



Request for Quotation No: 5251/26/06/2017 for the supply of Occupational Health and Medical Support Services to the CSIR

Date of issue	Tuesday, 13 June 2017
Closing Date and Time	Monday, 26 June 2017
Compulsory briefing session	Date: Wednesday, 21 June 2017 Venue: CSIR Pretoria campus, Waterbok boardroom, building 37 Time: 12h00 – 13h00
Contact details	Strategic Procurement Unit: E-mail: tender@csir.co.za
Category	Medical Services

1 INVITATION FOR QUOTATION

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 medicals are done.

Quotations are hereby invited for the Provision of Occupational Health and Medical Support Services to the CSIR for a 2 year period.

2 QUOTATION REQUIREMENTS

CSIR wishes to appoint an external service provider to carry out the following services on a regular basis to the CSIR:

- Provision of an Occupational Health Doctor at Pretoria Campus on a weekly basis (6 hours per week – one day per week from 08:00 to 14:00)

- Provision of a network of allied medical professionals as and when needed by the CSIR including but not limited to audiologists, radiologist services, ophthalmologist services as and when required.
- Provide access to existing facilities at major centres (surgery/medical centre) where CSIR has regional offices (Durban, Cape Town, Stellenbosch, PE, JHB) to conduct medical surveillance tests for staff as stipulated by the CSIR Medical Centre protocols and related OHS legislation.
- Provide medical reports and monthly statistics to the CSIR Medical Centre.
- Provide additional medical services as required on an ad-hoc basis (Health days, Executive Medicals, Primary Health Care Services, etc.)

All quotations should be hand delivered to the following CSIR address;

The CSIR Gate 3 – Main Reception Area (in the Tender box)

Council for Scientific and Industrial Research (CSIR)

Meiring Naude Road

Brummenria

Pretoria

3 ELIMINATION CRITERIA

- Failure by the bidder to provide a valid proof of national network coverage or coverage in the region the bidder is located.
- Failure by the bidder to submit valid registration certificates with Health Profession's Council of South Africa (HPCSA) to operate as an Occupational Health Medical Practitioner and service provider.
- Failure by the bidder to submit proof that they have at least 3 years of experience in providing Occupational Health medical services to Corporates.
- Failure by the bidder to provide 3 contactable references (emails and telephone numbers), where similar services are rendered.

4 EVALUATION CRITERIA

- 4.1 Suppliers that are eliminated on the basis of the elimination criteria set above, will not be evaluated on price and B-BBEE.
- 4.2 Selection of suppliers will be based on the 80/20 preference point system.
- 4.3 Submit a valid B-BBEE status with the quotation. No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.

5 PRICING QUOTATION

5.1 Pricing must show the following:

- Occupational Health Doctor hourly rate
 - Total rate for 6 hours per week
 - Total rate for month (4 sessions per month)
 - Hourly rate/charges for additional services e.g Audiologist, Optometrist, etc
 - Administration Costs
 - Price breakdown for Medical Surveillance services
- 5.2 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.
 - 5.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
 - 5.4 Payment will be according to the CSIR Payment Terms and Conditions.

6 OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

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

8 Note: This is not a Purchase Order.