INVITATION TO QUOTE

REQUEST FOR QUOTATION

You are hereby invited to bid for the following Request for Quotation
ACQUISITION #: 00100226529OR
RFQ Date: 10 Nov 2026

ACQUISITION NUMBER:	00100226529OR
DESCRIPTION:	Door name plates EHRU PTA
ACQUISITION ISSUE DATE:	10 Nov 2026
CLOSING DATE AND TIME:	17 Nov 2026 10:00
ACQUISITION VALIDITY PERIOD:	90 days (FROM THE ACQUISITION CLOSING DATE)
DELIVERY ADDRESS:	, 1110, , JOHANNESBURG

Please submit a quotation for the items listed below. Only quotations which contain the information requested below will be considered. Please read the instructions below before completing your quotation.

Item Number	Description	Vatable	Unit of Measure	Quantity
13584	Door name plates	YES	EA	21

ENQUIRIES:	Supply Chain Management Department Tel no: 0219380911 Email: scm@mrc.ac.za
BIDDING DOCUMENTS AVAILABLE AT:	SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL. Under the following Acquisition Number 00100226529OR. (see details below on how to access the Supplier Portal)
INCLUDED IN THIS DOCUMENT:	• BIDDER'S ACCEPTANCE OF TERMS AND CONDITIONS OF BIDDING • ACQUISITION INFORMATION • BIDDER'S DISCLOSURE • PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1) • DETAILED TERMS OF REFERENCE • POPIA COMPLIANCE
INSTRUCTIONS FOR QUOTATION SUBMISSION:	Bids must be submitted online through the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL (see details below on how to access the Supplier Portal OR BIDS MUST BE SUBMITTED ELECTRONICALLY/IN WRITING TO THE CONTACT PERSON BELOW BY **17 Nov 2026 10h00** AND MUST BE EMAILED TO **scm@mrc.ac.za**

HOW TO ACCESS THE SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL:	**Accessing the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL** • Bidders can access the SUPPLIER PORTAL at the following link: - https://scmportal.samrc.ac.za **Signing up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL** • Bidders must sign up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL to access the Acquisition, submit clarification questions, register for a briefing session (if any) and submit a response to the Acquisition. • If you have not already signed up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL, you can sign up by: 1. Access the SUPPLIER PORTAL and click on the "CREATE AN ACCOUNT" at the top right hand side of the page. 2. Enter your Central Supplier Database (CSD) Supplier Number, Unique Registration Reference Number (obtained from your CSD account) and an email address. Then click on the "CREATE AN ACCOUNT" button. 3. You will be redirected to register an account with the email address. 4. Agree to the Terms and Conditions and pay attention to the guided tutorial on how to use the Supplier Portal. **Accessing Acquisitions (RFx/Bids)** • Once signed in to the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL, bidders can find the required Acquisition by clicking on Acquisitions in the main banner. Bidders can engage with the Acquisition and view all necessary information, including access to the Acquisition Documents. **Submitting Clarification Questions (If available)** • Bidders will thereafter be able to capture any clarification questions and view any responses to clarification questions. • Bidder can submit Clarification Questions after Briefing Session and Before Deadline for Clarification Questions. • Bidders will receive an email once their clarification questions have been answered. • Bidders can view and track all clarification questions submitted through the supplier portal. **Creating and Submitting Responses to Acquisitions** • Once signed in, bidders can find the required acquisition by clicking on Acquisitions on the main banner. Bidders can engage with the Acquisition and view necessary information, including Acquisition Documents. • Bidders will be able to capture their response to an Acquisition and upload their submission documents, no later than Acquisition Closing Date and Time. • Bidders are to ensure the documents being uploaded are correct, accurate and duly completed

Kindly confirm if you have complied with all the mandatory requirements:

Mandatory Requirements Questions	Bidders Response
Have you read, signed, and attached the terms and conditions of the RFQ?	☐
Have you completed, signed and attached the Bidder`s Disclosure?	☐
Have you completed, signed and attached the SBD 6.1?	☐
Have you attached your B-BBEE certificate or affidavit (if applicable)?	☐
Have you attached your CIDB Certificate (if applicable)?	☐
Have you attached your COIDA Certificate or provide a letter if you don't have a COIDA certificate?	☐
Have you attached your signed POPIA COMPLIANCE consent?	☐

TERMS AND CONDITIONS FOR QUOTATIONS

1.	**QUOTATION SUBMISSION:**
1.1	VENDORS MUST SUPPLY WRITTEN QUOTATIONS THAT REFLECT THE FOLLOWING INFORMATION: PRICE VALIDITY PERIOD WHICH IS THE PERIOD THAT YOUR PRICE IS VALID FROM THE DATE OF QUOTATION), ALL INCLUSIVE PRICES ARE REQUIRED PER ITEM, DELIVERY LEAD TIME, COMPANY NAME, COMPANY REGISTRATION NUMBER, VAT REGISTRATION NUMBER (IF REGISTERED), ADDRESS, CONTACT PERSON, TELEPHONE NUMBER, EMAIL ADDRESS.
1.2	VENDORS MUST RETURN A SIGNED BIDDER`S DISCLOSURE ATTACHED TO THIS DOCUMENT TOGETHER WITH THEIR QUOTATION.
1.3	ALL PRICES MUST BE FIXED AND FIRM, AND WILL BE ROUNDED UP TO TWO DECIMAL PLACES.
1.4	QUOTATIONS OVER R1000000 (INCLUSIVE OF VAT) WILL NOT BE ACCEPTED, REGARDLESS OF VAT REGISTRATION.
1.5	ALL QUOTES MUST BE VALID FOR 90 DAYS FROM THE CLOSING DATE.
1.6	DELIVERY WILL BE MADE DIRECTLY TO THE DELIVERY ADDRESS ABOVE.
1.7	VENDORS THAT ARE NOT VAT REGISTERED SHOULD SHOW PRICES EXCLUSIVE OF VAT. IF YOU HAVE SUBSEQUENTLY REGISTERED FOR VAT, YOUR QUOTATION WILL NOT BE ACCEPTED AND YOU ARE REQUIRED TO SUBMIT YOUR UPDATED VAT DETAILS.
1.8	VENDORS THAT ARE VAT REGISTERED SHOULD SHOW UNIT PRICES PER ITEM EXCLUSIVE OF VAT AND THE TOTAL AMOUNT FOR THE QUOTATION MUST BE SHOWN INCLUSIVE AND EXCLUSIVE OF VAT.
1.9	ALL PURCHASES WILL BE MADE THROUGH AN OFFICIAL ORDER FORM. THEREFORE NO GOODS MUST BE DELIVERED AND /OR SERVICES RENDERED BEFORE AN OFFICIAL ORDER HAS BEEN RECEIVED.
1.10	SAMRC IS NOT COMPELLED TO ACCEPT THE LOWEST OR ALTERNATIVE QUOTATIONS/BID; RESERVES THE RIGHT TO ACCEPT PART OR WHOLE OF ANY QUOTATION/BID OR TO CANCEL THE QUOTATION/BID AS WELL AS TO ACCEPT MULTIPLE BIDS FOR THE SAME PRODUCT.
1.11	THE SUPPLIER SHALL BE DEEMED TO HAVE SATISFIED HIM/HERSELF BEFORE QUOTING AS TO THE CORRECTNESS AND SUFFICIENCY OF HIS/HER QUOTE FOR THE WORKS AND PRICES HE/SHE HAS STATED IN THE SCHEDULES/QUOTATION WHICH RATES AND PRICES SHALL COVER ALL HIS/HER OBLIGATIONS UNDER THE CONTRACT/RFQ AND ALL MATTERS AND THINGS NECESSARY FOR THE PROPER COMPLETION OF THE WORKS.
1.12	SAMRC's PAYMENT TERMS ARE 30 DAYS FROM DATE OF STATEMENT - SAMRC DOES NOT ALLOW ANY FORM OF PRE-PAYMENT TERMS FOR ORDERS PLACED OTHER THAN THE 30 DAYS FROM STATEMENT.
1.13	IN APPLYING THE PRINCIPLES OF THE PUBLIC SERVICES ACT, 1994, AND ITS REGULATIONS THE SAMRC WILL NOT PROCURE WORK/GOODS/SERVICES FROM EMPLOYEES OF THE STATE IN THEIR CAPACITY AS INDIVIDUALS OR THROUGH SUPPLIERS/CONTRACTORS IN WHICH AN EMPLOYEE OF THE STATE HOLDS A FINANCIAL INTEREST.
1.14	A B-BBEE CERTIFICATE OR AFFIDAVIT MUST BE SUBMITTED WITH QUOTES TO BE ELIGIBLE TO CLAIM PREFERENTIAL POINTS (80/20).
1.15	A MINIMUM OF CIDB GRADING 1 OR 2 FOR ALL CLASSES OF CONSTRUCTION WORKS WILL BE CONSIDERED IN TERMS OF YOUR QUOTATION SUBMISSION AND SAMRC WILL REJECT QUOTES RECEIVED FROM CONSTRUCTORS THAT ARE NOT REGISTERED ON CIDB PLUS CONSTRUCTORS THAT DO NOT HAVE ACTIVE STATUS ON CIDB.
1.16	NOTE THAT THE RATES OF EXCHANGE QUOTED BY THE BIDDER(S) IN THE DECLARATION CERTIFICATE WILL BE VERIFIED.
1.17	VENDORS TO STATE THE ACQUISITION NUMBER WHEN SUBMITTING A QUOTE VIA SCM@MRC.AC.ZA
1.18	THE NON-DELIVERY OF GOODS AND SERVICES AT THE PURCHASE ORDER STAGE WILL RESULT IN FLAGGING THE COMPANY IN TERMS OF PERFORMANCE AND FURTHERMORE WILL RESULT IN THE COMPANY BEING REPORTED TO NATIONAL TREASURY.
1.19	IF THE BIDDER WITHDRAWS HIS/HER QUOTATION AT THE TIME OF PURCHASE ORDER SUBMISSION, OR FAIL TO FULFIL THE CONTRACT WHEN CALLED UPON TO DO SO, THE SAMRC MAY, WITHOUT PREJUDICE TO ITS OTHER RIGHTS, AGREE TO THE WITHDRAWAL OF THE TENDER OR CANCEL THE CONTRACT/PURCHASE ORDER THAT MAY HAVE BEEN ENTERED INTO BETWEEN THE BIDDER AND THE SAMRC. THE BIDDER SHALL THEN PAY TO THE SAMRC ANY ADDITIONAL EXPENSE INCURRED BY THE SAMRC HAVING EITHER TO ACCEPT ANY LESS FAVOURABLE BID OR, IF NEW QUOTATIONS HAVE TO BE INVITED, THE ADDITIONAL EXPENDITURE INCURRED BY THE INVITATION OF NEW BIDDERS AND BY THE SUBSEQUENT ACCEPTANCE OF ANY LESS FAVOURABLE BID. THE SAMRC SHALL ALSO HAVE THE RIGHT TO RECOVER SUCH ADDITIONAL EXPENDITURE BY SETTING IT OFF AGAINST MONEYS WHICH MAY BE DUE OR BECOME DUE TO THE BIDDER UNDER THIS OR ANY OTHER TENDER OR CONTRACT OR AGAINST ANY (PERFORMANCE) GUARANTEE OR DEPOSIT THAT MAY HAVE BEEN FURNISHED BY THE BIDDER OR ON ITS BEHALF FOR THE DUE FULFILMENT OF THIS OR ANY OTHER BID OR CONTRACT AND PENDING THE ASCERTAINMENT OF THE AMOUNT OF SUCH ADDITIONAL EXPENDITURE TO RETAIN SUCH MONEYS, GUARANTEE OR DEPOSIT AS SECURITY FOR ANY LOSS THE SAMRC MAY SUSTAIN BY REASON OF THE BIDDERâ€™S DEFAULT.
1.20	LATE AND INCOMPLETE SUBMISSIONS SHALL NOT BE ACCEPTED.
1.21	BIDDERS WHO CONSISTENTLY DO NOT RESPOND TO ACQUISITION INVITATIONS, MAY BE EXCLUDED FROM INVITATIONS TO FUTURE ACQUISITIONS.
1.22	ANY BIDDER WHO HAS REASON TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON A SPECIFIC BRAND MUST INFORM THE SAMRC BEFORE THE RFQ's CLOSING DATE.
1.23	IF YOU ARE A SUCCESSFUL BIDDER FOR THIS RFQ, YOU WILL BE REQUIRED TO PRODUCE PROOF OF GOODS DELIVERY BY MEANS OF A SIGNED DELIVERY NOTE OR JOB CARD AS PART OF SUBMISSION OF YOUR INVOICE(S) FOR PAYMENT.
1.24	VENDORS MUST ENSURE THAT ALL PAGES ARE INITIALLED
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE CSD NUMBER.
2.3	THE BIDDER MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD). THE BIDDER`S TAX COMPLIANCE STATUS WILL BE CHECKED ON THE CSD AT THE TIME OF AWARD.
2.4	NO QUOTATIONS 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 IN THE SERVICE OF THE STATE, UNLESS THE BIDDER PROVIDES THE PROOF OF AUTHORITY TO UNDERTAKE REMUNERATIVE WORK OUTSIDE EMPLOYMENT IN THE PUBLIC SECTOR.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

ACQUISITION INFORMATION

Please submit a quotation for the items listed below. Only quotations which contain the information requested below will be considered. Please read the instructions below before completing your quotation.

Item Number	Description	Vatable	Unit of Measure	Quantity
13584	Door name plates	YES	EA	21

EVALUATION CRITERIA

EVALUATION TYPE: **PPR 2022 80-20 POINTS SYSTEM**
EVALUATION VERSION: **2**

Total Points Breakdown

DETAILS	POINTS
Price Points	80
Preference Points	20
Total Points	**100**

Preference Points Breakdown

Black Shareholding

Range	POINTS
0	0
<= 50	5
> 50	10

Black Female Shareholding

Range	POINTS
0	0
<= 50	3.5
> 50	7

51% or More Black Owned EME

Range	POINTS
0	0
1	3

BIDDER`S DISCLOSURE

1. **PURPOSE OF THE FORM**

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

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

2. **BIDDER`S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state?

Yes	No

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

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

Yes	No

2.2.1 If Yes, furnish particulars

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

Yes	No

2.3.1 If Yes, furnish particulars

Initials

BIDDER`S DISCLOSURE (continued)

3. **DECLARATION**

I, the undersigned, in submitting the accompanying bid for **RFQ#: 00100226529OR** to **SOUTH AFRICAN MEDICAL RESEARCH COUNCIL**, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 7 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Name of Person responsible

Position

Name of bidder

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

[2]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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1.GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

a. Price; and
b. SPECIFIC GOALS

1.4 To be completed by the organ of state.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2.DEFINITIONS

a. **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
b. "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
c. **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
d. **"tender"** for income-generating contractsâ€ means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
e. **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where
Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2 1 POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where
Ps = Points scored for price of bid under consideration

Pmax = Price of highest acceptable bid

4.POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

a. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
b. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the tables below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Shareholding	10	
Black Female Shareholding	7	
51% or More Black Owned EME	3	

The following table(s) show the breakdown of points per specific goal.

Black Shareholding

Range	POINTS
0	0
<= 50	5
> 50	10

Black Female Shareholding

Range	POINTS
0	0
<= 50	3.5
> 50	7

51% or More Black Owned EME

Range	POINTS
0	0
1	3

4.2.1 SUB-CONTRACTING

4.2.1.1 Will any portion of the goods/services be sub-contracted? (Tick applicable box)

Yes	No

4.2.1.2 If yes, indicate:

i. What percentage of the contract will be subcontracted _____%

ii. The name of the sub-contractor _____

iii. _____

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm:

4.4 Company registration number:

4.5 TYPE OF COMPANY/FIRM:

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct
iv. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state 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.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

ADDRESS

DECLARATION FOR SPECIFIC GOALS

The specific goal ownership percentage indicated below will be used to calculate the total specified goals points based on the points allocated above:

An EME who is ALSO 51% or More Black Owned		
Indicate whether point(s) allocated for this goal is (are) claimed	Yes	No
Indicate whether your company is an EME and has more than 51% black owned	Yes	No
Please provide a valid BBBEE scorecard or sworn affidavit to verify the Exempted Micro Enterprise status and 51% or more of black ownership.		

Black Female Shareholding		
Indicate whether point(s) allocated for this goal is (are) claimed	Yes	No

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i. The information furnished is true and correct;
ii. In the event of a contract being awarded as a result of the ownership points claimed in this declaration, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
iii. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -

a. disqualify the person from the tendering process or terminate the contract in whole or in part,
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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

POPIA COMPLIANCE

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA), FOR STAKEHOLDERS EXTERNAL TO THE SAMRC

For use by:
THE SOUTH AFRICAN MEDICAL RESEARCH COUNCIL, including all its divisions **("SAMRC")**

1. INTRODUCTION
The Protection of Personal Information Act, 4 of 2013, (POPIA) governs how personal information must be processed by public and private bodies to ensure privacy and protect individuals' constitutional right to privacy.***In terms of the POPI Act, the South African Medical Research Council (SAMRC) has a legal duty to process a person's Personal Information in a lawful, legitimate, and responsible manner.***

The SAMRC does and will from time-to-time process Personal Information. In terms of POPIA all persons, including any SAMRC employee and/or partner who collects, manages, processes, transfers, stores and/or retains such Personal Information, whether held under a document, recording or in any other format, has a responsibility to process such information in accordance with the provisions under POPIA.

In order to discharge this duty; the SAMRC, as the responsible party, requires your express and informed permission to process your Personal Information for the purpose of evaluation of the bid.

2. DEFINITIONS
Take note of the following definitions which will be used throughout this document, and which are used in the POPIA
"biometrics" means a technique of personal identification that is based on physical, physiological, or behavioral characterization including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;

"child" means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him-or herself;

"competent person" means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;

"consent" means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of Personal Information;

"data subject" means the person to whom Personal Information relates;

"operator" means a person who processes Personal Information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;

"person" means a natural person or a juristic person;

"Personal Information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
b. information relating to the education or the medical, financial, criminal or employment history of the person;
c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
d. the biometric information of the person;
e. the personal opinions, views, or preferences of the person;
f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
g. the views or opinions of another individual about the person;
h. the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.

"processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

a. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
b. dissemination by means of transmission, distribution or making available in any other form;
c. merging, linking, as well as restriction, degradation, erasure or destruction of information;

"record" means any recorded information:
a. regardless of form or medium, including any of the following:

i. Writing on any material;
ii. information produced, recorded or stored by means of any tape-recorder, computer equipment (hardware or software), or other device, and any material subsequently derived from such information;
iii. label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
iv. book, map, plan, graph or drawing;
v. photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;

b. in the possession or under the control of a responsible party;
c. whether or not it was created by a responsible party; and
d. regardless of when it came into existence;

"responsible party" means a public or private body or any other person who, alone or in conjunction with others, determines the purpose of and means for processing personal information;

Examples of Personal Information include:

- A person's name and address (postal and email)
- Date of birth
- Statements of fact (factual statements)
- Any expression or opinion communicated about an individual
- Minutes of meetings, reports
- Emails, file notes, handwritten notes, sticky notes
- Photographs and virtual meeting and CCTV footage if an individual can be identified by the footage
- Employment and student applications
- Spreadsheets and/or databases with any list of people set up by code or student/staff ID
- Employment number
- Employment or education history

Special Personal Information includes:
Any information relating to an individual's:

- Ethnicity
- Gender
- Religious or other beliefs
- Political opinions
- Membership of a trade union
- Sexual orientation
- Medical history
- Offences committed or alleged to have been committed by that individual
- Biometric details
- Children's details

3. PURPOSE FOR THE COLLECTION

3.1 The purpose for the collection of your Personal Information and the reason why SAMRC requires your Personal Information is to enable SAMRC to:

3.1.1 to verify your legitimacy and credibility, including your compliance with lawful obligations, applicable labour, tax, procurement, financial legislations and/or the B-BBEE laws;
3.1.2 to give effect to a contractual relationship as between you and SAMRC and in order to ensure the correct administration of the relationship;
3.1.3 for operational reasons including the conducting of research;
3.1.4 to protect the legitimate interests of SAMRC, yourself or a third party;

3.2 All Personal Information which you provide to SAMRC will only be used for the purposes for which it is collected.

4. CONSEQUENCES OF WITHHOLDING CONSENT OF PERSONAL INFORMATION

Should you refuse to provide SAMRC with your Personal Information, which is required by SAMRC for the purposes indicated above, and the required consent to process the aforementioned Personal Information, then SAMRC will be unable to engage with you or enter into an agreement or relationship with you.

5. STORAGE AND RETENTION, AND DESTRUCTION OF INFORMATION

5.1 All Personal Information that you provide to SAMRC will be held and/or stored securely and held for the purpose for which it was collected, as reflected above.
5.2 Your Personal Information will be stored electronically in a centralised database, which, for operational reasons, will be accessible to authorised persons within SAMRC.
5.3 Where appropriate, some information may be retained in hard copy.
5.4 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.
5.5 Once your Personal Information is no longer required due to the fact that the purpose for which the information was held has expired, such Personal Information will be safely and securely archived for a period of 5 years or longer, especially should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

6. ACCESS BY OTHERS

SAMRC may from time to time have to disclose your Personal Information to other parties, and entities regulators and/or governmental officials but such disclosure will always be subject to an agreement which will be concluded between SAMRC and the party to whom it is disclosing your Personal Information, which contractually obliges the recipient of the Personal Information to comply with strict confidentiality and data security conditions.

7. RIGHT TO OBJECT

In terms of section 11(3) of POPIA, you have the right to object in the prescribed manner to SAMRC processing your Personal Information. On receipt of your objection, SAMRC will place a hold on any further processing until the cause of the objection has been resolved.

8. ACCURACY OF INFORMATION AND ONUS

POPIA requires that all your Personal Information and related details, as supplied, are complete, accurate, and up-to-date. Whilst SAMRC will always use its best endeavours to ensure that your Personal Information is reliable, it will be your responsibility to advise SAMRC of any changes to your Personal Information, as and when these may occur.

9. ACCESS TO THE INFORMATION BY THE DATA SUBJECT

You have the right at any time to ask the SAMRC to provide you with the details of any of your Personal Information which the SAMRC holds on your behalf; and the details as to what SAMRC has done with that Personal Information, Provided that such request is made using the standard section 51 PAIA process, which procedure can be accessed by downloading and completing the standard request for information form, housed under section 51 of the PAIA Manuals which can be found on our website (SAMRC-PAIA-Manual.pdf).

10. COMPLAINTS

You have the right to address any complaints regarding the processing of your Personal Information to the SAMRC Information Officer at info@mrc.ac.za or you may approach the Information Regulator complaints.IR@justice.gov.za.

11. DECLARATION AND INFORMED CONSENT

I declare that all Personal Information supplied to SAMRC is accurate, up to date, is not misleading and that it is complete in all respects.

I undertake to immediately advise SAMRC of any changes to my Personal Information should any of these details change.

By providing SAMRC with my Personal Information, I consent and give the SAMRC permission to process and further process my Personal Information as and where required, and acknowledge that I understand the purposes for which it is required and for which it will be used.

SIGN:

DATE: