

## SARS RFP25/2013

# SUPPLY / MAINTENANANCE OF SANITARY AND HEALTH CARE SERVICES

## TENDER PRICING SUBMISSION INSTRUCTIONS

### RFP25/2013

#### 1 STRUCTURE OF THE TENDER

The RFT is as described in more detail in **SARS RFP0000/2012 1-1 Supply/Maintenance of Sanitary and Health Care Service Summary Guidelines Instructions and Conditions Document** in volume 1 of the RFT.

Bidders can bid on any combination or all of the Region(s).

The spread sheet *RFP25-2013 SUPPLY - MAINTENANANCE OF SANITARY AND HEALTH CARE SERVICES Ver1.2.xlsx* (found in Volume 2) contains the financial response templates for the bid. The Tender pricing submission instructions in this document must be read in conjunction with instructions or notes embedded in the financial response template spread sheet.

#### 2 GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING TEMPLATES

Bidder's pricing must not be subject to any **notes, conditions, assumptions** or other **pricing re-openers** either made in the pricing templates or any other part of the Bidder's Tender.

##### 2.1 Tender submission format

- 2.1.1 Bidders must submit both a paper copy and an electronic copy of the Pricing Submission. **Submissions that are not accompanied by both copies will not be considered.** In the event of a discrepancy, the paper copy will prevail.

2.1.2 Bidders must complete and submit ALL templates required for the Bid.

## 2.2 Input spreadsheets

2.2.1 The financial templates are contained within the one Excel spreadsheet *RFP25-2013 SUPPLY - MAINTENANNCE OF SANITARY AND HEALTH CARE SERVICES Ver1.2.xlsx*

2.2.2 The spreadsheet contains tabs for the worksheets in which the financial templates for the Regions are located.

2.2.3 The worksheet labelled "Index Sheet" contains the names and locations of all the templates in the spreadsheet.

2.2.4 All worksheets in the electronic copy of the Financial Templates are password protected.

2.2.5 Bidders must not unprotect the spreadsheets and / or make any changes to the spreadsheets make any changes to the Pricing Templates or to change the formatting of the Pricing Templates or attempt to unprotect any of the Pricing Templates.

2.2.6 Cells are formatted to automatically indicate **South African Rand**, ordinary text fields and percentage (%) where applicable.

2.2.7 Hyperlinks have been provided to allow Bidders to navigate from the index to the first open cell in each corresponding template and to return back to the index.

2.2.8 Input cells are highlighted in **yellow** (Microsoft Office 2010). The Bidder must complete all input cells for the bid. No other cells must be changed

2.2.9 The Bidders are required to select the region they are bidding for by using the drop-down button in cell **E20**, thereafter, input their company name in cell **E24** on the Cover Sheet template. This will automatically be pre-populated on all templates in the workbook.

2.2.10 Total Costs including the summary at the bottom of the Templates are formula driven. Totals will be calculated automatically in the Total fields and Bidder should not attempt to input values to these fields.

### 2.3 Currency, VAT and Taxes

2.3.1 Bidder's Tender pricing submission must be firm, not indicative.

2.3.2 All Bidders' pricing must be quoted in South African Rands (ZAR).

2.3.3 The Bidder's Pricing must be inclusive of all duties, taxes and all applicable levies.

1.1.1 The templates are designed such that VAT will be calculated on Bidders input pricing therefore Bidders must complete the templates with unit prices excluding VAT.

### 2.4 Adjustments for CPI, and Foreign Exchange

2.4.1 The pricing required in the financial templates is **for now until the validity period indicated in tender document** at which time prices will be adjusted for CPI. See C.10 below

2.4.2 SARS will adjust pricing annually for inflation (CPI). Bidders are required to indicate on the templates provided which portion of the pricing have CPI applied to them annually.

2.4.3 Each year, after the agreed time, the pricing will be adjusted for CPI by applying CPI to the percentage of price affected by CPI as indicated by the Bidder on the appropriate template.

Example: (Note that the CPI and CPI Sensitivity Factor are illustrative values only and have only been selected for the purposes of demonstrating the operation of the formula)

Pricing for year 1 (as indicated by Bidder on template)	R 1,000
CPI	5%

Calculation of pricing for year 2	
$[(1 + (5\% \times 1000)]$	R 1,050

2.4.4 No adjustments will be made for foreign currency fluctuations.

**2.5 Consumables volumes and Equipment Quantities**

2.5.1 The pricing templates have been designed based on the toilets and urinary currently in office and the current annual volumes of all consumables.

2.5.2 If pricing for an item is not provided (left blank) by the Bidder, SARS will use to the maximum price it receives for evaluation purposes.

**2.6 Cross Region Discount**

1.1.2 Bidders are required to indicate the pricing discount percentage that will be applied to each Region tendered on should more than 1 Region be awarded to the Bidder.

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