



South African Nursing Council

(Established under the Nursing Act, 2005)

602 Pretorius Street, Arcadia, Pretoria, 0083
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TENDER CHECKLIST AND GENERAL TERMS AND CONDITIONS

A: PURPOSE

The purpose of this document is to clearly set out a complete list of the documentation which must be submitted together with each tender submission. This document also contains details of the tender submission procedure and the general terms and conditions applicable to all tenders.

B: CHECKLIST

	Required document(s)	Check
1.	Description of goods and/or services to be provided	
2.	Detailed quotation for goods and/or services to be provided	
3.	Company / business profile	
4.	Audited statements for the last three years (or, if in business for less than three years, since establishment)	
5.	Duly completed Compulsory Enterprise Questionnaire ^(*1)	
6.	Duly completed Resolution for Signatory ^(*1)	
7.	Current tax clearance certificate from S A Revenue Services ^(*2)	

^(*1) The necessary forms can be downloaded from the S A Nursing Council website – www.sanc.co.za

^(*2) A form that can be used to apply to SARS can be downloaded from the S A Nursing Council website – www.sanc.co.za

C: TENDER SUBMISSION PROCESS

Tenders must:

- Include all of the documents listed in the above checklist, duly completed and signed as necessary;
- Be submitted in a sealed envelope, clearly marked with the project title, tender reference number and the words "TENDER DOCUMENTS";
- Be submitted before the closing time for the tender; and
- Be deposited in the specially marked tender box in the foyer of the South African Nursing Council building at:
602 Pretorius Street
Arcadia
Pretoria
0083

Assistance will be provided if you are not able to complete the required tender documents. If you need assistance, please contact the Procurement Officer to make an appointment on tel. 012 420-1000.

D: GENERAL TENDER TERMS AND CONDITIONS

The following terms and conditions apply to all tenders:

1. South African Nursing Council will not pay for the work required to prepare tenders. Conversely, it will not generally charge any fee for enterprises submitting tenders. In exceptional cases, the cost of printing documents required for the tender process may be charged, unless the tenderer downloads and prints such copies from the Council website.
2. Notwithstanding the provisions of 1 above, should circumstances require it, a system of requiring a deposit to be paid may be introduced at any time – in order to limit the number of tenders that obviously do not meet the tender requirements. Such a deposit will be forfeited by tenderers who do not meet all the tender requirements and refunded to those who do.
3. South African Nursing Council reserves the right NOT to appoint a supplier following the conclusion of the tender process.
4. South African Nursing Council reserves the right to re-advertise a tender in the same or a revised form if it is satisfied that the proposals will not achieve the outcomes desired by the Council.
5. South African Nursing Council will reject all submissions that do not fulfill the requirements of the tender process.
6. South African Nursing Council will not necessarily award the contract to the lowest quote. The Nursing Council Procurement Policy makes provision for awarding contracts based on several other factors – all of which may be considered – as provided for in the process.
7. South African Nursing Council may use tender information for future budgeting and/or planning purposes.
8. South African Nursing Council will not divulge tender information to competitors. Therefore, no correspondence or discussions will be entered into with unsuccessful tenderers once a tender has been awarded.