

Request for Quotation (RFQ) For Conducting Medical Health Assessments

RFQ No. 5785.1/21/02/2022

Date of issue	Monday, 07 February 2022
Compulsory briefing session	None
Closing Date and Time:	Monday, 21 February 2022 at 16:30 – Late bids will not be considered
Contact details	For enquiries and submission of quotation: Email tender@csir.co.za (Please use RFQ No. as subject reference)

1. INVITATION FOR QUOTATION

The breakout of COVID – 19 pandemic in 2020 and subsequent adoption of flexible work from home policy have necessitated for the CSIR to reconsider how annual employee health screening assessment are conducted. Accordingly, the CSIR has taken a decision to source a supplier that has a national footprint and capability to deliver health screening assessments in different location where our people can access the service without having to travel to their place of work. The CSIR is therefore inviting quotations from suitably qualified and experienced service providers with a national footprint for the provision of remote health assessments that will be conducted in an appropriately equipped facility with qualified and registered medical professionals.

The health screening will be offered to +/- 2000 employees that will be scheduled for a period of one month from 01 – 31 March 2022

1.1. Employee Health Screening Requirements

The successful service provider will be required to provide the following health assessments:

- Weight
- Height
- Body Mass Index
- Waist/hip ratio

- Blood Pressure & Pulse Readings
- Full Lipid Screening
- Glucose Levels

1.2. Upon the appointment, the service will be required immediately:

- Invite employees to come for health screening.
- Record demographic data of each employee coming for testing.
- Record medical aid scheme information for each employee being tested.
- Record each employee's health screening results directly after the assessment.
- Ensure availability of stock requirements for health screening.
- Provide appropriate facilities for comfort breaks if when requested.
- Prepare a comprehensive report on the outcome of assessment without compromise of confidentiality.

1.3. Locations of our Employees

Our workforce is in the following geographical areas:

- Auckland Park
- Cape Town
- Cottesloe
- Craighall
- Durban
- Emmarentia, Carlow Rd, JHB
- Kloppersbos
- Meddefontein
- Paarderfontein, Walmansdall
- Port Elizabeth
- Rosebank, Cape Town
- Sandton
- Scientia, Pretoria
- Stellenbosch

2. QUOTATION REQUIREMENTS

Mandatory / Returnable Documents

The bidders are required to provide the following details:

- Proof of National footprint of appropriately resources facilities where health screening will occur. Tests should be conducted at well-resourced facilities across specified Geographic locations as indicated above.

- List of suitably qualified and professionally registered staff members who will be conducting health screening; and
- Proof of qualifications and registration with South African Nursing Council (SANC) and / or Health Professional Council of South Africa (HPCSA) of the staff members that will be delivering the service.
- The bidder is required to submit proof of their capacity to deliver the required service competently within stipulated time frame.
- CVs of the Lead Medical and / or Nursing Professional.
- Bidder must provide a summary on how and when assessments will be provided and the format of the report that will be furnished to the CSIR after two weeks from 31 March 2022.

3. PRICE SCHEDULE

Bidders are required to quote based on the following pricing schedule and in line with the above scope of work:

No.	Deliverable / Item Description	Unit of Measure	Quantity	Price / Rate (Excl. VAT)	Price / Rate (Incl. VAT)
<i>The provision of Psycho-social webinar facilitation, article, and webinar marketing brief writing services:</i>					
1.	Health risk assessment <ul style="list-style-type: none"> • Weight • Height • Body Mass Index • Waist/hip ratio • Blood Pressure & Pulse readings • Full Lipid Screening • Glucose levels 	Each	2000		
NB: Pricing must be inclusive of all costs to be incurred by the bidder in the delivery of the required services.					
				Sub-total	
				VAT	
				Total	

2.3 Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. The CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;

- if that bidder does not agree to a market-related price, the CSIR will negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ;
- if the bidder scoring the second highest points does not agree to a market-related price, the CSIR will negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.
- The number of +/- 2000 qualifying employees is by no means a guarantee on the use of the service. The CSIR will only pay actual usage of the service by qualifying employees.

2.4 Additional Requirements:

- The supplier is required to submit quotation on their official company letterhead;
- The supplier is required to quote on all the items/services indicated in the above scope of work; and
- The pricing must be inclusive of all costs required to render the required services to the CSIR.

4. ELIMINATION CRITERIA

4.1. Quotation submissions will be eliminated under the following conditions:

- Submission received after the deadline
- Quotation submitted at incorrect e-mail address
- Failure to submit all mandatory requirements
- If the bidder is listed on National Treasury's database of restricted suppliers

5. EVALUATION CRITERIA

5.1. Selection of suppliers will be based on evaluation of elimination criteria, the 80/20 preference point system and B-BEE.

5.2. Bidders are required to furnish a valid sworn affidavit or SANAS compliant B-BBEE certificate claiming B-BBEE point. No B-BBEE points will be claimed where either of the aforementioned is not submitted.

5.3. Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

No order will be issued, or no contract will be signed without a valid CSD number.

6. PROCEDURE FOR SUBMISSION OF QUOTATIONS

All quotations must be submitted electronically to: 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. BBBEE 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.
- Proposals submitted by companies must be signed by a person or persons duly authorised to do so.
- The CSIR will not consider submissions on any other platform(s), including cloud not provided for in the RFQ document.

7. VALIDITY PERIOD OF QUOTATION

Each proposal shall be valid for a minimum period of three (3) months calculated from the closing date.

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.

9. OTHER TERMS AND CONDITIONS

- 9.1.** 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.

- 9.2.** A validity period of 90 days will apply to all quotations except where indicated differently on the quote.
- 9.3.** 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.

10. APPENDIX A – SBD 1 FORM

PART A- INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFQ: 5785.1/21/02/2022	CLOSING DATE:	21/02/2022	CLOSING TIME:	16h30
DESCRIPTION	Request for Quotation (RFQ) for medical Health Assessments at the CSIR.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW E-MAIL ADDRESS					
Bid response documents are to be submitted to this e-mail address: tender@csir.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mmatabane Hlapisi		CONTACT PERSON	Mmatabane Hlapisi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

APPENDIX B

DECLARATION BY TENDERER

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

RFQ No: 5785.1/21/02/2022

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. 5785.1/21/02/2022** 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

WITNESSES	
1
2