



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

## NOTIFICATION OF ERRUTUM TENDER ADVERT

**Bid Number:**SASSA: 40-22-SCM-MP

**Bid Description:**The South African Social Security Agency hereby invites service providers to Supply and Deliver School Uniform in SASSA Mpumalanga Region for the Period of Thirty Six (36) Months

**Name of Institution:**South African Social Security Agency(SASSA)

**Place where goods, works or services are required:**

Mpumalanga

**Date Published:** 16 November 2022

**Closing Date / Time:** 08<sup>th</sup> December 2022 @11:00am

**Enquiries:**

Contact Person:Ms Gugu Masango

Email: [GuguMa@sassa.gov.za](mailto:GuguMa@sassa.gov.za)

Telephone number: 013 754 9346

FAX Number:

**Where bid documents can be obtained:**

*Website:*<https://etenders.treasury.gov.za/>

<https://sassa.gov.za>

**Physical Address:Where bids should be delivered:**

Physical Address:SASSA Mpumalanga, 18 Ferreira street, Nelspruit,1200

**Compulsory Briefing Session**

Non-compulsory online briefing session will be held on:

Date:24 November 2022

Time:10:00 am

Venue: Sassa, no 41 Bester Street, Nelspruit, 1200

**NB!! Kindly note that the updated Specification (Annexure A) has been uploaded.**



[ *paying the right social grant, to the right person,  
at the right time and place. NJALO!*

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**TERMS OF REFERENCE FOR ACCREDITATION OF SERVICE PROVIDERS TO SUPPLY AND DELIVER SCHOOL UNIFORM IN MPUMALANGA REGION FOR THE PERIOD OF THIRTY-SIX (36) MONTHS**



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**TERMS OF REFERENCE  
FOR ACCREDITATION OF SERVICE PROVIDERS TO SUPPLY AND  
DELIVER SCHOOL UNIFORM IN MPUMALANGA REGION FOR THE  
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P/BAG X11230
2022 -11- 14
MPUMALANGA REGION

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## 1. INTRODUCTION

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004 (Act No. 9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999), as amended, and is responsible for the management, administration and payment of social assistance.

## 2. PURPOSE

To invite potential service providers to bid for the supply and delivery of school uniform in Mpumalanga Region for the period of thirty-six months (36).

## 3. BACKGROUND

Social Relief of Distress (SRD) is one of the SASSA grant types geared to provide immediate relief to families in distress or in dire need, and are unable to meet their family's most basic needs. Part of the intervention in SRD is the provision of school uniform to identified needy individuals.

It is against this background that SASSA Mpumalanga Region invites service providers to submit their bids to supply and deliver of school uniform.

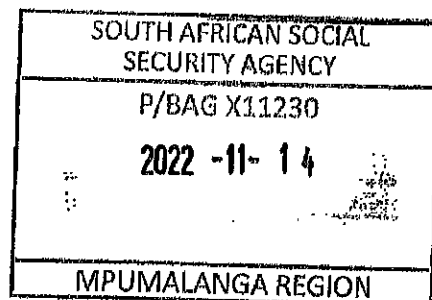
## 4. SCOPE OF WORK

Successful service providers must be able to supply and deliver school uniform to the identified learners in different schools across Mpumalanga Region in accordance with SASSA school uniform specification as set out on **Annexure A**.

## 5. RESPONSIBILITIES

### 5.1. Service provider responsibilities:-

- Upon receipt of purchase order, the service provider must ascertain the quality, size measurements, and colour of the items at the identified school.



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- To fit each learner before packaging the school uniform.
- To package, label each school uniform pack and deliver at an identified school.
- To provide delivery note on the day of delivery and be signed by SASSA representative.
- The information provided by the Agency to supply school uniform should be treated with strict confidentiality.

## 5.2. SASSA responsibilities:-

- To provide the service provider with specification of items to be procured.
- The Agency will provide the service provider with all information required to supply school uniform e.g. estimated learner's measurements (to be confirmed by service provider).
- To issue purchase order to the appointed service provider.
- To confirm the goods and sign delivery note.

## 6. CONDITIONS OF THE BID

- 6.1. No delivery shall be made prior receipt of purchase order from the Agency.
- 6.2. No delivery shall take place in the absence of SASSA representative.
- 6.3. The service provider must supply and deliver school uniform within **30 days** upon receipt of a purchase order, if the number of school uniform required is below **100** and **60 days for items above 150**.
- 6.4. The Agency will not incur costs for returning items that do not meet the specification.
- 6.5. The quality of the school uniform should comply with the South African Bureau of Standards (SABS).
- 6.6. The service provider must take full responsibility and accountability to execute functions attached to the contract.
- 6.7. The successful service provider will enter into a Service Level Agreement with the Agency.
- 6.8. The Agency shall pay the service provider within **30 days** of receipt of a valid invoice.
- 6.9. The Agency reserves the right to appoint more than one bidder.
- 6.10. Bidders must initial every page of the bid specification and the bid proposal, and ensure that all attachments are numbered

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- 6.11. Joint Ventures related to this project will only be considered to be valid if there is proof of agreement signed by all parties involved. Submission of applicable: Resolution by the Legal Entity, or consortium / joint venture, authorizing a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. The Agency (SASSA) will enter into a single contract with the principal bidder.
- 6.12. A consortium or joint venture must submit a consolidated B-BBEE Status Level verification Certificates and combined Tax verification Pin for the tender.
- 6.13. Bidders will be disqualified if found to have misrepresented information in their bid proposals. The General Conditions of Contract from National Treasury will apply for this bid.
- 6.14. All information and documents must be regarded as confidential and may not be used for any purpose other than for the one intended without a written consent of the Agency.
- 6.15. SASSA reserves the right to cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidders have been notified of their status as such.
- 6.16. SASSA will not be held liable for any expenses incurred by bidder/s during this bidding process.
- 6.17. Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended after its date of submission.
- 6.18. SASSA may, for any reason and at any time during the selection process, request any bidder to supply further information and/or documentation.
- 6.19. After careful consideration and thorough examination of the proposals, SASSA shall select the successful bidder whose proposal most closely satisfies the criteria and the requirements.
- 6.20. Accredited service providers will be required to submit quotations AS-and WHEN the need to supply school uniforms arise.
- 6.21. The successful bidder will be published in the tender bulletin.

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## 7. MONITORING AND EVALUATION

- Beneficiaries and the school principals may be interviewed to validate the quality of service rendered and the supplier's ability to provide the required services.
- The Agency will conduct pre-delivery inspection of the school uniform to be supplied.

## 8. NON-COMPULSORY BRIEFING SESSION

All interested service providers are encouraged to attend the non-compulsory briefing session scheduled as follows:

Venue: 41 Bester Street, Nelspruit 1200.

Date : 24 November 2022

Time : 10AM

## 9. EVALUATION CRITERIA

Bid documents will be evaluated in terms of the below-mentioned criteria:

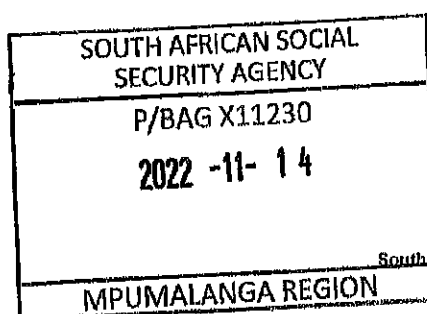
### 9.1. PHASE 1. Pre-qualification Criteria for Preferential Procurement

Only an EME or QSE may respond (attach a valid BBBEE certificate/sworn affidavit) in line with Preferential Procurement (Regulation 4): "if an organ of state decides to apply pre-qualification criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond"

### 9.2 PHASE 2. SPECIAL CONDITIONS OF THE BID

The following conditions apply to the service providers, and if any of the conditions are not met, the bid will be disqualified:-

- 9.2.1. Only locally produced or locally manufactured textiles, clothing, leather and footwear meeting 100% threshold for local production and content from local raw material or input will be considered.



**9.3 PHASE 3: ADMINISTRATIVE COMPLIANCE**

No.	Administrative Compliance
1.	Proof of Registration on the Central Supplier Database (CSD) with National Treasury.
2.	Tax verification PIN and Tax compliant status on CSD
3.	Certified copy of CIPC registration (not older than 3 months)
4.	Certified Identity Documents of Directors/Members as per CSD registration report (certified within 3 months).
5.	Fully completed, dated and signed Standard Bidding Document Forms (SBDs). SBD 4, SBD 6.1, SBD 6.2, SBD 8, SBD 9 and Annexure C

**NB: Failure to comply with the above requirements may lead to disqualification of the bid.**

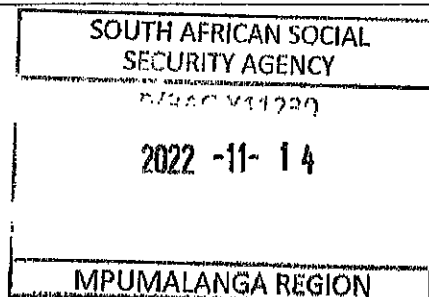
**9.4 PHASE 4: FUNCTIONALITY CRITERIA**

Bids will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

The applicable values that will be utilized when scoring each criteria will be:

1=poor, 2=average, 3=good, 4 =very good and 5=excellent

Description of criteria	Weight
Experience Bidder's number of past projects on supply and delivery of school uniform (40)	40



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<ul style="list-style-type: none"> <li>• 0 – 2 projects (1)</li> <li>• 3 – 5 projects (2)</li> <li>• 6 – 8 projects (3)</li> <li>• 9 – 11 projects (4)</li> <li>• 12 projects and above (5)</li> </ul> <p><b>Bidder's highest value of past project on supply and delivery of school uniform (30)</b></p> <ul style="list-style-type: none"> <li>• R0 – R30 000 (1)</li> <li>• R30 001– R100 000 (2)</li> <li>• R100 001 – R200 000(3)</li> <li>• R200 001 – R400 000 (4)</li> <li>• R400 001 and above (5)</li> </ul>	30
<p><b>Bank letter of good standing or letter of intent signed by the Financial Credit Service Provider registered with NCR</b></p> <ul style="list-style-type: none"> <li>• Letter grade F (1)</li> <li>• Letter grade E (2)</li> <li>• Letter grade D (3)</li> <li>• Letter grade C (4)</li> <li>• Letter grade A or B (5)</li> </ul>	20
<p><b>Methodology</b></p> <p>Provide a detailed methodology to cover the scope of work including how the work will be performed.</p> <p><b>Execution strategy</b></p> <p>The bidders must indicate as to how they will deliver to the agency when awarded with the tender. They should outline the capacity at their disposal and how that will make them succeed in providing school uniform in line with our SASSA</p>	10

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<p>requirements. Below are aspects to be covered on the execution strategy:</p> <p>A) Sourcing of Materials</p> <p>B) Delivery capacity</p> <p>C) Infrastructure/ Warehouse facilities</p> <p>D) Transportation plan</p> <ul style="list-style-type: none"><li>• No execution strategy (1)</li><li>• Strategy detailing one aspect (2)</li><li>• Strategy detailing two aspects (3)</li><li>• Strategy detailing three aspects (4)</li><li>• Strategy detailing all aspects (5)</li></ul> <p><b>Contingency plan</b></p> <p>The bidders must be in a position to outline how they will deliver when given an order; bearing in mind that load shedding is ravaging our country. Determine whether the bidders will be in a position to deliver on our requirements despite the challenges or any other unforeseen circumstances. Below are aspects to be covered on the on the contingency plan:</p> <p>A) Alternative of source of supply</p> <p>B) Alternative transportation</p> <p>C) Business premises (back-up power)</p> <ul style="list-style-type: none"><li>• No contingency plan (1)</li><li>• Contingency plan detailing one aspect (2)</li><li>• Contingency plan detailing two aspects (3)</li><li>• Contingency plan detailing three aspects (4)</li></ul>	
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• Contingency plan detailing more than the three aspects (5)	
<b>Total</b>	<b>100</b>

**NB:** Bidders that fail to score a minimum of 70 points out of 100 for functionality will be disqualified, only bidders who meet the minimum threshold will be considered for the accreditation for a period of 36 months.

**10 PERIOD OF CONTRACT**

The duration of the contract shall be for the period of thirty-six (36) months.

**11 Enquiries**

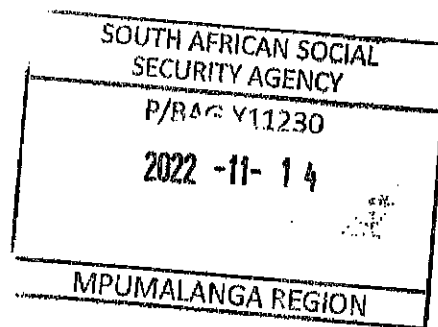
Enquiries may be directed to:

**For Technical enquiries**

Ms Lungile Mthimunye  
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lungilemt@sassa.gov.za

**For Administrative enquiries**

Ms Gugu Masango  
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**ANNEXURE: A**

**LIST OF SCHOOL UNIFORM ITEMS: MPUMALANGA REGION  
BOYS**

<b>Description</b>	<b>Material to be used</b>	<b>Quantity per learner</b>	<b>Local content</b>
Pair of Boy's Shoes with laces	Genuine leather	1	100%
Pairs of Socks	70% polyester, 28% Nylon, 2% elastane	3	100%
Short pants	65% Polyester, 35% Viscose	2	100%
Long pants (school trousers)	65% Polyester, 35% Viscose	2	100%
Boy's Shirts (long and/or short sleeves)	80% Polyester, 20% Cotton	2	100%
Boy's Jersey	100% Cotton	1	100%
Boy's underwear (underpants)	100% Cotton	3	100%
Vests	100% Cotton	2	100%
Tie (if applicable)	100 % Polyester/school	1	100%
Track Suit (If applicable)	School prescription	1	100%
Belt	Genuine Leather	1	100%
School bag	Size: 30x13x45 cm (L*W*H)	1	100%
Pull over	100% wool	1	100%
School logo	Embroidery	2	100%
Drimac (If applicable)	100% nylon & premium inner towel fabric	1	100%

*Pray*

**ANNEXURE: A**

**LIST OF SCHOOL UNIFORM ITEMS: MPUMALANGA REGION  
GIRLS**

<b>Description</b>	<b>Material to be used</b>	<b>Quantity per Learner</b>	<b>Local Content</b>
Pair of Girl's Shoes with straps	Genuine leather	1	100%
Pairs of Socks	70% polyester, 28% Nylon, 2% elastane	3	100%
Tunic/ Dress or Pants	65% Polyester, 35% Viscose	2	100%
Skirts/ pants	65% Polyester, 35% Viscose	2	100%
Girl's Blouse (if required)	80% Polyester, 20% Cotton	2	100%
Girls Jersey	100% wool	1	100%
Girl's underwear (panties)	100% Cotton	3	100%
Vests	100% Cotton	2	100%
Tie (if applicable)	100% polyester	1	100%
Track Sult ( if applicable)	School prescription	1	100%
Belt	Genuine Leather	1	100%
School bag	Size: 30x13x45 cm (L*W*H)	1	100%
Pull over	100% wool	1	100%
School logo	Embroidery	2	100%
Drimac (If applicable)	100% nylon & premium inner fabric	1	100%

*Booy*