



TENDER DOCUMENT: HPCSA 02/2023

PANEL OF CONTRACTORS FOR THE MAINTENANCE, REPAIRS AND REPLACEMENT OF ANY ELECTRICAL INSTALLATION AND EQUIPMENT AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS.

**ON BEHALF OF THE
HEALTH PROFESSIONS COUNCIL
OF SOUTH AFRICA**

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: [03 May 2023] at 12H00
(South African Standard Time)**

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PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	[02 April 2023]
TENDER CLOSING DATE/TIME	[03 May 2023] (12h00 – Local SA Time)
BRIEFING SESSION / SITE VISIT	[Upon Arrangement]
VENUE FOR BRIEFING SESSION / SITE VISIT	[553 MADIBA STREET ARCADIA]
TENDER BOX & ADDRESS	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
HPCSA TENDER REPRESENTATIVES	Mr. R Mawasane email: Tenders@hpcsa.co.za
TENDER FEE:	N/A
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street [to be inserted] @ 12:00
PREFERENCE SYSTEM (Preferential Procurement Regulations, 2011)	80/20

PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor
Company

Close Corporation

Partnership or Joint Venture or
Consortium Trust

Other:

2.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	

PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 02/2023 PANEL OF CONTRACTORS FOR THE MAINTENANCE, REPAIRS AND REPLACEMENT OF ANY ELECTRICAL INSTALLATION AND EQUIPMENT AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* (“the tenderer”)	
Trading as (if different from above)	

AND WHO IS represented herein by:(full names of signatory) _____

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation) _____

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
 - a. terms and conditions stipulated in this tender document;
 - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorised)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 02/2023 PANEL OF CONTRACTORS FOR THE MAINTENANCE, REPAIRS AND REPLACEMENT OF ANY ELECTRICAL INSTALLATION AND EQUIPMENT AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS

PART B (TO BE FILLED IN BY THE HPCSA)

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER") _____, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months;
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(duly authorised in terms of the System
of Delegations as approved by Council)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- e) Subject
Details
..... Subject .
.....
Details
.....
.....

- f) Subject
Details
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

The purpose of this RFP is to invite proposals for the Panel of contractors for the maintenance, repairs and replacement of any electrical installation and equipment as and when required for a period of three (3) years at the Health Professions Council of South Africa

4.2 HPCSA Terms & Conditions of the Tender

- 4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).
- 4.2.2 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.
- 4.2.3 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.
- 4.2.4 Tenders should be submitted in a sealed package marked, "HPCSA 02/2023"
- 4.2.5 **Bidders are required to provide both hard and electronic copies of their bid submission/ regarding Envelope 1 – "Technical Proposal", bidders must provide original proposal plus three (3) hard copies or three (3) USBs.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.
Note: This Tendering Process will use a two-envelope system i.e. Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.
- 4.2.6 No Tender received by telegram, mail, e-mail or facsimile will be considered.
- 4.2.7 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.
- 4.2.8 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.
- 4.2.9 Proof of attendance to the compulsory site briefing. (upon arrangement) the service provider(s) may not use this as an excuse for pricing.

4.3 Confidentiality

- 4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other part and be fully compliant with The Protection of Personal Information Act 4 of 2013 (POPI)

4.4 Retention of Tenders

4.4.1 All tenders submitted shall become the property of the HPCSA. The HPCSA will make all reasonable efforts to maintain tenders in confidence. Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

4.4.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

4.6.1 During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English. All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

4.7.1 The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued. Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

4.8 Response Validity Period

4.8.1 Tender responses will be valid for a period of 90 days after the closing date.

4.9 Pricing Section

4.9.1 These guidelines are to assist you in submitting pricing data.

Provide a summary description of your standard estimating methods bearing the following in mind:

- a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated;
- b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required
- c. Price must be fixed, see annexure F pricing schedule

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 (as amended) and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- 5.1.1** Setting standards for the Education, training and registration and practice of all health professions registered under the Act;
- 5.1.2** Fostering compliance with the standards set;
- 5.1.3** Ensure ongoing continuing professional development by practitioners; and
- 5.1.4** Investigate complaints lodged against practitioners registered under the Act.

5.2 Scope of Work

The scope of work entails the assessment, repairs, replacement of damaged equipment (where necessary) to the existing electrical systems within the HPCSA on an as and when required. Qualified and experienced electricians with thorough knowledge and expertise in Buildings electrical Service Maintenance, in possession of Wireman Certificate/able to issue COC and sign off on the works carried out. The service providers will be expected to attend to service request within 8hours as and when it is identified by the HPCSA.

The service provider(s) may be required to attend to emergencies within the HPCSA Buildings, No 553 Madiba street, No 568 Madiba street and No 572 Madiba street as well as inspections that may be required from time to time. For emergencies, all service requests must be attended with 2 hours of request.

Emergencies will include but not limited to the following.

- a. Power outages
- b. Electrical Fire
- c. Electrical Shocks
- d. Burnt Outlet
- e. Short Circuits and Circuit Breaker Failure
- f. Circuit Failure Due to Electrical Appliance Problem
- g. Buzzing Sound from the Breaker Box
- h. Frequently Tripping Breakers

The buildings electrical networks range from 220V – 420V which is low voltage with 3 phase

5.2.1. The Service provider(s) shall provide the following services (as and when required):

- 5.2.1.1 Replacement/repair of different types of light fittings, perimeter lights, plugs, switches, and any other electrical repairs.
- 5.2.1.2 Upgrading, adding, or making changes to any electrical installation/wiring and issue Certificates of Compliance.
- 5.2.1.3 Fault finding on different types of electrical installation/circuits.
- 5.2.1.4 Replacement of different lamps and working on any electrical installation at any height.

5.3 GENERAL REQUIREMENTS:

- 5.3.1 The service provider(s) shall be registered with the department of labour and should also be licensed.
- 5.3.2 Only qualified electricians shall have access to and work on live distribution boards or circuits.
- 5.3.3 The service provider(s) shall ensure that its team has relevant expertise and provide diligent and necessary support to the HPCSA as and when required.
- 5.3.4 The service provider(s) will under no circumstance divulge, furnish, or disclose any sensitive information concerning HPCSA or any other Stakeholders' activities to the public or news media. **HPCSA reserves the right to have confidentiality agreement signed with the successful service provider(s).**
- 5.3.5 The service provider(s) shall respond to call outs within 8 hours, of which emergencies must be attended to within 2 hours.
- 5.3.6 The appointed service provider(s) shall follow all statutory provisions and safety rules for carrying this work including but not limited to SANS 10142 and the OHS Act, no 85 of 1993.

5.4 Ad-hoc Repairs

- 5.4.1 A detailed quotation will be requested from the successful bidder for the replacement of equipment as and when the need arises. The service provider(s) must not carry out any work without written approval from HPCSA.

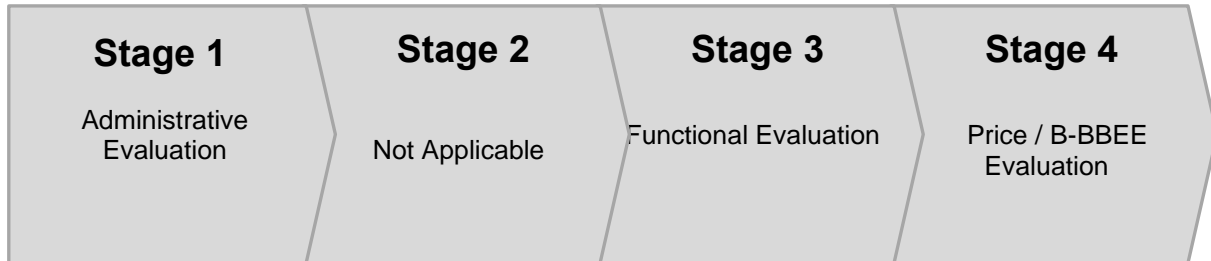
6. Duration of contract

- 6.1. The Service Provider will be appointed for a period of three (3) years.

7. PART 6 - EVALUATION PROCESS

This tender will be evaluated in accordance with the Preferential Procurement Regulations of 2017. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.

7.1.1 The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



Stage 1: Administrative Evaluation

During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

- a. Complied with all the conditions of tender; and
- b. Submitted all mandatory documentation required.

A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further

The required mandatory administrative documentation includes the following:

Mandatory Document	Checklist
Duly completed HPCSA supplier declaration form (Certified by Commissioner of Oath) Annexure A	
Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry.	
Proof that the bidder's tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate or Status Pin number document)	
A copy of the Company Profile	
Proof of registration as electrical contractor with the Department of Labour wireman's licence to issue Certificate of Compliance (COC).	
Certified copy of a Letter of Good Standing from Department of Labour in respect of Compensation for Occupational Injuries and Disease Act (COIDA).	
Certified ID copies of shareholders	

SBD4 – Declaration of Interest Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	

Stage 2: Local Content

Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

Stage 3A: Functional Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

7.1.2 Scoring Criteria

- All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

FUNCTIONAL EVALUATION					
CRITERIA	SUB-CRITERIA				POINTS
Company experience: The Company must have a minimum of three (3) years' experience and above, delivering similar services.	<3 years	3 and to 5 years	6 to 10 years	above10 years	20
	0	10	15	20	
Reference letters from the previous clients where the same service has been rendered not older than three (3) years. Reference letter must be on client letterhead.	<3 letters	3 reference letters	4 to 5 reference letters	6 and more reference letters	20
	0	10	15	20	

Experience of the site supervisor must have a minimum of five (5) years' experience in supervising electrical maintenance services and a post matric qualification. Provide copy of a CV/ Resume and Qualifications of the Site supervisor, detailing the relevant years of experience.					30
	<5 years	5 to 10 years	>10 to 15 years	>15 years	
	0	10	20	30	
Experience of the assigned artisans must have a minimum of five (5) years' experience in electrical maintenance services and post matric qualification. Provide copy of a CV/ Resume and Qualifications of the Site Artisan, detailing the relevant years of experience.					30
	<5 years	5 to 10 years	>10 to 15 years	>15 years	
	0	10	20	30	
Total					100

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on pricing. Bidders are advised to refer to the bills of quantities for effective pricing.

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and B-BBEE.

Stage 4: Price and B-BBEE

Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. The qualifying bids are evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE as per PPPFA.

7.1.3 Preference Scores

A bidder will only be awarded points for preference, provided:

7.1.3.1 The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E);

7.1.3.2 The bidder:

- i. Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE;
- ii. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- iii. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such B-BBEE scorecard is prepared for each and every separate bid.

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

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

8. ANNEXURE F - PRICING SCHEDULE

1. As and when for electrical works

Contractor must also allow for annual escalations for the duration of the contract

Item	Item Description	Unit	Rate
1.	Percentage mark-up that will be added to material/equipment	%	
2.	Total cost per hour per artisan to perform electrical repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
3.	Total cost per hour per labourer to perform electrical repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
4.	Total cost per hour per artisan to perform electrical repairs after hours, during weekends and public holidays	Rands per Hour	R
5.	Total cost per hour per labourer to perform electrical repairs after hours, during weekends and public holidays	Rands per Hour	R
6.	Transport Costs – Per kilometre	Rand per Kilometre	R

9. PART- 7 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract are applicable to this Contract:

Payment

- i. Payment to the service provider will be made within 30 days from receipt of original and valid invoice.
- ii. No upfront payment will be made to the service provider.

PART - 8 HPCSA CONTRACT Template (Attached separately)

ANNEXURE A - SERVICE PROVIDER DECLARATION FORM



Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL

Where applicable under mentioned documents must be attached with tenders

HDI INFORMATION

Explanation of abbreviations used in the following tables:

Capacity		HDI status	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

NB: certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being).

Are you actively involved in the management and daily business operations of the business? (please provide a written breakdown e.g. company profile).

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

CONTACTABLE REFERENCES

Please supply a list containing the names, telephone numbers and client relationship of a minimum of three contactable references

Contact person 1

Contact number 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 2

Contact number 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 3

Contact number 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience?

Yes	No

If yes, please complete the table below. List the last two contracts awarded to you or previous experience with other businesses related to this of work or supply

Employer/ Department

Contact person

Contact number

Estimated contract value in rands

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year awarded

--	--	--	--

Proof documents attached

Yes	NO

Did _____ your _____ business _____ exist _____ under _____ a _____ previous name? _____

If yes, what name did it trade under?

Previous business registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Certification of correctness of information supplied in this document

1. The information supplied is correct.
2. All copies of relevant information are attached.

Personal information in block letters

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

Capacity

On behalf of the (Service Provider's Name)

Signed and sworn to before me at _____ on this the _____ day of 2022 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Signature: Applicant on behalf of Service Provider

Signature: Commissioner of Oath

Commissioner of Oath Official Stamp

Authorization for electronic transfer of funds (EFT)

Please complete in block letters

Company name/Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account

Cheque		Savings		Transmission	
---------------	--	----------------	--	---------------------	--

Date

Signature

For use of bank (in cases where a cancelled cheque or bank letter is not attached)

Above information checked and confirmed

Bank Stamp:

Signature:

SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

ANNEXURE B. SERVICES		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:



