

# INVITATION TO BID



DEPARTMENT OF HEALTH  
*Republic of South Africa*

NDOH 48 / 2020-2021

## **APPOINTMENT OF A BIDDER TO CONDUCT AN INDEPENDENT NATIONAL SURVEY ON PATIENT EXPERIENCE OF CARE IN PUBLIC HEALTH ORGANISATIONS.**

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL DEPARTMENT OF HEALTH.					
BID NUMBER:	NDOH 48/2020-2021	CLOSING DATE:	15/03/2021	CLOSING TIME:	11:00
DESCRIPTION	Appointment of a bidder to conduct an independent national survey on patient experience of care in public health organisations.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
National Department of Health; Civitas Building; c/o Thabo Sehume and Struben Streets; CBD Pretoria.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@health.gov.za		E-MAIL ADDRESS	tenders@health.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	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 SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER:	BID NO: NDOH 48/2020-2021
CLOSING TIME 11:00	CLOSING DATE: 15/03/2021

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

ITEM NO	DESCRIPTION:	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder: .....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid .....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number



**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

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

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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



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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<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 B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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

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

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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 B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

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

DATE: .....

ADDRESS .....

.....

.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Js365bW



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

# THE NATIONAL TREASURY

Republic of South Africa



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## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**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
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## 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) the 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 Programme (NIP)** 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.

Js General Conditions of Contract (revised July 2010)

# SPECIFICATIONS: AN INDEPENDENT NATIONAL SURVEY ON PATIENT EXPERIENCE OF CARE IN PUBLIC HEALTH ORGANISATIONS

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## 1. Introduction

In healthcare systems across the globe there are often many prevailing negative factors that result in the delivery of substandard quality services. To remedy the latter, various mechanisms exist that could be followed to improve the quality of healthcare services. One such mechanism is obtaining feedback from patients regarding their experience of care and to use the feedback to improve the quality of health care services. Like in many other countries, South Africa has a legal obligation to, on a regular basis, determine the experiences patients have with the healthcare they receive. By conducting rigorous patient experience of care surveys, any mismatch between the patient's expectation and the healthcare service they are receiving, is brought to the fore.

Knowing what these mismatches are, could assist in (i) identifying problem areas that require focused interventions and resolving potential problems timely, (ii) identifying matters that require a better explanation to patients, (iii) reducing variation in health services by creating a standard platform that could also ensure the efficient use of resources, (iv) guiding continuous education for all staff members i.e. learning about what is important to patients, and (vi) strengthening consultative processes with patients and their involvement in health care.

## 2. Background

An independent national survey on Conducting Patient Experience of care survey was conducted in 2018. In clinics, 76% of patients that were interviewed reported a positive experience of care. The overall results of PEC survey were that the majority of patients reported 70.0% satisfaction, 75.0% satisfaction with staff attitudes, satisfaction with cleanliness score of 82,5%. Only 51,3% of patient new facility complaint procedures, 42.9% of clinics had notices warning them of obstructions. 97.0% of patients collected their chronic medication from the facility of which 84.0% were either satisfied or very satisfied with the off-site collection arrangement.

In hospitals, it was found that the national average satisfaction rate (Positive Patient Experience of Care) was 73%. Patient access =72.6%), Availability and use of medicines= 94.2%, Patient Safety=82.5%, Cleanliness=72.1%, Values and attitudes of staff=70.1% and Patient waiting time=58.8%.

### 3. Survey framework

The survey will be in line with the guidance available in the National Guideline on Conducting Patient Experience of Care survey in Public Health Establishments: 2017 (Annexure B).

### 4. Purpose

These specifications seek the services of a suitably qualified bidder to undertake the Patient Experience of Care (PEC) survey in the given number of hospitals, community health centers and clinics across the nine provinces of South Africa (See Annexure A) during the year 2020.

Bidders are required to familiarize themselves with the National Guideline on Conducting Patient Experience of Care survey in Public Health Establishments: 2017 (Annexure B).

The survey project will be conducted over a period of twelve weeks commencing from the date of the acceptance of the award of the contract. The project period shall include the date of the submission of the final results and report to NDoH.

### 5. Objectives

The objectives of the survey are to

- 5.1 Collect, capture and analyze data on PEC and compile a report as described in the National Guideline on Conducting PEC survey in Public Health Establishments: 2017
- 5.2 determine the patients characteristics
- 5.3 determine the level of satisfaction with regard to: access to health services, cleanliness, waiting time for services, physical safety while in public health establishments, availability and knowledge of medicines provided to patients and staff attitudes to patients
- 5.4 Correlate the results of patient characteristics and determinants of patients' satisfaction i.e. access, cleanliness, waiting time, availability and knowledge of medicines, physical safety while in health establishments and staff attitudes to patients.
- 5.5 Aggregate the results of the survey according to the facility, district, province and national level.

### 6. Survey design

Taking into consideration the overarching survey intention of establishing the level of patient satisfaction with services they receive in public health establishments; the following survey methodology is important: -

- 6.1 The survey design should follow the methodical approach, data collection methods and data analysis plan as outlined in the National Guideline on Conducting PEC survey: 2017.
- 6.2 There will be neither the development of additional questions nor reformatting of the questions as outlined in the National Guideline on Conducting PEC survey: 2017 by the bidder.
- 6.3 Data should be collected from a given number of patients per facility as prescribed by the NDoH.
- 6.4 The NDoH: QA will facilitate notification of selected establishments that will be surveyed in line with the bidders' approved work plan.
- 6.5 The survey should be conducted in 403 establishments broken down as follows: 60 hospitals (covering all levels), 28 community health centers and 315 clinics across the nine provinces of South Africa (See Annexure C).
- 6.6 Bidders should use the scientifically proven research software to capture, analyze and present data to inform the narrative report of the survey at their own expense.

## **7. Deliverables:**

The deliverables must include the following:

- 7.1 At the inception of the survey, the bidder must
  - 7.1.1 Make a presentation of the work plan to the NDoH at the inception of the survey.
  - 7.1.2 Present preliminary data collection, capturing and analysis framework using the scientifically approved software to the NDoH.
- 7.2 Conducting the survey, the bidder must
  - 7.2.1 Collect data from randomly selected and volunteering patients in the given health establishments as outlined in the National Guideline on Conducting PEC in public health establishments:2017.
  - 7.2.2 Share the draft report of the PEC survey at least three times with the NDoH for inputs before the final report.
  - 7.2.3 The report to be aggregated according to the facility, district, province and national level in line with item
  - 7.2.3.4 Submit the report to the NDoH twelve weeks following the date of the tender award and failing which a penalty may be incurred in line with the service level agreement between the department and the service provider.

7.2.4.1 The draft report must be comprised of a one-page executive national summary of the survey.

7.2.4.3 Branding of the report to be aligned with the NDoH branding policy.

7.2.4 Provide all data collection tools to the NDoH

## 8. Evaluation timelines

The national PEC survey, which entails planning, data collection, capturing and analysis must be completed within eight months as follows:

DELIVERABLES	MONTHS					
	1	2	3	4	5	6
Advertisement of the bid	X					
Bid adjudication and evaluation: Bidders are invited to present work plan, data collection, capturing and analysis framework using the scientifically proven software.		X				
Appointment of the bidder		X				
Inception of the meeting with the successful bidder		X				
Development and approval of the service level agreement		X				
Logistical arrangements for data collection			X			
Data collection in designated health establishments				X	X	X
Data capturing and analysis				X	X	X
Compiling of draft report and sharing it with the NDoH						X
Finalization of the PEC survey report						X
Report approval						X
Report publication						X
Survey project closure						X

## 9. Bid requirements

9.1 The bidder must

9.1.1 specify the number of data collectors that will be part of the team, their areas of expertise and respective responsibilities – individual curriculum vitae to be attached.

9.1.2 the identity, responsibilities and billable allocation of team members within the project plan.

9.1.3 submit the signed confidentiality form by all team members

9.1.4 the skills transfer specification plan to the health department.

9.1.5 the bidders shall be assessed against some of the functional and criteria below



- 9.2 Additional competencies required
  - 9.2.1 Proven record of similar research capacity
  - 9.2.2 Have experienced and knowledgeable team members to conduct the PEC survey.
  - 9.2.3 Staff members of the successful service provider should not be employed in the public health service and must have proven expertise in interviewing skills.
  - 9.2.4 During the data collection, team members must be identifiable, and this includes wearing of nametags.
  - 9.2.5 be fluent in locally spoken language and
  - 9.2.6 have signed confidentiality assurance form designed by the service provider.  
NB! This form should be an annexure in the service provider's submission for quotation.

## 10. Data analysis and reporting

Analysis of data should be conducted by using the scientifically proven software. The report on the survey should depict the following:

- 10.1 Descriptive results.
- 10.2 Correlated results of questionnaire domain and patients' characteristics
- 10.3 Patient satisfaction rate aggregated per facility per six questionnaire domains.
- 10.4 Patient satisfaction rate aggregated per district per six questionnaire domains.
- 10.5 Patient satisfaction rate aggregated per province per six questionnaires domains.
- 10.6 Provide a preliminary and final data report to the NDoH: Quality Assurance Directorate within the time frame.

## 11. Mandatory

A list of references must accompany the bid document and particulars of similar services successfully completed elsewhere.

- 11.1 The bid must include young data collectors, captures and analysts from the previously disadvantaged groups
- 11.2 A proposed workplan linked to a time sequence prescribed NDoH
- 11.3 The successful bidder will be expected to meet NDoH on regular base to report progress of the survey.
- 11.4 Completed questionnaires (includes hard copies), results and publication remain the property of the NDoH.

- 11.5 Failure to comply with TOR as outlined allows the NDoH to pursue relevant sanctions it deems fit.
- 11.6 All payments in relation of this survey will be made after receipt of a detailed invoice and accompanying evidence of completed work which is certified as correct by the NDoH.
- 11.7 No public servant will be allowed to participate in the survey unless they have special approval from their employers as prescribed by the Department of Public Service and Administration

## **12. SECTION A: GENERAL**

### **12.1 LEGISLATIVE AND REGULATORY FRAMEWORK**

12.1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract will prevail.

### **TAX CLEARANCE CERTIFICATE**

- 12.2 An original and valid Tax Clearance Certificate or a Tax Compliance Status Pin issued by the South African Revenue Services certifying that the tax affairs of the bidder are in order must be submitted at the closing date and time of bid.
- 12.3 Copies and/or certified copies of the Tax Clearance Certificate will not be acceptable.

### **VALUE ADDED TAX**

- 12.4 All bid prices must be inclusive of 15% Value-Added Tax.
- 12.5 Failure to comply with this condition may invalidate the bid.

### **SUBMISSION OF BIDS**

- 12.6 Bidders must submit three sets of bid documents according to the instructions below.
  - 12.6.1 Set 1: Hard copy (constitutes the legally binding bid document)
    - 12.6.1.1 All SBD and Bid Response forms must be completed in black typescript. All fields must be completed.
    - 12.6.1.2 Where no electronic entry field is provided, bidders must complete the forms in black ink, handwritten in capital letters.

- 12.6.1.3 Where information as requested is not relevant, this should be indicated with N/A.
- 12.6.1.4 After completion, the full PDF document and the Bid Response document must be printed.
- 12.6.1.5 Bidders must submit their complete bid in hard copy format (paper document).
- 12.6.1.6 The signed hard copy of the bid document will serve as the legal bid document.
- 12.6.1.7 Each bid should be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly endorsed.
- 12.6.1.8 The duly authorised designee of the entity submitting the bid must attach his/her official signature where indicated on the documents. All pages in the bid submission must be initialed by the same person with black ink. The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialed. Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 12.6.2 Set 2: Scanned version of Set 1. (i.e. Scanned complete hard copy)
  - 12.6.2.1 Bidders must submit a PDF version of the entire signed hardcopy bid, including all certificates and documents requested.
- 12.6.3 Set 3: Electronic version of bid documents
  - 12.6.3.1 Bidders must submit the electronic versions of all bidding documents to facilitate data extraction. The PDF document must be submitted as editable PDF and the Bid Response Document in Excel (not PDF).
- 12.7 Set 2 and Set 3 must be included on a CD and submitted in a sealed package with Set 1.
- 12.8 The full name and address of the bidder, the bid number and the closing date of the bid must be clearly indicated on the package.
- 12.9 All three sets of bid documents must be submitted before the closing time of the bid (date and hour specified in the bidding documents).
- 12.10 Incomplete bids will be deemed non-responsive.

## **LATE BIDS**

12.11 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration, and where practicable, be returned unopened to the bidder.

## **FRONTING**

12.12 The NDOH supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the NDOH condemns any form of fronting.

12.13 The NDOH, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/ investigations to determine the accuracy of the representation made in bid documents.

12.14 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder/contractor to prove that fronting does not exist.

12.15 Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the NDOH may have against the bidder/contractor concerned.

## **SUPPLIER DUE DILIGENCE**

12.16 The NDoH reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and/or physical inspections or through any other mechanism that is appropriate to assess whether the Bidder complies with requirements as set out in the scope of work.

12.17 Bidders may be required do a presentation to the Bid Evaluation Committee to qualify the proposal.

## **COMMUNICATION**

12.18 The Chief Directorate: Supply Chain within the NDOH may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

12.19 Any communication to any government official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

12.20 All communication between the bidder and the Chief Directorate: Supply Chain must be done in writing.

## **CONTACT DETAILS**

12.21 [tenders@health.gov.za](mailto:tenders@health.gov.za)

## 13. SECTION B: SPECIAL REQUIREMENTS AND CONDITIONS OF CONTRACT

### 13.1 Preference Point System

13.1.1 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), responsive bids will be adjudicated by the State on the 90/10-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

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

### 13.3 Specific award conditions

13.3.1 The NDoH may seek advice from suitably qualified experts in the evaluation of the bid.

13.3.2 The NDoH reserves the right to award according to the most economical service option submitted.

13.3.3 The NDoH reserves the right to stop the contract partly or as a whole, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against NDoH either due to non-compliance, non-performance, funding constraints or policy shifts.

13.3.4 NDoH reserves the right not make an award.

13.3.5 The Department reserves the right to award this contract per district or per province.

13.3.6 The Department reserves the right to conduct price negotiations, where deemed necessary.

13.3.7 All service providers are bound to protect the confidentiality of all data (including patient confidentiality and the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications. The NDoH reserves the right to request any relevant documentation at any stage of implementation.

13.3.8 All records, data and information relating to the programme are owned by NDoH and remain the intellectual property of NDoH and as such must be treated as confidential by the Service Provider.

13.3.9 At the end of the contract period, the service provider shall make available to NDoH a record of all the data and information relating to NDoH.

13.3.10 Penalties will be applied individually according to specific criteria as defined in the SLA.

13.4 Submission of complete bid documents

- Bidders must submit all required documents indicated hereunder at the closing date and time of the bid.
  - (i) SBD1: Invitation to bid
  - (ii) SBD4: Declaration of Interest
  - (iii) SBD6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2011
  - (iv) B-BBEE Status Level Verification Certificate (where preference points are claimed) (Original or Certified Copy)
  - (v) SBD8: Declaration of bidder's past supply chain management practices
  - (vi) SBD9: Certificate of independent bid determination
  - (vii) Pricing structure: The pricing structure provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. The prices quoted must be submitted inclusive of Value Added Tax (VAT).
  - (viii) Company Profile
  - (ix) Testimonials from previous contractors/clients
  - (x) Proposed project implementation methodology
  - (xi) Document detailing technical experience and roles and responsibilities of main team members
  - (xii) Communication strategy

**BID EVALUATION PHASES AND CRITERIA**

13.5 The evaluation process will be conducted in five phases as follows:

Phase 1	Phase 2	Phase 3	Phase 4
Supply chain conditions Non-compliance to mandatory conditions will disqualify the bid	Special requirements and conditions of contract including legislative compliance	Functionality criteria and weighting	80/20 Preferential Point System

13.5.1 Phase 1: Supply Chain Conditions

13.5.2 Submission of completed bid documents.

13.6 Phase 2: Special requirements and conditions of contract including legislative compliance

13.6.1 Review of compliance with all Special requirements and conditions of contract including legislative compliance

13.7 Phase 3: Functionality Criteria and Weighting

13.7.1 Functional requirements

- It is imperative that the bidder provides sufficient information to illustrate that it is capable of providing the service and to provide the necessary information to enable it to make an effective comparison between bids.
- All submissions should include a comprehensive explanation of any similar service provided and how the business model could be adapted (if necessary) to provide the required services.

13.8 Bidders must achieve minimum functionality score of 60% in order to be admitted to the next phase of evaluation.

Criteria	Weighted %	Scoring Criteria
<p>Experience in providing services as per the scope of work Bidder to provide:</p> <ul style="list-style-type: none"> <li>• At least 2 testimonials (original copies) from previous contractors/clients provided on the letterhead of contractor/client. The duration of the relationship must be indicated in the testimonial.</li> </ul> <p>Bidder to be assessed on years of experience providing similar services.</p>	20 %	<p>&gt;5 years = 5 3–5 years= 4 1–3 years = 3 &lt;1 year = 1</p>
<p>Skills Matrix</p> <ul style="list-style-type: none"> <li>• Competence of the core project leaders and field teams that will be used to undertake this work</li> </ul>	20 %	<p>No information = 0 Poor = 1 Below average = 2 Average = 3 Good = 4 Excellent = 5</p>
<p>Past Work Samples</p> <ul style="list-style-type: none"> <li>• Bidder must submit demonstrable evidence</li> </ul>	20 %	<p>No information = 0 Poor = 1 Below average = 2 Average = 3 Good = 4 Excellent = 5</p>



<p>Implementation Methodology</p> <ul style="list-style-type: none"> <li>The implementation plan should address all aspects of communications with clear deliverables</li> </ul>	<p>20 %</p>	<p>No information = 0          Poor = 1          Below average = 2          Average = 3          Good = 4          Excellent = 5</p>
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#### 14. Publication, Copyright and Acknowledgement

14.1 The successful Bidder shall submit the final report in the soft and hard copy format to the NDoH on completion of the survey project.

14.2 Copyright on primary data and all other material arising from this national PEC survey will always reside with the NDoH and the findings may not be published without written request by the Bidder and permission by the NDoH.

## LIST OF FACILITIES FOR PEC SURVEY 2020

### 1. NATIONAL TOTAL

PROVINCE	CLINICS	CHC	DISTRICT HOSPITAL	REGIONAL HOSPITAL	TERTIARY	TOTAL
EC	58	4	5	0	1	<b>68</b>
FS	23	2	4	2	0	<b>31</b>
GP	24	5	3	2	1	<b>35</b>
KZN	48	3	7	2	1	<b>61</b>
LP	37	4	5	0	1	<b>47</b>
MPU	32	6	6	0	0	<b>44</b>
NC	29	6	3	0	0	<b>38</b>
NW	24	4	4	1	2	<b>35</b>
WC	32	6	7	3	0	<b>48</b>
<b>TOTAL</b>	<b>307</b>	<b>40</b>	<b>44</b>	<b>10</b>	<b>6</b>	<b>407</b>
<b>GRAND TOTAL</b>	<b>347 PHCs</b>		<b>60 hospitals</b>			<b>407</b>

### 2. PROVINCIAL SEPARATION

NUMBER	PROVINCE	DISTRICT	SUB-DISTRICT	FACILITY	SAMPLE SIZE
<b>EASTERN CAPE</b>					
1.		Amathole	Amahlathi LM	Amabele Clinic	20
2.				Cata Clinic	20
3.				SS Gida district Hospital	30
4.		A Nzo DM	Matatiele LM	Maluti CHC	25
5.				Madlangala Clinic	20
6.				Paballong Clinic	20
7.			Umzimvubu LM	Tela Clinic	20
8.		Amathole DM	Great Kei LM	Komga Clinic	20
9.			Mbhashe LM	Badi Clinic	20
10.				Idutywa Village CHC	25
11.				Soga Clinic	20
12.			Mnquma LM	Gcaleka Clinic	20
13.				Grainvalley Clinic	20
14.				Tafalofefe district Hospital	30
15.			Mbizana LM	Daliwonga Clinic	20
16.				Mfundambini Clinic	20
17.				Tsawana Clinic	20
18.		Buffalo City MM	Buffalo City SD	Mt Coke CHC	25
19.				Amahleke Clinic	20
20.				Beacon Bay Clinic	20
21.				Drake Road Clinic	20
22.				Cecilia Makiwane tertiary Hospital	30

23.		C Hani DM	Emalahleni LM	Maqashu Clinic	20
24.				Ndonga Clinic	20
25.				Lanti Clinic	20
26.			Engcobo LM	Lahlangubo (Ngcobo) Clinic	20
27.				Bokleni Clinic	20
28.				Tora Clinic	20
29.				Zabasa Clinic	20
30.			Intsika Yethu LM	Kuyasa CHC	25
31.				Cofimvaba district Hospital	20
32.			Inxuba Yethemba LM	Baroda Clinic	20
33.				Kwanonzame Old Clinic	20
34.		Joe Gqabi DM	Elundini LM	Bethania Clinic	20
35.				Hlangalane Clinic	20
36.				Umnga Flats Clinic	20
37.			Enoch Mgijima LM	Didimana Clinic	20
38.				L Ngcana Clinic	20
39.				Hukuwa Clinic	20
40.				Yonda Clinic	20
41.		Sarah Baartman DM	Dr B Naudé LM	Nieu-Bethesda Clinic	20
42.				Wongalethu Clinic	20
43.				Horseshoe Clinic	20
44.			Kouga LM	Pellrus Clinic	20
45.				Weston Clinic	20
46.			Kou-Kamma LM	Louterwater Clinic	20
47.				Woodlands Clinic	20
48.				Misgund Clinic	20
49.			Makana LM	Anglo African Str Clinic	20
50.				Virginia Shumane Clinic	20
51.			Sundays River Valley LM	Kirkwood Clinic	20
52.				Lukhanyiso Clinic	20
53.		O Tambo DM	King Sabata Dalindyebo LM	Jalamba Clinic	20
54.				Lutubeni Clinic	20
55.				Zwelebhunga Clinic	20
56.			Mhlontlo LM	Qumbu CHC	20
57.				Mjika Clinic	20
58.			Ingquza Hill LM	Bala Clinic	20
59.				Qaukeni Clinic	20
60.		N Mandela Bay	N Mandela A SD	Soweto Clinic	20
61.				Veeplaas Clinic	20
62.				Kwazakhele Clinic	20
63.			N Mandela B SD	Park Centre Clinic	20
64.			N Mandela C SD	Schauderville Clinic	20

65.		Cacadu DM	Makana SD	Settlers District Hospital	30
66.			Camdeboo SD	Andries Vosloo district hospital	30
<b>TOTAL</b>					<b>58+5+0+1</b>
<b>TOTAL</b>					<b>68</b>
<b>FREE STATE</b>					
67.		Fezile Dabi DM	Ngwathe LM	Kganya CHC	25
68.				Kgotso Clinic	20
69.			Metsimaholo LM	Dr Che Guevara Clinic	20
70.				Metsimaholo district Hospital	30
71.			Moqhaka LM	Hill Street Clinic	20
72.				Boitumelo Regional Hospital	30
73.		T Mofutsanyana DM	Setsoto LM	Mamello CHC	25
74.		Dihlabeng DM		Bethlehem Clinic	20
75.		Mangaung MM	Bloemfontein SD	Batho Clinic	20
76.		Mangaung MM	Botshabelo SD	Daniel Ngatane Clinic	20
77.			Naledi SD	Vanstadensrus Clinic	20
78.			Thaba N'chu SD	Mokwena Clinic	20
79.				National District Hospital Hospital	30
80.		Xhariep DM	Kopanong LM	Nelson Mandela Clinic	20
81.			Letsemeng LM	Ethembeni Clinic	20
82.			Mohokare LM	Thembaletu Clinic	20
83.		Fezile Dabi DM	Mafube LM	Phekolong (Cornel) Clinic	20
84.			Ngwathe LM	Kgotso Clinic	20
85.		T Mofutsanyana DM	Maluti-a-Phofung LM	Boiketlo Clinic	20
86.				Mofumahadi Manapo Mopeli regional Hospital	30
87.			Mantsopa LM	Hobhouse Clinic	20
88.				Mantsopa District Hospital	
89.			Nketoana LM	Leratswana Clinic	20
90.			Phumelela LM	Bophelong (Vrede) Clinic	20
91.			Setsoto LM	Kokelong Clinic	20
92.				Itemoheng district Hospital	
93.		Lejweleputswa DM	Masilonyana LM	Lusaka Clinic	20
94.			Matjhabeng LM	Phedisanang Clinic	20
95.			Nala LM	Bothaville Clinic	20
96.			Tokolologo LM	Tshwaraganang (Hertz) Clinic	20
97.			Tswelopele LM	DA Maleho Clinic	20
<b>TOTAL</b>					<b>23+2+4+2+0</b>
<b>TOTAL</b>					<b>35</b>
<b>GAUTENG</b>					
98.		Ekurhuleni MM	Ekurhuleni E1 SD	Geluksdal Clinic	20
99.				Pholosong Regional Hospital	30
100.			Ekurhuleni E2 SD	Kwa-Thema CHC	20
101.			Ekurhuleni N1 SD	Spartan Clinic	20
102.			Ekurhuleni N2 SD	Lethabong Clinic	20
103.			Ekurhuleni S1 SD	Dukathole Clinic	20
104.			Ekurhuleni S2 SD	Ramokonopi CHC	25

105.				Magagula Clinic	20
106.		Sedibeng DM	Emfuleni LM	J Heyns CHC	25
107.				Zone 13 Clinic	20
108.				Kopanong Hospital	30
109.		Johannesburg MM	Johannesburg A SD	Diepsloot South Clinic	20
110.			Johannesburg B SD	Sophiatown Clinic	20
111.				Helen Joseph Tertiary Hospital	30
112.			Johannesburg C SD	Weltevreden Clinic	20
113.			Johannesburg D SD	Shanty Clinic	20
114.			Johannesburg E SD	Alexandra E Bank Clinic	20
115.				Alexandra CHC	25
116.			Johannesburg F SD	Jeppe Clinic	20
117.			Johannesburg G SD	Imbalenhle Clinic	20
118.		Sedibeng DM	Lesedi LM	Ratanda CDC	20
119.		West Rand DM	Merafong City LM	Welverdiend Clinic	20
120.				Carletonville District hospital	20
121.		Sedibeng DM	Midvaal LM	Randvaal Clinic	20
122.		West Rand DM	Mogale City LM	Odirileng Maponya Clinic	20
123.		West Rand DM	Rand West City LM	Glenhavie Clinic	20
124.		Tshwane MM	Tshwane 1 SD	Sosh Block X Clinic	20
125.			Tshwane 2 SD	Jubilee Gateway clinic	20
126.			Tshwane 3 SD	Gazankulu Clinic	20
127.			Tshwane 4 SD	Rooihuiskraal Clinic	20
128.			Tshwane 5 SD	Refilwe Clinic	20
129.			Tshwane 6 SD	Holani Clinic	20
130.			Tshwane 7 SD	Sokhulumi Clinic	20
131.				Mamelodi regional Hospital	30
132.				Odi district Hospital	30
<b>TOTAL</b>					<b>24+5+3+2+1</b>
<b>TOTAL</b>					<b>35</b>
<b>KWAZULU-NATAL</b>					
133.		Amajuba DM	Dannhauser LM	Naas Farm Clinic	20
134.				Dannhauser CHC	25
135.			Emadlangeni LM	Groenvlei Clinic	20
136.			Newcastle LM	Osizweni 3 Clinic	20
137.		eThekwini MM	eThekwini MM Sub	Amaoti Clinic	20
138.				Umlazi K Clinic	20
139.				KwaMakhutha Clinic	20
140.				St Aidans regional Hospital	30
141.				Dr Pixley ka Seme regional Hospital	30
142.		iLembe DM	KwaDukuza LM	Darnall Clinic	20
143.			Ndwedwe LM	Montebello Gateway Clinic	20
144.				Montebello district hospital	30
145.			Mandeni LM	Isithebe Clinic	20
146.			Mandeni LM	Ohwebede Clinic	20
147.			Maphumulo LM	Maqumbi Clinic	20
148.		Harry Gwala DM	Dr N Dlamini Zuma LM	Tsatsi Mem Clinic	20
149.			Ubuhlebezwe LM	Ixopo Clinic	20
150.			uMzimkhulu LM	Malenge Clinic	20

151.				Rietvlei district Hospital	30
152.		King Cetshwayo DM	City of uMhlathuze LM	Buchanana Clinic	20
153.			City of uMhlathuze LM	Ntuze Clinic	20
154.			Mthonjaneni LM	KwaMbiza Clinic	20
155.			Nkandla LM	Nxamalala(Esh) Clinic	20
156.			uMfolozi LM	Cinci Clinic	20
157.			uMlalazi LM	Gingindlovu Clinic	20
158.		Umkhanyakude DM	Big 5 Hlabisa LM	Macabuzela Clinic	20
159.		Umkhanyakude DM	Jozini LM	Shemula Clinic	20
160.			Hlabisa LM	Hiabisa district hospital	30
161.		Umkhanyakude DM	Mtubatuba LM	Gunjaneni Clinic	20
162.		uMgungundlovu DM	Mkhambathini LM	Maguzu Clinic	20
163.			Mpofana LM	Mooi River Clinic	20
164.		uMgungundlovu DM	Msunduzi LM	Woodlands Clinic	20
165.				Northdale district Hospital	30
166.		uMgungundlovu DM	Richmond LM	Ndalen Clinic	20
167.		uMgungundlovu DM	uMngeni LM	Balgowan Clinic	20
168.		uMgungundlovu DM	uMshwathi LM	Cramond Clinic	20
169.		uMgungundlovu DM	Msunduzi LM	Imbalenhle CHC	25
170.		Umkhanyakude DM	uMhlabuyalingana LM	Mbazwana Clinic	20
171.		Ugu DM	Hibiscus Coast LM	Murchison district Hospital	30
172.			Ray Nkonyeni LM	Marburg Clinic	20
173.			uMuziwabantu LM	St Andrew's district hospital	30
174.		Ugu DM	Umzumbe LM	Baphumile Clinic	20
175.		Ugu DM	Umdoni LM	Dlangezwa Clinic	20
176.		Ugu DM	Umuziwabantu LM	Xhamini Clinic	20
177.		Uthukela DM	Alfred Duma LM	Gcinalishone Clinic	20
178.		Uthukela DM	Inkosi Langalibalele LM	Injisuthi Clinic	20
179.				Madiba Clinic	20
180.		Uthukela DM	Okhahlamba LM	Bergville Clinic	20
181.		Uthungulu DM	Umhlathuze LM	Ngwelezana tertiary hospital	30
182.		Umzinyathi DM	Endumeni LM	Empathe Clinic	20
183.		Umzinyathi DM	Msinga LM	Mkhuphula Clinic	20
184.		Umzinyathi DM	Nquthu LM	Nkande Clinic	20
185.		Umzinyathi DM	Umvoti LM	Pine St (Greytown) Clinic	20
186.		Zululand DM	Abaqulusi LM	Hlobane Clinic	20
187.			Abaqulusi LM	Vryheid District hospital	30
188.		Zululand DM	eDumbe LM	eDumbe CHC	25
189.		Zululand DM	eDumbe LM	Paulpietersburg Clinic	

190.		Zululand DM	Nongoma LM	Sovane Clinic	20
191.				Mahashini Clinic	
192.		Zululand DM	Ulundi LM	Nhlopheni Clinic	20
193.		Zululand DM	uPhongolo LM	KwaNkundla Clinic	20
<b>TOTAL</b>					<b>48+3+7+2+1</b>
<b>TOTAL</b>					<b>61</b>
<b>LIMPOPO</b>					
194.		Capricorn DM	Blouberg LM	Burgerecht Clinic	20
195.				Ratshaatshaa CHC	25
196.				Zeist Clinic	20
197.			Blouberg LM	Indermark Clinic	20
198.			Blouberg LM	Towerfontein Clinic	20
199.			Polokwane LM	Polokwane Tertiary Hospital	30
200.			Lepelle-Nkumpi LM	Rakgoatha Clinic	20
201.				Parliament Clinic	20
202.				Boschplaats Clinic	20
203.				Lebowakgomo Clinic	
204.			Molemole LM	Makgato Clinic	20
205.				Makotopong Clinic	20
206.				Evelyn Lekganyane Clinic	20
207.				Mapodu Clinic	20
208.		Mopani DM	Ba-Phalaborwa LM	Makhushane Clinic	20
209.				Maphutha Malatjie district Hospital	30
210.			Greater Letaba LM	Pheeha Clinic	20
211.				Meedingen Clinic	20
212.				Maphalle Clinic	20
213.		Sekhukhune DM	E Motsoaledi LM	Dikgalaopeng Clinic	20
214.				Philadelphia Gateway	20
215.				Matsepe Clinic	20
216.			Gr Tubatse LM	Dilokong District Hospital	30
217.			Ephraim Mogale LM	Moutse West Clinic	20
218.				Vlaakplaas Clinic	20
219.			Fetakgomo-Gr Tubatse LM	Paulus Masha Clinic	20
220.				Paulus Masha Clinic	20
221.				Nchabeleng CHC	25
222.			Makhuduthamaga LM	Phatantsoane Clinic	20
223.				Jane Furse Gateway	20
224.				Phatantsoane Clinic	20
225.		Vhembe DM	Collins Chabane LM	Shingwedzi Clinic	20
226.			Makhado LM	Rabali Clinic	20
227.				Beaconsfield Clinic	20
228.			Musina LM	Messina District Hospital	30
229.			Thulamela LM	Thohoyandou CHC	25
230.				Tshikundamalema Clinic	
231.				Guyuni Clinic	20
232.			Thulamela LM	Tshilidzini Regional Hospital	30
233.		Waterberg DM	Mogalakwena LM	Mosesetjana Clinic	20
234.				Thabaleshoba CHC	20

235.				Mahwelereng Zone 2 Clinic	20
236.			Bela-Bela LM	Pienaarsriver Clinic	20
237.				Bela-Bela Clinic	
238.			Lephalale LM	Ellisras district Hospital	30
239.			Thabazimbi LM	Chromite Clinic	20
240.				Rooiberg Clinic	20
241.				Swartklip Clinic	20
242.				Dwaalboom clinic	20
<b>TOTAL</b>					<b>37+4+5+0+1</b>
<b>TOTAL</b>					<b>47</b>
<b>MPUMALANGA</b>					
243.		Ehlanzeni DM	City of Mbombela LM	Nelspruit CHC	25
244.				Makoko Clinic	20
245.				Manzini Clinic	20
246.				Phola-Nzikasi CHC	
247.			Nkomazi LM	Masibekela Clinic	20
248.				Sihlangu Clinic	20
249.				Shongwe district Hospital	30
250.			Bushbuckridge LM	Calcutta Clinic	20
251.				Wilverdiend Clinic	20
252.				Mapulaneng regional Hospital	30
253.			Thaba Chweu LM	Lydenburg Gateway Clinic	20
254.		G Sibande DM	Chief Albert Luthuli LM	Betty'sgoed Clinic	20
255.				Carolina Clinic	20
256.				Tjakastad Clinic	20
257.				Embhuleni District Hospital	30
			Dipaleseng LM	Grootvlei CHC	25
258.				Balfour Clinic	20
259.				Siyathemba CHC	25
260.			Dr Pixley Ka Isaka Seme LM	Vukuzakhe Clinic	20
261.				Wakkerstroom Clinic	20
262.			Govan Mbeki LM	Langverwacht Ext14 Clinic	20
263.				Evander Clinic	20
264.			Lekwa LM	MS Msimanga Clinic	20
265.				Sakhile Clinic	20
266.			Mkhondo LM	Driefontein Clinic	20
267.				Entombe Clinic	20
268.				Piet Retief district Hospital	30
269.			Msukaligwa LM	Kwazanele Clinic	20
270.				Lothair Clinic	20
271.		Nkangala DM	Dr JS Moroka LM	Marapyane CHC	20
272.				Kameelrivier B Clinic	20
273.				Allemansdrift B Clinic	20
274.				Senzangakhona Clinic	20
275.				Leeufontein Clinic	20
276.			Delmas LM	Bernice Samuels district hospital	30
277.			Emakhazeni LM	Emthonjeni Clinic (Macha)	20
278.				W Boven Gateway clinic	20
279.			Emalahleni LM	Hlalanikahle Clinic	20



280.				Ogies Clinic	20
281.			Steve Tshwete LM	Middelburg District hospital	30
				Kwazamokuhle Clinic	20
282.				Middelburg CC Clinic	20
283.			Thembisile Hani LM	Tweefontein C Clinic	20
284.				KwaMhlanga CHC	25
285.			Victor Khanye LM	Botleng Ext 3 Clinic	20
<b>TOTAL</b>					<b>32+6+6+0</b>
<b>TOTAL</b>					<b>44</b>
<b>NORTHERN CAPE</b>					
286.		Frances Baard DM	Phokwane LM	Pampierstad CHC	25
287.				J Kempdorp Clinic	20
288.				Nomimi Mothibi Clinic	20
289.		J T Gaetsewe DM	Joe Morolong LM	Gadiboe Clinic	20
290.			Renosterberg LM	Masibambane Clinic	20
291.				Petrusville Clinic	20
292.			Ga-Segonyana LM	Batlharos (Tshwaragano) district Hospital	30
293.		Namakwa DM	Kamiesberg LM	Joe Slovo CHC	25
294.				Hondeklipbaai Clinic	20
295.			Karoo Hoogland LM	Sutherland CHC	25
296.			Khâi-Ma LM	Aggeneys Clinic	20
297.				Pella Clinic	20
298.				Aggeneys Clinic	
299.			Nama Khoi LM	Komaggas Clinic	20
300.				Springbok (Dr Van Niekerk) District Hospital	30
301.			Richtersveld LM	Alexander Bay CHC	25
302.		Pixley ka Seme DM	Emthanjeni LM	De Aar Town Clinic	20
303.				KE Twani Clinic	20
304.				De Aar Clinic	20
305.			Kareeberg LM	Carnarvon Clinic	20
306.				Van Wyksvlei Clinic	20
307.			Siyancuma LM	Griekwastad CHC	25
308.				Campbell Clinic	20
309.				Lehlohonolo Adams Clinic	20
310.			Siyathemba LM	Marydale Clinic	20
311.				Ethembeni Clinic	20
312.			Thembelihle LM	Strydenburg Clinic	20
313.				Hopetown Clinic	20
314.			Umsobomvu LM	Norvalspont Clinic	20
315.				Noupoort CHC	20
316.				Lowryville Clinic	20
317.		Siyanda DM	!Khara Hais LM	Upington regional (Gordonia) Hospital	30
318.		ZF Mgcawu DM	Dawid Kruiper LM	Louisvaleweg Clinic	20
319.				Upington Clinic	20
320.				Lingeletu Clinic	20
321.				Progress Clinic	20
322.			Tsantsabane LM	Postmasburg Clinic	20

323.				Boichoko Clinic	20
<b>TOTAL</b>					<b>29+6+3+0</b>
<b>TOTAL</b>					<b>42</b>
<b>NORTH WEST</b>					
324.		Bojanala Platinum DM	Kgetlengrivier LM	Swartruggens CHC	25
325.			Madibeng LM	Letlhabile CHC	25
326.			Moretele LM	Dertig Clinic	20
327.			Moses Kotane LM	Motlhabe Clinic	20
328.				Mabeskraal CHC	20
329.				Moses Kotane District Hospital	30
330.			Madibeng LM	Jericho Clinic	20
331.				Wonderkop Clinic	20
332.				Brits district Hospital	30
333.			Rustenburg LM	Marikana Clinic	20
334.				Job Shimankana Tabane Tertiary Hospital	30
335.		Dr K Kaunda DM	City of Matlosana LM	Kanana Clinic	20
336.					20
337.			JB Marks LM	Mogopa Clinic	20
338.				Kgotso Clinic	20
339.			Maquassi Hills LM	S Mogaetsho Clinic	20
340.				Klerksdorp Tshepong Tertiary Hospital	30
341.		Ngaka Modiri Molema DM	Tswaing LM	Ganalaagte Clinic	20
342.				Kunana Clinic	20
			R Moiloa LM	Gopane Clinic	20
343.				Groot Marico Clinic	20
344.			Ratlou LM	Kraaipan Clinic	20
345.				Tshidilamolomo Clinic	20
346.			Mahikeng LM	Masutlhe 2 Clinic	20
347.				Dithakong (MHK) Clinic	20
348.				Gelukspan District Hospital	30
349.			Ditsobotla LM	Tlhabologang Clinic	20
350.				Boikhutso Clinic	20
351.		Ruth Segomotsi Mompoti DM	Naledi LM	Vryburg Gateway Clinic	20
352.				Stella CHC	25
353.				Vryburg regional Hospital	30
354.			Greater Taung LM	Leshobo Clinic	20
355.				Taung district Hospital	30
356.			Kagisano-Molopo LM	Phaposane Clinic	20
357.				Tseoge Clinic	20
358.				Tlapeng (Ganyesa) Clinic	20
359.			Lekwa-Teemane LM	Boitumelong Clinic	20
<b>TOTAL</b>					<b>24+4+4+1+2</b>
<b>TOTAL</b>					<b>35</b>
<b>WESTERN CAPE</b>					
360.		Cape Town MM	CT Eastern SD	Dr Ivan Toms Clinic	20

361.				Mfuleni CDC	25
362.				Helderberg district hospital	30
363.			CT Khayelitsha SD	Luvuyo CDC	25
364.				Mayenzeke Clinic	20
365.			CT Klipfontein SD	Vuyani Clinic	20
366.				Guguletu Clinic	20
367.			CT Mitch Plain SD	Crossroads 1 Clinic	20
368.			CT Northern SD	Durbanville CDC	25
369.			CT Northern SD	Fisantekraal Clinic	20
370.			CT Southern SD	Philippi Clinic	20
371.				False Bay District Hospital	30
372.			CT Tygerberg SD	Delft Clinic	20
373.			CT Western SD	Langa Clinic	20
374.				Somerset regional hospital	30
375.			CT Tygerberg SD	Karl Bremer district hospital	30
376.		Cape Winelands DM	Breede Valley LM	Empilisweni Clinic	20
377.				Paarl regional hospital	30
378.			Drakenstein LM	Mbekweni CDC	25
379.				Paarl regional hospital	30
380.			Langeberg LM	Montagu Clinic	20
381.			Stellenbosch LM	Klapmuts Clinic	20
382.				Idas Valley Clinic	
383.			Witzenberg LM	Tulbagh Clinic	20
384.				Ceres district hospital	30
385.		Central Karoo DM	Beaufort West LM	Hillside Clinic	20
386.				Nelspoort Clinic	20
387.				Beaufort district hospital	30
388.			Prince Albert LM	Leeu-Gamka Clinic	20
389.		Eden DM	Hessequa LM	Riversdale district hospital	30
390.			Knysna LM	Knysna district hospital	30
391.		Garden Route DM	Bitou LM	Crags Clinic	20
392.			Cape Agulhas LM	Bredasdorp Clinic	20
393.			George LM	Lawaaikamp Clinic	20
394.			Hessequa LM	Albertinia Clinic	20
395.			Kannaland LM	Ladismith Clinic	20
396.			Mossel Bay LM	D'Almeida Clinic	20
397.			Oudtshoorn LM	Toekomsrus Clinic	20
398.			Overstrand LM	Hawston Clinic	20
399.				Hermanus CDC	25
400.			Swellendam LM	Suurbraak Clinic	20
401.		Overberg DM	Cape Agulhas LM	Bredasdorp Clinic	20
402.			Swellendam LM	Barrydale Clinic	20
403.			Theewaterskloof LM	Riviersonderend Clinic	20
404.			Theewaterskloof LM	Caledon Clinic	20
405.		West Coast DM	Bergrivier LM	Velddrif Clinic	20
406.			Cederberg LM	Graafwater Clinic	20
407.			Matzikama LM	Klawer Clinic	20
408.			Swartland LM	Malmesbury CDC	25
<b>TOTAL</b>					<b>32+6+7+3+</b>





# \*NATIONAL DEPARTMENT OF HEALTH

## SUPPLIER MAINTENANCE:

BAS  PMIS  LOGIS  WCS   CONTRACTOR  
 CONSULTANT

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries. :	_____
Tel. No.:	_____

OFFICE: .....

### The Director General : I\*NAME OF DEPARTMENT

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

### Company / Personal Details

Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____

### Address Detail

Payment Address ( Compulsory if Supplier )	_____
	_____
	_____
Postal Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### New Detail

New Supplier information  Update Supplier information

Supplier Type:  Individual  Department  Partnership  
 Company  Trust  
 CC  Other ( Specify )

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Department Number

### Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number   
 Branch Name   
 Branch Number

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

**Bank stamp**

It is hereby confirmed that this details have been verified against the following screens  
**ABSA-CIF** screen  
**FNB-Hogans** system on the CIS4  
**STD** Bank-Look-up-screen  
**Nedbank-** Banking Platform under the Client Details Tab

### Contact Details

Business	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	Area Code	Telephone Number	Extension
Home	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	Area Code	Telephone Number	Extension
Fax	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
	Area Code	Fax Number	
Cell	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
	Cell Code	Cell Number	
Email Address	<input style="width: 100%; height: 20px;" type="text"/>		
Contact Person:	<input style="width: 100%; height: 20px;" type="text"/>		

Supplier Signature	Regional Office Sender
Print Name	Print Name
	Rank
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**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

Date (dd/mm/yyyy)                      Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**