4	Dimensions: 1,95m height (max)	
5	SABS approved plug with 220V power supply Electrical protection with fuses Earthed power cord	
6	Material: durable, robust	

**NB: Samples will be technically evaluated before a purchase order is issued.**

### BIDDER'S COMMENTS:

---

---

---

### MOBILE TROLLEY / ROLLING STAND:

## 72. Clause T68

This bid calls for the supply, installation and commissioning of mobile trollies/rolling stands to be used to mount docking stations with volumetric infusion pumps and syringe drivers. To be used specifically in a Hospital environment.

**Unit offered shall be used to mount and transport docking station(s) with maximum of 12 compatible infusion devices (a combination of volumetric infusion pumps and syringe drivers).**

### BIDDER'S COMMENTS:

---

---

---

### 73. Clause T69

#### Key requirements of the offered unit/s:

	Description	Bidders comments
1	Mobile trolley/rolling stand to carry infusion and syringe drivers. Bidder to note that a dedicated docking station or rack will be mounted on the trolley with all infusion devices for ease of use and transportation.	
2	Unit shall be able to carry maximum of 12 infusion devices at the same time. Bidder to state the number of devices that each loaded trolley can accommodate.  Trolley must be able to accommodate an Approximate loaded weight of 36kg (maximum)	
3	Features: <ul style="list-style-type: none"><li>• Height of trolley/rolling stand must accommodate 12 infusion devices</li><li>• Trolley/rolling stand must have minimum of 4 hooks for hanging intravenous fluid bags</li><li>• Trolley/rolling stand must accommodate the weight of docking station, weight of 12 infusion devices and weight of fluids without becoming unstable or falling over.</li></ul>	
4	Dimensions: 1,95m height (max) Weight of trolley must <b>not</b> exceed 12kg	
5	Trolley/rolling stand shall have 4 castors (2 with brakes) Trolley must be easily movable/transportable whilst loaded with docking stations and infusion devices and fluids	
6	Material: Robust, metal with metal base.	

**NB: Samples will be technically evaluated before a purchase order is issued.**

### 74. Clause T70

#### GUARANTEE / WARRANTY

The bidder must provide a minimum of 24-month warranty / guarantee period for the unit offered.

#### BIDDER'S COMMENTS:

---

---

---

### 75. Clause T71

Registered product with SAHPRA (South African Health Products Regulatory Authority) at time of tender. Failure to submit confirmation will result to disqualification.

Please state SAHPRA Licence number \_\_\_\_\_. (Attach a copy of the licence)

**BIDDER'S COMMENTS:**

---

**76. Clause T72**

Units being quoted for must be CE Certified. (Attach a copy of certification). The make and the model offered must be reflected on the certificate.

**BIDDER'S COMMENTS:**

---

---

---

**77. Clause T73**

If this type of equipment / apparatus appears on the schedule of Hazardous Substances issued by the Directorate: Health Technology of the Department of Health, a license in terms of the Act on Hazardous Substances (Act. 15/1973) must be submitted with this bid document. The license must be registered under the bidders' name or a letter of joint venture must be submitted by the license holder where the license is not in the name of the bidder. Bidders that neglect to submit a license will not be considered.

Please state the Radiation Control licence number of the make and model of equipment offered.  
\_\_\_\_\_. (Attach a copy of the licence)







DETAILED TECHNICAL SPECIFICATION

GENERAL INFORMATION REQUIRED

**FAILURE TO COMPLETE THIS PART WILL DISQUALIFY THE BIDDER**

Make: \_\_\_\_\_

Model Number / Part Number for: \_\_\_\_\_

Country of Origin \_\_\_\_\_

Delivery Period \_\_\_\_\_

R S A Import Permit Holder (License No) \_\_\_\_\_

78. Bidder \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Person \_\_\_\_\_  
(Please Print)

**SECTION M: PRICING SCHEDULE: SBD 3.1**

Name of bidder.....	Bid number: <b>ZNB 9004/2022-H:</b>
Closing Time 11:00	Closing Date: <b>15 AUGUST 2022</b>

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

**DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF 17 CRITICAL CARE PACKAGES OF INFUSION AND SYRINGE DEVICES WITH COMPATIBLE DOCKING STATIONS ON MOBILE TROLLEYS FOR DR PIXLEY KA SEMME MEMORIAL HOSPITAL: ONCE-OFF**

<p><b>1) UNIT PRICE IN RSA CURRENCY:</b></p> <ul style="list-style-type: none"> <li>➤ (ALL APPLICABLE TAXES INCLUDED)</li> <li>➤ (ANY STIPULATED COMPULSORY ACCESSORIES)</li> <li>➤ (INCLUSIVE OF 24 MONTHS GUARATEE)</li> </ul>	<p>R_____</p> <p>AMOUNT IN WORDS.....</p> <p>.....</p>
<p><b>TOTAL BID PRICE IN RSA CURRENCY:</b></p> <ul style="list-style-type: none"> <li>➤ (TOTAL BID PRICE = UNIT PRICE X SEVENTEEN (17) )</li> <li>➤ (ALL APPLICABLE TAXES INCLUDED)</li> </ul>	<p>R_____</p> <p>AMOUNT IN WORDS.....</p> <p>.....</p>

- Required by: **DRT PIXLEY KA SEMME MEMORIAL HOSPITAL**
- Country of origin: .....
- Delivery Period (On order): .....

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

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

## SECTION N: OBJECTIVE EVALUATION CRITERIA

Evaluation will be based on the following:

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Technical Evaluation
- 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 (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
<b>Prospective Bidders MUST ensure that the following Sections of the bid document MUST be completed in ALL respects to qualify for the next stage of evaluation:</b>						
1	Section A: Invitation To Bid (SBD1)	Yes				
2	Section B: Special Instructions And Notices To Bidders Regarding The Completion Of Bidding Forms	Yes				
3	Section C: Authority To Sign A Bid	Yes				
4	Section D: Bidder's Disclosure (SBD4)	Yes	Yes			
5	Section E: The National Industrial Participation Programme (SBD 5)	Yes				
6	Section F: Declaration that information on central supplier database is correct and up to date	Yes				
7	Section G: Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017.	Yes				
8	Section H: Record Of Amendments To Bid Documents	Yes				
9	Section I: General Conditions Of Contract	Yes				
10	Section J: Special Conditions Of Contract	Yes				
11	Section K: Conditions Of Bid	Yes				
12	Section L: Specifications	Yes	Yes			
13	Section M: Pricing Schedule: (SBD 3.1)	Yes	Yes			
<b>Prospective Bidders Must Provide The Following As Per The Mandatory Requirements:</b>						
1.	A Status Level Verification Certificate/Sworn Affidavit (For EMEs& QSEs) must be Submitted in order to qualify for Preference Points.	Yes If Applicable	Yes/If Applicable			
2.	Descriptive literature, colour pamphlets, colour brochures and technical data sheets applicable to the offer (refer to clause G31)	Yes	Yes			

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
3.	If the bidder is a supplier/distributor, not a manufacturer of the product offered for, he/she must submit a letter of undertaking from a manufacturer.	Yes	Yes			
4.	Valid SAHPRA registration certificate for equipment ( If applicable)	Yes/If Applicable	Yes/If Applicable			
5.	Radiation control licence certificate	Yes/If Applicable	Yes/If Applicable			

### Phase 2: Technical Evaluation

The system offered must comply fully with or exceed all of the minimum specification requirements as per the Clauses as contained in the Specification. The prospective bidder is required to provide descriptive literature, colour pamphlets, colour brochures and technical data sheets applicable to the offer (i.e. supporting information for all components of the system) for the Technical Evaluation.

If the product offered is unknown to the Department, the Department reserves the right to have the unit evaluated by a team of Technical and Clinical experts with regards to its functionality, performance and quality. The decision of this committee will be used as a motivation for the evaluation and recommendation of the bid. For this reason a demonstration unit should be readily available within 14 working days, or the bidder must make arrangements for demonstration with representatives of the Department for the equipment offered at a site within South Africa where a same make and model of unit is installed and is in full clinical operation. The cost of this site visit is for the account of the bidder and it must therefore not place any obligation on the Department to procure from the bidder.

### 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
<b>Total points for Price and must not exceed</b>	<b>100</b>

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.