



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Transversal Contracting
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Ref: RT10-2-2023

BRIEFING SESSION QUESTIONS AND ANSWERS

RT10-2-2023: SUPPLY, DELIVERY AND OFFLOADING OF VETERINARY REMEDIES TO THE STATE FOR THE PERIOD ENDING 30 NOVEMBER 2028

NO.	QUESTIONS	ANSWERS
1.	e-Tender Contact Details	For technical assistance with the eTender Publication Portal, bidders may contact the eTender Contact Centre: • Tel: (012) 406 9222 • Email: etenders@treasury.gov.za Bidders are reminded that bids must be submitted electronically through the eTender Publication Portal. Manual or hardcopy submissions will not be accepted. Please refer to par. 7.2 and 7.3 of the Special Conditions of Contract

2.	Can multiple documents be uploaded on the eTenders portal	Bidders must follow the instructions on the eTender Publication Portal. Each folder accepts only one file. If multiple documents are required, bidders must scan and upload them as one combined document in the appropriate folder. It is the responsibility to ensure that the correct and complete documents are uploaded in the correct folder before final submission.
3.	How can I find the RT10-2-2023 Bid Document?	The RT10-2-2023 Bid Document is available electronically on the eTender Publication Portal. Bidders must: Log onto the e-tender portal (www.etenders.gov.za) Search for RT10-2-2023, open the tender advertisement and download the bid document.
4.	What should a bidder do if, after submitting a bid, the bidder is informed that a required document was not submitted.	Bidders are encouraged to verify that the correct and complete documents have been uploaded before final submission. Where a bidder believes there may have been a technical issue with the eTender Publication Portal, the bidder may submit a query to the eTender Contact centre for investigation.
5.	Can we complete the documents electronically (typed) and use electronic signatures.	Yes. Bidders may complete the bid documents either: • Electronically (typed), or • Manually, provided the information is completed legibly. Valid electronic signatures are acceptable.

		Please Note: Regardless of the method used, bidders should ensure that all required fields are completed and that all documents requiring a signature are duly signed before submission.
6.	Is assistance available for bidders struggling to submit bids online through the eTender Publication Portal	Yes. The eTender Contact Centre is available to assist bidders with queries relating to the use of the eTender Publication Portal.
7.	Should bidders remove the row/items from the pricing schedule if they are not quoting for that specific item.	No. The pricing structure of the Pricing Schedule (Annexure B) must not be amended. The worksheet has been protected to preserve the integrity and consistency of the Pricing Schedule. Where a bidder is not quoting for a specific item, the relevant fields for that item must be left blank. The Pricing Schedule (Annexure B) forms an integral part of the bid document and must be submitted in the prescribed format. Bidders must adhere to the instructions outlined under paragraph 6.2 of the Special Conditions of Contract (SCC) regarding the structure of the Pricing Schedule (Annexure B).
8.	Must the pricing schedule be submitted as a PDF?	No. The pricing schedule (Annexure B) must be submitted in Microsoft Excel (XLSX) format and not PDF. Please refer to paragraphs 6.2.2.5, 6.5.2.8 and 7.2.1.7 of the SCC.

9.	What do the percentage fields for labour, transport, raw material etc in the Pricing Schedule (Annexure B) mean	The percentages represent the cost composition of the item price quoted by the bidder. The percentages are used by National Treasury when considering price adjustment during the contract period. Please refer to paragraph 13 of the SCC.
10.	Which items codes should bidders use when completing the TCD 13.1 and TCD 13.2	Bidders must use the Item Codes as reflected in the Annexure B Pricing Schedule when completing the TCD 13.1 and TCD 13.2. The item codes are used to link the documentation submitted with the corresponding items offered in the bid.
11.	If products come from multiple manufacturers, must separate TCD 13 and 13.1 documents be completed?	No. Bidders are required to submit one TCD 13 and 13.1 which may include items sourced from multiple manufacturers/third parties. These documents must be fully completed. However, where goods are sourced from more than one manufacturer or third party, a separate TCD 13.2 (Letter of Undertaking) must be submitted for each manufacturer or third party in respect of the relevant items offered.
12.	What document is acceptable as Proof of Authority	The bidder must submit Proof of Authority confirming that the person signing the bid is authorised to sign bid documents on behalf of the bidder. For example, a Company Resolution, as indicated on the SBD 1, may be submitted as proof of authority. Please refer to paragraph 6.3.1.2 of the SCC.
13.	If one manufacturer authorises several products, is one authorisation letter sufficient	One TCD 13.2 (Letter of Undertaking) may include multiple items, provided that all the items are supplied by the same manufacturer/third party.

		Where products are sourced from different manufacturers/third parties, a separate TCD 13.2 must be submitted for each manufacturer/third party.
14.	If a bidder is sourcing the goods from a supplier and not directly from the manufacturer, what authorisation documents are needed.	Where a bidder sources goods from a supplier, importer or distributor, rather than directly from the manufacturer, the bidder should submit: a) A TCD 13.2 (Letter of Undertaking) from the supplier, importer or distributor to the bidder. b) Documentary proof that the supplier, importer or distributor is authorised by the manufacturer to distribute or supply the relevant products. This documentation enables National Treasury to verify the chain of authorisation from the manufacturer to the bidder. Please refer to paragraph 6.4.2 of the SCC.
15.	Can additional rows/pages be added to the TCD 13.1 if there are too many items to be added	Yes. Where the space provided in TCD 13.1 is insufficient, bidders may insert additional rows or pages to accommodate all the items being offered. The additional rows or pages should clearly follow the format of the original document.
16.	Must a bidder submit a SAHPRA licence even if the product falls outside the Act 101 category?	The requirement to submit a SAHPRA licence applies only to bidders offering items under Category 4 (Act 101 Medicines/Scheduled 0-5 Human Medicines). Bidders offering products under this category must submit a valid SAHPRA licence as required in the SCC. Please refer to paragraph 6.4 of the SCC.

17.	If a SAHPRA licence application has been submitted but the licence has not yet been issued, can proof of application be submitted.	No. Where the SCC requires a valid SAHPRA licence, bidders must submit the valid SAHPRA licence together with the bid. Please refer to paragraph 6.4.3.4 of the SCC.
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MR. MULATEDZI RAUDZINGANA
DIRECTOR: TRANSVERSAL CONTRACTING
DATE: 23 JULY 2026