



DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

The Manager

Reference no: 19/1/9/1/39TP (25);

Date: _____

Enquiries:Email

MalanS@saps.gov.za; VanderschyffR@saps.za

Sir / Madam

REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE

CLOSING TIME AND DATE FOR BIDS IS 11:00 on the date as specified in the document and on e-Tender

The Department of the South African Police Service requires the item(s)/service as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached annexures apply.
- Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender
- Only bid responses received on e-Tender will be considered.
- No manual responses will be accepted or considered
- The bid will be valid for a period of 90 days after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your bid.
- You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign the formal contract at this office within seven (7) days after he/she has been informed to this effect.

Yours faithfully

ACTING COMPONENT HEAD: PROCUREMENT AND CONTRACT MANAGEMENT
A du P BENTLEY

Date: 2026-06-24.

BRIGADIER

01/39TP(25)





BID DOCUMENT CHECKLIST

BID NO: 19/1/9/1/39TP (25)

DESCRIPTION: SUPPLY AND DELIVERY OF TRAINABLE WORKING DOGS FOR THE PERIOD OF THREE (03) YEARS FOR LOCAL AND INTERNATIONAL MARKET :DIVISION: VISIBLE POLICING AND OPERATIONS.

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1,3.1, and 6,1)	X		
2	Pricing Schedule	X		
3	Central Supplier Database (CSD)	X		
4	Applicable Capability / Test Report / SABS or compliance Certificate	X		
5	Profit Margin	X		
6	Special Requirements and Conditions of the Bid	X		

BIDDER:

NAME IN PRINT

SIGNATURE

DATE

BID MANAGEMENT:

NAME IN PRINT

SIGNATURE

DATE

X = REQUIRED

YES = SUBMITTED / RECEIVED

NO = NOT SUBMITTED / NOT RECEIVED

02/39TP(25)

PLEASE NOTE



BID NO: 19/1/9/1/39TP (25)
CLOSING TIME:2026-08-03@11:00

IT IS ESSENTIAL THAT THE FOLLOWING BID DOCUMENT AND THE RELEVANT SPECIFICATION BE COMPLETED IN FULL. FAILURE TO COMPLETE ANY PART OF THE BID OR SPECIFICATION MAY INVALIDATE YOUR BID DOCUMENT.

NOTED BY THE BIDDER:

.....
SIGNATURE: BIDDER

.....
DATE

03/39 TP(25)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE

BID NUMBER:	19/1/9/1/39TP (25)	CLOSING DATE:	2026/08/03	CLOSING TIME:	11H00
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DESCRIPTION	SUPPLY AND DELIVERY OF TRAINABLE WORKING DOGS FOR THE PERIOD OF THREE(03)YEARS FOR LOCAL AND INTERNATIONAL MARKET:DIVISION :VISIBLE POLICING AND OPERATIONS:FINANCIAL YEARS 2026/2027 TO 2028/2029
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

Bid documents are not to be altered and electronically typed, but printed, filled in and submitted on e-Tender

Only bid responses received by the South-African Police Service on e-Tender will be considered.

No manual responses will be accepted or considered by the South-African Police Service.

Bidders who submit manual responses will be disqualified.


BIDDER'S SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:		OR	CSD No:	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

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		NAME:	
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 PART B 3 BELOW]
SIGNATURE OF BIDDER	DATE:	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL BID PRICE (ALL INCLUSIVE)	R		
ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON	LT COL MALAN	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	MalanS@saps.gov.za		
	VanderschyffR@saps.gov.za		
SUBCONTRACTOR(S) SUPPLIER INFORMATION			
NAME OF BIDDER'S SUBCONTRACTOR(S)			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS VERIFICATION	TCS PIN:	OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	
IN CASES WHERE MORE THAN ONE SUBCONTRACTOR ARE UTILIZED, PLEASE COPY THIS PAGE OR ADD AN ADDITIONAL PAGE WITH THE NECESSARY SUBCONTRACTOR INFORMATION.			

05/39TP(25)

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1 BIDDERS TO TAKE NOTE THAT THE BID DOCUMENTS MUST BE PRINTED, COMPLETED AND UPLOADED WITH ALL THE REQUIRED ATTACHMENTS AND OR MANDATORY DOCUMENTS ON E-TENDER.
- 1.2 ONLY BID RESPONSES RECEIVED ON E-TENDER WILL BE CONSIDERED.
- 1.3 NO MANUAL RESPONSES WILL BE ACCEPTED OR CONSIDERED
- 1.4 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).
- 1.5 BIDDERS AND SUBCONTRACTOR(S) MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES.
- 1.6 THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS AND SUBCONTRACTOR(S) MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS AND SUBCONTRACTOR(S) ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS AND SUBCONTRACTOR(S) MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE SUB-CONTRACTOR(S) ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN AND CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SUPPLIER TO COMPLETE		
Are you a NEW supplier?	YES	KINDLY REGISTER ON NATIONAL TREASURY CSD: WWW.CSD.GOV.ZA AND OBTAIN A CSD SUPPLIER NUMBER
Are you an EXISTING Supplier?	YES	KINDLY PROVIDE YOUR CSD AND POLFIN SUPPLIER NUMBER
Supplier Number in CSD		
Supplier Number in POLFIN		

OFFICE USE ONLY				
RFQ received on:			Reason for rejection:	
Accepted		Rejected		
Supplier Number in POLFIN			Supplier Number in CSD	

C. CHECKLIST OF DOCUMENTS A		CROSS REFERENCE	YES	NO	N/A
1.	Copy of Business entity's Registration Documents: i.e. CK2 form <ul style="list-style-type: none"> For Close Corporations – a copy of the CIPRO report showing the directors/owners/members of the cc For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company Copy of shareholders/members certificates / agreements 	Approved on CSD			
2.	Business entity's Vat Registration Certificate	Approved on CSD			
3.	Current Business entity original Tax Clearance Certificate	Approved on CSD			
4.	Identity Documents of Shareholders/Directors/Passport Documents	Approved on CSD			
5.	Proof of CIDB Registration	Approved on CSD			
6.	Registration of bank account details	Approved on CSD			
7.	B-BBEE Status level verification certificate	Approved on CSD			

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SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):

SPECIAL CONDITIONS OF CONTRACT

BID NUMBER: 19/1/9/1/ 39TP (25) SUPPLY AND DELIVERY OF TRAINABLE WORKING DOGS FOR

THE PERIOD OF THREE (03) YEARS FOR LOCAL AND INTERNATIONAL MARKET: DIVISION:

VISIBLE POLICING AND OPERATIONS CLOSING DATE AND TIME OF BID:2026-08-03 @ 11h00

BID VALIDITY PERIOD: 90 DAYS

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1. ABBREVIATIONS

BAC: Bid Adjudication Committee

SG: Specific Goals

CPA: Contract Price Adjustment

ISO: International Organisation for Standardisation

QC: Quality Control

ROE: Rate of Exchange

SABS: South African Bureau of Standards

SANAS: South African National Accreditation System

SBD: Standard Bidding Document

STATS SA: Statistics South Africa

VAT: Value- Added Tax

MIB: Manufacturing Importer Builder



2. BID DOCUMENT CHECK LIST

NO.	DOCUMENT NAME	YES	NO
1	SBD 1 Invitation to bid		
2	Central Supplier Database Report		
3	SBD 3.1 Pricing schedule		
4	SBD 4 Declaration of interest		
5	SBD 6 (1): Preference Points System		
6	Special Conditions of Contract		
7	General Conditions of Contract		
8	Mandatory documents (if applicable)		

3. SCOPE

The South African Police Service requires prospective suppliers to submit bids for Bid No: 19/1/9/1/39TP (25): Supply and delivery of Trainable Working Dogs for local and international market: Division: Visible Policing and Operations: **Specification 3050/2024** and **3052/2024** shall commence on the date of signature of the contract by both parties.

4. SECTION A

4.1 LEGISLATIVE AND REGULATORY FRAMEWORK

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 (SCC) are supplementary to that of the General Conditions of Contract (GCC). Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

4.2 BID INFORMATION/BRIEFING SESSION

No Briefing Session.

Venue:

Date and time:



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):

4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3
Mandatory Requirements & Technical Compliance	Price and Specific goals	Due diligence & Administrative Requirement
Compliance with mandatory condition and technical specification 3050/2024 and 3052/2024	Bids evaluated in terms of the 80/20 principle.	Compliance with Mandatory and Administrative Bid requirements. SBD forms must be completed and Due diligence will be conducted at bidder's premises by SAPS.

4.3.1 MANDATORY BID REQUIREMENTS & TECHNICAL COMPLIANCE

4.3.1.1 PHASE 1: MANDATORY REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted.

Bidders who fail to comply with any of the mandatory and other requirements will be disqualified.

1. Bidders must submit a valid Performing Animals Protection Act No.24 1935(PAPA) license with Bid Documents.
2. Only the successful bidders who will be appointed to form part of multiple award of the suppliers will be notified in writing. The appointed suppliers will be requested to acknowledge and accept the terms and conditions by means of signing a contract to form part of suppliers for the duration of three (03) years.
3. The selected suppliers will have all their dogs assessed and examined for suitability upon delivery and before acceptance as indicated in specifications 3052/2024 and 3050/2024
4. Only dogs that are found suitable during the assessment will be procured.

4.3.2 PHASE 2: PRICE AND SPECIFIC GOALS

This phase entails the evaluation of bids for technical compliance.

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- a) Items must comply with standards and/or specifications as per South African Police Service **Spec 3050/2024 and 3052/2024** included in the bid document. Failure to comply with the specifications may result in disqualification.

Any deviation to the specification must be indicated on the deviation sheet.

- b) **If any reference is made in the South African Police Service Specification to another specification, then the Bidders must enquire** at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

STANDARDS:

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191, Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za Website: www.sabs.co.za and follow the "Search/Buy Standards" link

South African National Accreditation System (SANAS):

The contact details of SANAS are as follows: Postal Address: Private Bag x 23, Sunnyside, Pretoria, 0132; Physical Address: The DTI Campus, 77 Meintjies Street, Sunnyside, Pretoria, 0002, Tel: 012- 394 3760, Fax: 012-3940526.

4.3.3 PREFERENCE POINT SYSTEM AND PRICE

4.3.3.1 Preference points system 80/20

- a) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the South African Police Service on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
The bid price (maximum 80 points) – Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price:

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

Were

P_s = Points scored for comparative price of bid under consideration

P_t = Price of tender under consideration; and



P min = Price of lowest acceptable tender.

- c) A bidder (supplier) may claim a maximum of 20 points for specific goals, if such bidder supplier is:

Persons historically disadvantaged on the basis of race with at least 51% ownership	5 points
Persons historically disadvantaged on the basis of gender with at least 51% ownership by woman	5 points
Persons with at least 51% ownership who are youth	5 points
Persons historically disadvantaged by unfair discrimination on the basis of disability with at least 51% ownership	5 points

- d) Bidders are required to complete the preference claim form (SBD 6.1).
- e) The points scored by a bidder in respect of the specific goals will be added to the points scored for price.
- f) Only bidders who have completed and signed the declaration part of the preference claim form will be considered for specific goals points.
- g) Failure on the part of the bidder to comply with the paragraphs above will be deemed that specific goal points are not claimed and will therefore be allocated a zero (0).
- h) The South African Police Service may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- i) The points scored will be rounded off to the nearest 2 decimals.
- j) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of specific goal points.
- k) However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal specific goal points, the contract will be awarded to the bidder scoring the highest for functionality.
- l) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- m) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

4.3.3.2 JOINT VENTURES AND CONSORTIUMS

a) Joint Venture/Consortium Participation

Tenderers submitting an offer as a joint venture or consortium must include notarised Joint Venture Agreement (JVA) specific to this tender. The JVA must clearly reflect the following:

- The tender number and description,
- The percentage contribution of each party to the execution of the tender,
- The roles and responsibilities of each party,



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):

- The decision-making and dispute resolution mechanisms,
- The management and distribution of funds,
- The conditions for termination of the joint venture.

b) Preference Points for Specific Goals

Joint ventures or consortiums wishing to claim preference points for specific goals must note that preference points will be awarded only in proportion to the percentage of the contract value managed or executed by individuals from each party who are actively involved in the management or control of the joint venture or consortium, as recorded in the JVA.

c) Declaration Requirement

Tenderers must declare in paragraph 4.5 of SBD 6.1 that their offer is submitted as part of a joint venture or consortium.

d) Evaluation of Preference Points

The allocation of preference points will be calculated as follows:
The percentage shareholding for each specific goal shall be multiplied by the percentage contribution of that partner to the tender, as outlined in the JVA;
The results for all parties shall be aggregated to determine whether the joint venture or consortium meets the minimum requirement for any specific goal.

e) Non-Compliance

Failure to submit a notarised JVA or to meet the conditions stated above may result in the bid being deemed non-responsive and be disqualified from further evaluation.

4.3.4 PHASE 3: ADMINISTRATIVE / DUE DILIGENCE

The South African Police Service reserves the right to conduct supplier due diligence prior to award or at any time during the evaluation process. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof will disqualify the bid.

The South African Police Service also reserves a right to conduct supplier due diligence during the contract period. Information submitted by the contractor will be verified and any misrepresentation thereof the South African Police Service reserves a right to institute remedial actions available. Due diligence may include preannounced or no-announce site visits.

4.3.4.1 Due diligence requirements / goals

- Capacity and capability.
- Confirmation of physical address as per SBD1.
- Verification of staff compliment, including technical personnel (if applicable).
- Verification of vehicle fleet to conduct services.
- All information provided in the bid document will be verified.



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):

- Due Diligence/ Site visit will be conducted at bidder's premises and third party premises
- Verification of the supplier facilities & kennels

4.3.4.2 ADMINISTRATIVE BID REQUIREMENT

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted.

Bidders who fail to comply with any of the mandatory and other requirements will be disqualified

ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED	
Invitation to Bid - SBD 1	Please complete and sign the supplied form.
Declaration of Interest - SBD 4	Please complete and sign the supplied form.
Preference Point Claim Form - SBD 6.1	Generally, non-submission will lead to a zero score preference points.
Tax Clearance Requirements	The CSD and the tax status pin are the approved method that will be utilized to verify tax compliance.
Central Supplier Database registration	Please submit CSD report to prove registration and preference points.
General Conditions of Contract	Bidders must only familiarise themselves with the content of the document.
Special Conditions of Contract	Bidders must sign acknowledgement that they familiarise themselves with the content of the document.
Cost components	Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.
Authorisation Declaration Bidders sourcing services from a third party must submit the authorisation declaration letter of the third party. The said company or Service Provider must:	
<ul style="list-style-type: none"> • Service provider Confirm that it has familiarised itself with the item description, specifications and bid conditions. • Bid number and description must be indicated on the letter issued from the third party. 	

SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):



- If the bid consists of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.
- It must be indicated in the above-mentioned letter that **firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and third party, company or supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon.**
- Letter to be signed and dated by both parties & must be on the letter head of the third party.

If the bidder is not the actual Breeder. The letter from the third party must be submitted. If any information was omitted in the third party's letter, the bidder may be awarded the opportunity to rectify the letter. Refer to Annexure B for requirements in terms of the letter. Failure to submit the authorisation declaration will result in disqualification.

Bidder to indicate if they will provide the service themselves

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax. In case a bidder's price is not VAT inclusive, total price quoted will be regarded as final.

6. PRICING STRUCTURE AND SCHEDULE



SPECIAL CONDITIONS OF CONTRACT 19/1/9/1/39TP (25):

- a) One price is required per item and prices quoted must be furnished on the basis of supply and delivery including Value Added Tax.
- b) The yearly prices MUST be all inclusive. This means, all direct and indirect related costs must be included in the prices and be firm for the period of one year.
- c) The pricing schedule will be accessible from the bid document. All prices must be submitted with the bid document.
- d) Conditional discounts offered will not be used for evaluation purposes.
- e) Pricing provided for term contracts must remain firm for the first year after signing of the contract. Contract price adjustments must be applied for.

7. AUTHORISATION DECLARATION/ LETTER FROM THE THIRD PARTY

Any bidder that is not the actual Breeder and will be sourcing goods or services from another company must submit an unconditional letter from the company(ies) or supplier(s) confirming firm supply arrangement(s) in this regard, which has to accompany the bid at the closing date and time of bid. The said company or supplier must:

- confirm that it has familiarised itself with the item description, specifications and bid conditions
- If the bid consists of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued.
- It must be indicated in the above-mentioned letter **that firm supply arrangements have been made and all financial arrangements with regard to payment between the prospective bidder and manufacturer, company or supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon.**
- If the bidder is not the actual breeder. The letter from the breeder must be submitted. If any information was omitted in the breeders letter, the bidder may be awarded the opportunity to rectify the letter.
- Failure to submit the authorisation declaration will result in disqualification.

The South African Police Service reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the South African Police Service will exercise any of the remedies available to it in the bid documents.

No agreement between the bidder and the third party will be binding on the South African Police Service.

An authorisation declaration with conditional arrangements will not be accepted. Bidders must ensure that all arrangements are agreed to before submitting a bid (refer to Annexure "B").

8. RESPONSIVE BIDS

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Bidders are required to submit responsive bids by completing all the prices, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document

Non-compliance with this condition will invalidate the bid for the item(s) concerned.

9. TAX COMPLIANCE REQUIREMENTS

It is a condition of this bid that the tax matters of a successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted; Bidders are required to be registered on the Central Supplier Database and the South African Police Service shall verify the bidder's tax compliance status through the Central Supplier Database.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. The South African Police Service will not award a bid to any bidder whose tax matters are not in order.

10. FORMAT AND SUBMISSION OF BIDS

In order to simplify the evaluation process, Bidders are required to submit their bids electronically in the following manner: - (Take note of Paragraph 8, supra)

SECTION	REQUIRED DOCUMENTS
Section 1	Standard bidding documents (SBD 1, SBD 3.1 or 3.2 or 3.3, SBD 4, SBD 6.1 and CSD report
Section 2	Authorisation Declaration and item list (if applicable)
Section 3	Test reports (if applicable)
Section 4	Any other information (e.g. Company profile, Local economic development submission etc.)

11. LATE BIDS

Bids received after the closing date and time, electronically on the e-tender portal, will not be accepted for consideration.

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12. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

13. FRONTING

The SAPS 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 South African Police Service condemn any form of fronting.

The South African Police Service, 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.

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.

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 South African Police Service may have against the bidder / contractor concerned.

14. COMMUNICATION

SAPS: Procurement and Contract Management with permission of the BAC may communicate in writing 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.

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

All communication between the bidder and the SAPS: Procurement Management MGP & Services must be done in writing.

15. CONTACT DETAILS

BID ENQUIRIES

Procurement Management MGP & Services