



Company name of Bidder:

RFQ

Garden Route District Municipality project:

THE SUPPLY AND DELIVERY OF PSYCHOLOGICAL ASSESSMENT KITS

January 2022

This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.

BID AMOUNT
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GENERAL REQUIREMENTS

The works, as described, are part of the Garden Route District Municipality’s SMME Support Programme. The bidder must supply and deliver the items to Casidra’s Offices in **George**. The successful bidder must have the capacity to deliver the goods within 21 (twenty one) calendar days after appointment.

Conditions:

As per CBD 5.1 **Casidra** reserves the right to accept parts of the bid items or split bids based upon item prices. The quoted amount will be a lump sum and only **payable after delivery of all items**.

Scope of work

The scope of work will include the supply and delivery of the following:

- A Brief Neuropsychological Cognitive Examination (BNCE) as per specified in CBD 4
- Wechsler Adult Intelligence Scale as specified in CBD 4
- Brochures/Pamphlet to accompany your quote.
- Test must be administered by a Qualified Psychologist registered with the Health Professions Counsel of South Africa (HPCSA).

Documents are available for download from Casidra’s website tender portal.

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Documents for the purpose of this bid include:

1. Conditions to Submit Bid (Form CBD 2.1 (Lump Sum) or Standard Conditions of Contract can be viewed on the **Casidra** website at www.casidra.co.za.
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1 (Lump Sum))
3. Scope of Works (Form CBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20))
5. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
6. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.

In accordance with Casidra’s Preferential Procurement Policy, this bid as further indicated in CBD 5.2 is subject to:

- **B-BBEE certified bids will receive preferential scores;**

BID DEADLINE: The closing date for the bid is 07 February 2022 strictly at 09H00.

SUBMISSION OF BIDS

Bidders can email their bid documents, but must supply an original or originally certified BEE certificate / Sworn Affidavit as indicated in CBD 5.1 to be awarded points. The certificate can be hand delivered or per courier to the **Casidra’s** Regional Office, **Bateleur Park, Suite 107, 133 Cradock Street, George** to reach the office before the closing date of this tender. No BEE points will be given if an original or originally certified BEE certificate / Sworn Affidavit is not provided before the closing time.

The below process **MUST** be followed regarding email submissions:-

Bids smaller than 4MB can be emailed to Bernice Gouws at bgouws@casidra.co.za in PDF format.

. For bids larger than 4MB please use platforms such as wetransfer.com or free.mailbigfile.com. Bids must be emailed with following title inscription **“RFQ: THEA SMIT: THE SUPPLY AND DELIVERY OF PSYCHOLOGICAL ASSESSMENT KITS”**

- The bidder must ensure that the bid was received by confirming delivery via return email or telephonically at 044 873 3587.
- Only send what is asked for.
- Bidders to submit bid documents timeously and not minutes before the tender closes. **Casidra** will not be responsible for bidders’ internet connections, mailbox issues, etc.
- The closing date and time is specific and any emailed bids past the submission date will then be considered as late bids.

The following documents (including fully completed and signed **CBD** forms as supplied) must be **valid for a period of 60 calendar days** after closure of the bid and submitted as a bid packet:

Document number	Document description	Action required/comment	Mark
CBD 1	General requirements	Signed	√
CBD 2.1	Conditions to submit bid	Signed	
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CBD 3.1	Price form (lump sum)	Complete, sign	
CBD 4	Scope of works	Signed	
CBD 5.1 (80/20)	PPP Evaluation form	Complete, sign	
CBD 7	Bank Entity form (Not needed if “verified” on CSD)	Complete, bank stamp	
TCC of principle and sub-contractors	Registration and verification of Tax Clearance on CSD.	Compulsory	
BEE	B-BBEE Certificate or Sworn Affidavit (as applicable, see CBD 5 for detail)	Original affidavit or certified copy certificate/Valid/not compulsory	
Brochures	Brochures/Pamphlet attached	Compulsory	
Registration	Proof of Psychologist being registered with Health Professions Counsel of South Africa (HPCSA	Compulsory	

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.
Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.**

For definition of Construction works, see the Construction Regulations 2014 and definitions as in Standard Conditions of Contract

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **MUST** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder’s tax obligations.

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exist between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

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CENTRAL SUPPLIER DATABASE

National Treasury indicated during 2015 the development and future use of the Central Supplier Database (CSD) as a way of simplifying the process of doing business with government.

The CSD will be the source of all supplier information for all organs of state and will reduce the exchange of compliance documents in paper form, eliminate multiple registrations with different organs of state and ultimately reduce the cost for both business and government by enabling electronic registration and verification process.

The CSD will interface with SARS to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD will furthermore verify supplier information with the register for tender defaulters and database of restricted suppliers. (Please see Fact Sheet and CSD pamphlets.)

From 1 September 2015 prospective suppliers should self-register on the CSD website www.csd.gov.za. Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016. This period will be referred to as the Interim Period. During the Interim Period suppliers that register on the CSD must provide their CSD supplier number and unique security code that will be communicated to them as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state they want to do business with. **Casidra** urges all their suppliers to please comply with the request.

During the transitional period until 31 March 2016 **Casidra** will migrate our current supplier database to CSD to ensure accuracy and validation of information prior to mandatory implementation of the database.

For more information please contact National Treasury ocpo.treasury.gov.za (http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx) or [Central Supplier Database for Government](https://secure.csd.gov.za/) (<https://secure.csd.gov.za/>).

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The total price for this service must include all items required for the proper execution of the work as described in the Scope of Works.

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

This price must be valid for a period of 60 days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is 21 calendar days starting from the day of appointment.

Qty	Description	Unit price excluding 15% VAT	Total price excluding 15% VAT
1	Brief Neuropsychological Cognitive Examination (BNCE)		
1	Wechsler Adult Intelligence Scale – Fourth SA Edition		

Value-Added Tax (VAT) R _____

Total R _____

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer)

YES NO

If yes, provide your VAT registration number: _____

Signature: _____

Date: _____

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Attached Brochures/Pamphlet

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Proof of Psychologist registered with the Health Professions Counsel of South Africa (HPCSA).

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Scope of works

1. Brief Neuropsychological Cognitive Examination (BNCE)

Test must be administered by a Qualified Psychologist registered with the Health Professions Counsel of South Africa (HPCSA).

The assessment must have the ability to process both conventional, frequently used information, as well as novel or incomplete information through the following scales:

- Working memory
- Gnosis
- Praxis
- Language
- Orientation
- Attention
- Executive functions

Must give a total score indicating overall severity of impairment, subtest scores, and two aggregate scores for the simple and complex subtests.

The test must composed of 10 subtests, none requiring more than minimal reading skills. Five of these subtests must measure the ability to process conventional, frequently used information, while the remaining five measure the ability to process novel or incomplete information. The test must focus on processing skills needed for everyday functioning, and is sensitive to mild impairment often missed by other brief cognitive screeners.

The assessment must have the following areas of application:

- Evaluating patients with sequelae of head injury, stroke, encephalitis, and primary degenerative disorders such as Alzheimer’s, Huntington’s, Parkinson’s and Pick’s disease.
- Useful for individuals suffering from seizure disorders, schizophrenia, mood disorders, and alcohol and drug abuse.
- Screener for specific cognitive abnormalities which may warrant more detailed evaluation.
- Monitor course of both psychiatric and neurological disease.

Must come with following material:

- NCE Administration and Scoring Form (Pack of 20)
- BNCE Kit: Stimulus Booklet; 20 Response Booklets; 20 Administration and Scoring Forms; Manual

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- BNCE Response Booklet (Pack of 20)
- BNCE Manual
- BNCE Booklet

2. The Wechsler Adult Intelligence Scale, Fourth South African Edition (WAIS-IV SA)

Test must be administered by a Qualified Psychologist registered with the Health Professions Counsel of South Africa (HPCSA).

The WAIS-IV SA must be composed of 10 core (C) subtests and 5 supplemental (S) subtests, with the 10 core subtests comprising the Full Scale IQ. The WAIS-IV SA must produce four index scores made up of the following subtests:

- Verbal Comprehension Index (VCI): Similarities(C), Vocabulary(C), Information(C), and Comprehension(S)
- Perceptual Reasoning Index (PRI): Block Design(C), Matrix Reasoning(C), Visual Puzzles(C), Picture Completion(S), and Figure Weights(S)
- Working Memory Index (WMI): Digit Span(C), Arithmetic(C), and Letter-Number Sequencing(S)
- Processing Speed Index (PSI): Symbol Search(C), Coding(C), and Cancellation(S)

The assessment must have the following areas of application:

- Selection processes
- Learning in higher education (e.g., identifying disabilities, concessions assessment)
- Clinical and Neuropsychological assessment
- Psycho-legal assessment (e.g., qualification for disability grants)
- Psychological research

Must come with following material:

- South African WAIS IV Complete Set

END OF WORK TO BE DONE

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**FINANCIAL REGULATIONS
SECTION 22**

**SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY
- EVALUATION CRITERIA**

(PPP – EVALUATION CRITERIA)

ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R50 MILLION

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on a, preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a pre-requisite to qualify as a service provider.**

GENERAL DETAILS: <i>(Please print clearly)</i>	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	
Postal Address	
Postal Code	
Physical Address	

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Postal Code		
CONTACT DETAILS		
Representative Name		
Telephone Number		
Cell Phone Number		
Fax Number		
Email Address		
Website Address		
OTHER DETAILS		
Main Business Type (<i>Please tick</i>)		Consultants & Professionals
Tools & Equipment (Hardware)		Clothing & Textiles
Office Supplies & Furniture		Accommodation & Transport
Training & Mentorship		Printing & Advertising
Event Services (Catering, Venue Hire)		Irrigation & Water Services
Earthmoving & Heavy Machinery		Other Production Inputs
Seed, Fertilizer, Chemicals		Livestock & Animal Production
Construction Services		Repairs & Maintenance
Vehicles & Implements		Municipal & Bulk Services
Other (Please Specify)		
* Note that you HAVE to register on the Central Supplier Database (CSD) (www.csd.gov.za) before we can use you as a service provider.		

Sub-contracting

Excluding any subcontracting requirements as a condition of tender, as indicated in CBD 1, the following general condition apply:

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points
- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to **Casidra** with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work. Subcontracting a portion of the tender, without disclosure and approval by **Casidra**, the Contractor can be penalised up to 10% of the value of the contract.

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If YES, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME? YES / NO (Attach B-BBEE certificate / an original sworn affidavit as proof)

Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%

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Section A – Functional Requirements

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? **NO** (**Casidra** to indicate)

If “**YES**”, the following criteria will be used for evaluation:

Section B – Formula for Awarding of Price Points (Only to be considered if Section A has met the minimum requirement)

Unconditional discounts offered will be taken into account for determining the following point:

$$\frac{\text{Price} - P_{\min}}{P_{\min}}$$

Point = 80 [1 - $\frac{\text{Price} - P_{\min}}{P_{\min}}$] where P min is the lowest acceptable bid

Section C – B-BBEE Contribution

- An *EME* must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).
- If a **start-up EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME’s only is accepted.
- A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.
- A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.
- A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 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.
- A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

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B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned For office use	135%
2	18	EME & QSE 51% + Black owned For office use	125%
3	14	For office use	110%
4 and EME	12	EME 51% < Black owned For office use	100%
5	8	For office use	80%
6	6	For office use	60%
7	4	For office use	50%
8	2	For office use	10%
Non-compliant contributor	0	For office use	0%

In the case of a trust, joint venture or consortium that is registered as a legal entity, a B-BBEE certificate for the entity must be provided. If the entity is unincorporated, a B-BBEE certificate must be prepared for the specific venture.

Market related pricing

If the bidder, whose tender has been compliant, and that received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer? YES / NO (delete which is not applicable)

If a market related price cannot be negotiated, the offer for negotiation will be extended to the second highest point scoring bidder, then the third highest scoring bidder, where after, failing to reach any agreement, the tender will be cancelled.

Declaration of interest and Bidders past supply chain management practices

In terms of section 22 of the Standard Conditions of Tender:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do any potential conflict of interest exist, where the public duties (like being part of an approval or adjudication process) and private interests of the bidder, could improperly influence or lend inside trading information to the bidder?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

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If so, furnish particulars:

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.....
.....

The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.”

- (i) Is the bidder or any of its directors;
 - listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (www.treasury.gov.za, follow the link at the bottom of the home page);
 - Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act?

- (ii) Was the bidder or any of its directors;
 - convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?
 - contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

If so, furnish particulars:

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Section D – Designated Sectors – Local Content

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)
N/A	N/A

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

IMPORTANT NOTES

Casidra reserves the right to:

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices based on market related pricing before award of the bid;
- accept parts of the bid items or split bids based upon item prices
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, like fairness, safety, public interest and international suppliers;
- to award the bid to a Contractor which does not necessarily have the lowest price.

Other Notes:

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process;
- False information were supplied by the bidder.

Cancellation of bid will be placed in the same media as initially advertised.

Bids which are suspected to have supplied false information will be subjected the *alteram partem* rule. If proven that false information was supplied, disqualify the tender or terminate the contract, without payment and/or claims for damages incurred by such cancellation.

The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

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Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after has been applied.

Declaration by the company submitting the bid:

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature

Date

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for Casidra to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- What were the source that made you became aware of this bid being available?

Mark with X

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
Casidra own website:	

Other: Specify.....

- Was the time allowed to date of closure sufficient for you to compile an offer?

No – too short	Yes - Sufficient	No - Too long
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BANK ENTITY FORM

1. DETAILS OF COMPANY / INDIVIDUAL: (Please print clearly)	
Full Name	
ID Number	
Company Reg Number	
VAT Number	
Postal Address	
Postal Code	
Physical Address	
Postal Code	
2. BANKING DETAILS	
Name of Bank	
Name of Branch	
Branch Code	
Account Number	
Type of Account	
3. CONFIRMATION BY BANK	
We hereby confirm that the bank details under paragraph 2 of this form belongs to the individual / company under paragraph 1.	
Date Stamp of Bank	BANK OFFICIAL
	Print Name:
	Signature:

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