



BID Number: EPWPNSS/NPO/NC/2021/24

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE HAND SANITIZERS ON THE EXPANDED PUBLIC WORKS PROGRAMMES NON-STATE SECTOR PROGRAMME IMPLEMENTED BY THE INDEPENDENT DEVELOPMENT TRUST IN NINE PROVINCES ACROSS SOUTH AFRICA.

The Independent Development Trust hereby invites service providers for the establishment of a panel of service providers to provide SANS 490 compliant liquid spray hand sanitizers on the Expanded Public Works Programmes Non-State Sector Programme, implemented by the Independent Development Trust (IDT) in all provinces in South Africa. Service providers will be appointed on the panel until 31 March 2024, without guarantee of a quantum of work.

1. Scope:

The Independent Development Trust seeks to appoint prequalifying service providers to a panel for the provision of hand sanitizers in nine regions on the Expanded Public Works Programmes Non-State Sector, NPO Programme;

1.1. Hand sanitizers must be:

- SANS 490 compliant,
- Liquid Spray Application,
- Minimum 70% Alcohol content,
- Fast drying,
- Non-stick,
- 500ML bottles,
- All sanitizer bottling must display the SANS 490 certification and the SABS Approved Mark,
- All sanitizer bottling must display an ingredients data sheet,
- World Health Organisation (WHO) approved.

As and when hand sanitizer are required on the Expanded Public Works Programmes Non-State Sector, NPO Programme, IDT will issue requests for quotations to the service providers appointed on

the panel with an expected turn-around timeframe of seven days from receipt of the Purchase Order to delivery.

The Expanded Public Works Programmes Non-State Sector, NPO Programme is implemented in all provinces in South Africa. Regional panels will be appointed in each province. Suppliers are not excluded from applying to multiple provinces.

2. Condition of Tender:

General Conditions of Tender:

- 2.1. Bids must be submitted on or before the closing date and time as per the advert;
- 2.2. Bids submitted after the closing time will not be considered;
- 2.3. Bidders must sign the Bid Submission Register upon submitting the bid in the tender box;
- 2.4. Bidders not on the Bid Submission Register will not be considered for evaluation;
- 2.5. Bidders applying in multiple provinces are required to provide a covering letter indicating which province they are applying in,**
- 2.6. It is the responsibility of Bidders submitting bids through Courier companies to ensure that the Courier companies capture the Bidders details in the Bid Submission Register and not the Courier companies' details.**
- 2.7. Bids sent by email and / or via the post office will not be accepted and will automatically be disqualified.**

Specific Conditions of Tender:

Hand sanitizers will be required in all nine provinces on the Expanded Public Works Programmes Non-State Sector, NPO Programme, suppliers will need to:

- 2.8. Be able to supply sanitizers within the provinces they respond to,
- 2.9. Be able to deliver sanitizers to the IDT regional offices in the province they respond to,
- 2.10. Be able to meet the required turn-around timeframes of seven days from receipt of the Purchase Order to delivery of sanitizers,
- 2.11. Be familiar with a quantity based RFQ method of procurement,
- 2.12. Ensure that all sanitizers provided meet a minimum 70% Alcohol content as per SANS 490 requirements,
- 2.13. Ensure that all sanitizers bottles include a data sheet in the form of a clearly displayed list of ingredients,
- 2.14. Ensure that all warehousing is managed according to South African Good Wholesaling Practice guidelines for wholesalers,
- 2.15. Ensure that they are compliant with the Occupational Health & Safety Act.
- 2.16. Ensure that all sanitizers provided are WHO compliant,
- 2.17. Provide written consent for IDT to contact their manufactures to confirm the manufactures South African Bureau of Standards (SABS) status,
- 2.18. Provide written consent for IDT to contact their manufactures to confirm the manufactures South African National Standard (SANS) status,
- 2.19. Provide supporting evidence for functionality scores submitted,

- 2.20. Provide written consent for IDT to contact any reference submitted as evidence in support of functionality scores.

The IDT reserves the right to invite only pre-qualified suppliers from the panel with requisite capacity to submit pricing proposals from the provision of hand sanitizer. The IDT further reserves the right to cancel any invitation to submit pricing proposals from the panel of suppliers and approach the market (open bid) for sanitizer whenever it is considered that better value in terms of time, cost and quality may be obtained.

PHASE ONE – MANDATORY REQUIREMENTS / DOCUMENTATION

3. Mandatory Requirements:

- 3.1. Proof of registration with SAHPRA,
- 3.2. Proof of compliance with SANS 490,
- 3.3. For PTY (LTD) a letter of good standing in terms of Compensation for Occupational Injuries and Diseases Act, of 1993 (COIDA) is required,
- 3.4. Certified copies of company registration documents,
- 3.5. Certified ID Copies of ALL Directors or Members of the company (in cases of sole proprietor, partnerships and close corporation),
- 3.6. Proof of TAX compliance (submission of SARS TAX compliance pin),
- 3.7. Fully completed and signed Standard Bidding Documents:
 - 3.7.1. SBD 1: Invitation to Bid
 - 3.7.2. SBD 4: Declaration of Interest
 - 3.7.3. SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations, 2017
 - 3.7.4. SBD 6.2: Local Content
 - 3.7.5. SBD 8: Declaration of Bidder's past supply chain management practices
 - 3.7.6. SBD 9: Certificate of Independent Bid Determination

Note 1.: This tender will be guided by PAJA and legislation.

Note 2.: All certifications must not be older than Six (06) months.

Note 3.: CSD verification will be required at the time of appointment.

Note 4.: Tenders are advised to approach the Department of Trade and Industry to ensure full compliance with SBD 6.2.

Failure to comply with the above mandatory requirements will result in automatic disqualification of the bid response.

4. Non-mandatory returnable documents:

- 4.1. Copy of CIPC Documents

4.2. Certified copy of a BBBEE certificate issued by a SANAS accredited agency or a sworn affidavit in the prescribed format by the National Treasury for EMEs and QSEs. Service Providers that fail to submit BEEE credentials shall NOT be allocated preference points in line with the PPPF-Act regulations of 2017.

4.3. Proof of National Treasury Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number). A copy of CSD Number will be required on appointment.

IDT reserves the right to request non-mandatory returnable documents prior to the acceptance of quotations.

PHASE TWO – FUNCTIONALITY CRITERIA

5. Functionality Criteria for Panel:

Item	Description					Points Allocation	
1.	Warehousing Capacity: Litres of Sanitizer in stock.					30	
	0L to 100L	101L to 1000L	1001L to 5 000L	5 001L to 10 000L			
	0	10	20	30			
2.	Fleet / Distribution Capacity: Vehicle capacity.					20	
	No Vehicles	Light Goods Vehicles: • 2 axles • 3.5t	Small Lorries: • 2 axles • Over 3.5t to 7.5t	Medium Lorries: • 2 axles • Over 7.5t to 18t	Heavy Lorries: • Multi axles • Over 18t		
	0	5	10	15	20		
3.	Volumes of previous provision of hand sanitizers: Litres provided.					20	
	Non Provided	1L to 200L	201L to 2000L	2001L to 10 000L	10 001L to 20 000L		
	0	5	10	15	20		
4.	Turnaround timeframes on previous provision of hand sanitizers: Days taken.					30	
	More than 26 days	16 to 25 days	8 to 15 days	0 to 7 days			
	0	10	20	30			
Total Points						100	

Note 5.: Bidders are to provide supporting evidence for functionality scores submitted as follows:

Warehouse Capacity:

- A letter from the bidder indicating the warehouse capacity;

Fleet / Distribution Capacity:

- Registration certificate for vehicles or copy of the lease agreement;

Volumes of previous provision of hand sanitizer:

- Confirmation letters from their previous clients indicating volumes the bidders supplied to respective clients;

Turnaround timeframes on previous provision of hand sanitizer:

- Confirmation letters from their previous clients indicating delivery lead times, this point can be covered in the same letter as in point 3 above.

Note 6.: Bidders are to provide written consent for IDT to contact any reference submitted as evidence in support of functionality scores.

Detailed breakdown of the evaluation criteria in line with regulation 5 of the PPPFA, regulations 2017, is included in the bid document. Minimum threshold to be considered on functionality is **60 points**, this will qualify the bidder to be in the panel of suppliers until 31 March 2024.

6. Briefing Session:

Briefing sessions will not take place.

7. Clarity Seeking Questions:

7.1. General administrative questions must be submitted in writing to:

CONTACT PERSON	E-MAIL ADDRESS
Melvin-Eugene Moroka	Melvin-EugeneM@idt.org.za

7.2. Tender specific questions must be submitted in writing to:

PROVINCE	CONTACT PERSON	E-MAIL ADDRESS
Northern Cape	Brilliant Mbatha	brilliantm@idt.org.za

Clarity seeking questions must be submitted in writing before or on 21 January 2022.

Clarity seeking questions which are submitted after 21 January 2021 will not be considered.

8. Bid Closing:

The bid closes on **08 February 2022** at 12h00. Original bids must be submitted and deposited in the tender box at the Independent Development Trust, Department of public Works, 21-23 Old Magistrate Court, Market Square, Kimberly, 8301.

Telegraph, telephone, telex, facsimile, e-mail, postal and late submissions WILL NOT be accepted.

The bid document will be available on the IDT website www.idt.org.za/businessopportunities/currenttenders/ and the National Treasury eTender Portal <https://www.etenders.gov.za/Home/opportunities> from **14 December 2021**.