



## Request for Quotation

**Request for Quotation (RFQ) for the provision of occupational health services and management of the CSIR Medical Centre at Pretoria campus, for a period of one (1) year**

**RFQ No. 5903/05/09/2022**

Date of issue	Monday, 22 August 2022
Compulsory Virtual Briefing Session	<p>Date: Monday, 29 August 2022</p> <p>Time: 14H00</p> <p>Link: <b>Join on your computer or mobile app</b></p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 393 461 817 285</p> <p>Passcode: oJ6FU3</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p>
Closing Date and Time	<p>Date: Monday, 05 September 2022</p> <p>Time: 16H30</p> <p><b>(Late tenders will not be considered)</b></p>
Contact details	<p>For submission of quotations or any other enquiries:</p> <p>Email <a href="mailto:tender@csir.co.za">tender@csir.co.za</a></p> <p><b>(Please use RFQ No. as subject reference)</b></p>

## **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies

## **2 BACKGROUND**

The CSIR is obliged to conduct various medical screenings and assessments for staff on a regular basis as per the Occupational Health and Safety Act and other relevant legislature. These services are conducted using a combination of in-house staff and external service providers to ensure that all staff required to do medicals are done in accordance with the regulations.

It is against the above background that the CSIR would like to appoint a qualifying service provider to provide Occupation Health Services and Management of the CSIR Medical Centre.

## **3 INVITATION FOR QUOTATION**

Quotations are hereby invited for the provision of occupational health services and management of the CSIR Medical Centre at Pretoria campus, for a period of one (1) year

## **4 SCOPE OF WORK AND QUOTATION REQUIREMENTS**

The appointment of an external service provider will ensure that the following services are provided on a regular (monthly) basis to the CSIR in one of the following options:

### **Option 1:**

- Provision of the services of a registered Occupational Health Nursing Practitioner based at the PTA Campus – 8 hours per day (Mon – Fri) from 08:00 to 16:30.

- Provision of all relevant legal registrations required for the clinic services to operate legally.
- Implementation of medical surveillance as directed by Occupational Health Doctor.
- Day to day clinical administrative function in line with the services offered by the Clinic.
- Dispensing of medicines and maintenance of the medicines register.
- Provide replacement of occupational nurse as necessary in line with operational needs.
- Participation in health promotion campaigns in line with Clinic serves and organisational health needs.
- Provision of Primary health care services and first aid services by a registered Medical Practitioner at the Pretoria campus on a daily basis from 14:00 to 16:30.
- Resident Occupational Health Nursing Practitioner to provide medical emergency support to the health team in emergency situations.
- Attend meetings with CSIR Health team as scheduled based on need.

**Option 2:**

- Provision of services of a registered Occupational Health Doctor based at the PTA Campus – 6 hours per week (split 3 hours each on Tues & Thurs)
- Provision of the services of a registered Occupational Health Nursing Practitioner based at the PTA Campus – 8hours per day (Mon – Fri) from 08:00 to 16:30.
- Implement and provide oversight of on medical surveillance.
- Establishment, review and sign off Medical Surveillance protocols.
- Sign off fitness to work certificates.
- Review and update procedures and guidelines relating to medical surveillance and other services provided by the clinic.
- Consult patients on a need basis.
- Review and have input into clinic administrative protocols where needed
- Sign off on medication control
- Provide input into monthly reporting, statistical analysis and identification of trends
- Conduct presentations/webinars on relevant health topics for staff as needed for health promotion (e.g., during SHEQ Weeks or other campaigns).
- Advise the CSIR Health team on implementation of programmes/services that could be of value to staff in line with best practice.
- Review and provide inputs and reports on medical incapacity cases, injury on duty referrals, special medical conditions advise, vaccination roll-out campaigns, etc.
- Attend meetings with CSIR Health team as scheduled based on need.

**Note: Quotations must be provided for both options****2.1 Additional Requirements:**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the price schedule or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.
- The supplier must have medical liability insurance/indemnity risk cover to the value of at least R50 million for services rendered to the CSIR staff, visitors and tenants.
- Valid proof of national network coverage must be provided (if in place), a letter or contractual agreement will be accepted.
- Provider must be registered with HPCSA to operate as an Occupational Health Service provider and valid certificates must be provided.

**5 MANDATORY DOCUMENTS REQUIRED / RETURNABLES**

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1.	Completed and duly signed Invitation to Bid - SBD 1, Annexure A	
2.	Completed price schedule, Annexure B	
3.	Official Quote / Bid on official company letter	
4.	Completed and duly signed Bidder Declaration of Interest Form - Annexure C	
5.	Completed and duly signed Bidder's Disclosure Form - SBD 4, Annexure D	
6.	Submit a minimum of three (3) <b>written</b> contactable testimonial/reference letters for management of on-site occupational	

	health clinics between 2017 and 2022. The written letters must include telephone numbers and email addresses of the referees.	
7.	Provide copies of certificate of registration with the Health Professionals Council of SA (HPCSA) to provide Occupational Services	
8.	Provide valid proof of medical insurance risk/liability cover for a minimum of R50 million	

**NB:** Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and B-BBEE evaluation.

## 6 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Bidder that submits late bids will not be considered
- Bidder that submits to the incorrect e-mail address will be eliminated
- Bidders that fail to attend the compulsory virtual briefing session
- Bidder that are listed on the NT database of restricted suppliers will not be considered
- Bidder that are registered on the NT Register of Tender Defaulters will not be considered
- Bidders that do not submit a fully completed and signed SBD 1, Annexure A will not be considered
- Bidders that do not submit a fully completed and signed SBD 4, Annexure D will not be considered
- Non-submission of any of the mandatory documents stipulated in **section 5 above**.

## 7 EVALUATION CRITERIA

- 7.1 Suppliers must provide the following:
- 7.2 Selection of suppliers will be based on the 80/20 preference point system.
- 7.3 Provide a copy of a valid B-BBEE Certificate, or valid sworn affidavit indicating the B-BBEE Status level. B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only)
- 7.4 No B-BBEE status will equal zero points.
- 7.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 7.6 No order will be issued, or no contract will be signed without a valid CSD number.

## SECTION B: TERMS AND CONDITIONS

### 8 PRICING QUOTATION

- 8.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 8.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 8.3 Payment will be according to the CSIR Payment Terms and Conditions.

**The price should be firm and inclusive of costs and all services required to complete the project**

### 9 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- Respondents must use the RFQ number as the subject reference number when submitting their bids.
- The email and file sizes should not exceed a total of 25mb per email.
- The naming / labelling syntax of files or documents must be short and simple (e.g. B-BBEE Certificate).
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder' name and RFQ number – (E.g., Dell-RFQ No. 0000/12/06/2020 email 1 of 2)
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.
- Bids must be submitted in PDF. Any bids submitted using cloud platforms, i.e., we-transfer, google-drive, drop box etc, will not be considered for evaluation

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## 10 BRIEFING SESSION INFORMATION AND PROTOCOL

A compulsory briefing session and/or site inspection will be held under the following details:

Date	Monday, 05 August 2022
Time	14H00
Venue	<p><b>Join on your computer or mobile app</b></p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 393 461 817 285</p> <p>Passcode: oJ6FU3</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p>

## 11 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

11.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (DTIC or CIPC) will be awarded points for B-BBEE during evaluation.

11.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Add Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).



- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website ([www.sanas.co.za](http://www.sanas.co.za)). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

11.3 The following constitutes a valid **DTIC Sworn Affidavit:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

11.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g., 9 June 2018 to 8 June 2019) must be indicated.

- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The DTIC logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

## **12 SUB-CONTRACTING**

- 12.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 12.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 12.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 12.4 All B-BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for B-BBEE.
- 12.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/quotation:
- Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.

## **13 CORRECTNESS OF RESPONSES**

- 13.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 13.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

#### **14 ADDITIONAL TERMS AND CONDITIONS**

- 14.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 14.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 14.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 14.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the quotation.

#### **15 CSIR RESERVES THE RIGHT TO**

- 15.1 Extend the closing date
- 15.2 Verify any information contained in a proposal
- 15.3 Request documentary proof regarding any tendering issue
- 15.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal)
- 15.5 Award this RFQ as a whole or in part
- 15.6 Cancel or withdraw this RFQ as a whole or in part

#### **16 PERSONAL INFORMATION**

- 16.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the

POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 16.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 16.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 16.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 16.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 16.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

## **17 DISCLAIMER**

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith

## **18 OTHER TERMS AND CONDITIONS**

- 18.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 18.2 A validity period of **90 calendar days** will apply to all quotations except where indicated differently on the quote.
- 17.3 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

**19 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

**Note: This is not a Purchase Order.**

**20 ANNEXURE A – SBD 1 Form – INVITATION TO BID**

(The Completed SBD 1 Form must be submitted with the proposal)

## 21 ANNEXURE B – PRICE SCHEDULE

Option 1: Registered Occupational Health Nursing Practitioner					
Item	Description	Unit	QTY	Rate / month	Amount (Rate X 12 month)
1	Provision of occupational health nursing Practitioner services at Pretoria campus	Month	12		
Sub-Total					
VAT @ 15%					
Total					

Option 2: Registered Occupational Health Doctor based at the PTA					
Item	Description	Unit	QTY	Rate / Month	Amount (Rate X 12 month)
1	Provision of occupational health Doctor at Pretoria campus	Month	12		
Sub-Total					
VAT @ 15%					
Total					

**Note:** Please complete and submit Annexure B and submit a quotation on your company letterhead.

**22 ANNEXURE C – DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFQ No: 5903/05/09/2022**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No: 5903/05/09/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	



**23 ANNEXURE D - BIDDER'S DISCLOSURE FORM- SBD 4**