REQUEST FOR QUOTATION

FOR

OCCUPATIONAL HEALTH SERVICE

ON BEHALF OF THE
HEALTH PROFESSIONS COUNCIL
OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

Deadline for submission: 29 March 2017 at 14H00
(South African Standard Time)
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1. **PART 1 – Introduction and project**

1.1 **Background**

The Health Professions Council of South Africa (HPCSA or Council) is a statutory body, established in terms of the Health Professions Act, 1974 committed to serving and protecting the public and providing guidance to registered healthcare practitioners.

The HPCSA achieve its mandate by regulating the health professions in the Republic of South Africa in aspects pertaining to registration, education and training, professional conduct and ethical behaviour, ensuring continuing professional development, and fostering compliance with healthcare standards.

It has become the priority of the organisation to improve in all areas of people management through the establishment of detailed human capital plans and ensure employee wellbeing receives the appropriate and professional attention. The organisation is continuously reviewing its people practices and HR policies to align to leading practices and changes within the legislative environment.

The Health Professions Council of South Africa (HPCSA) has identified the need for outsourcing the Employee Assistance Program (EAP/OHS).

2. **PART 2 - Administrative Information**

2.1 **Purpose**

The purpose of this RFQ (i.e., Request for Quotation), is to identify a service provider who best meets the requirements for providing a comprehensive Occupational health and safety Services (OHS/EAP) and advising the HPCSA on the requirements for establishing and maintaining a safety and healthy working environment which will facilitate optimal physical and mental health in relation to work; the adaptation of work to the capabilities of workers in accordance with their state of physical and mental health.
In addition, suppliers must meet the requirements of this RFQ with standard, currently available products and services. The responses to this RFQ will form the basis of a contract with the successful supplier and will be legally binding.

### 2.2 HPCSA Terms & Conditions

The HPCSA is not bound to accept any RFQ and reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s) if the HPCSA deems it fit or not fit notwithstanding the fact that other tenderers may have submitted better or equally acceptable tenders.

The HPCSA reserves the right not to accept the lowest quotation or any tender, in part or in whole. It will award the contract to a vendor who proves to be fully capable of handling the contract and whose tender is technically acceptable and / or the lowest or financially the most advantageous to it.

Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations. In terms of this agreement, punitive measures shall be applicable in the event of substandard, delayed service or non-adherence to agreed turnaround times.

The HPCSA is entitled to amend any tender condition, validity period, specification, or extend the return date of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, in good time.

### Administrative Requirements (Mandatory)

Please note that the under mentioned requirements are mandatory and **MUST** accompany the tender:

- A Company Profile
- Company registration certificate;
- Original Valid Tax Clearance Certificate/ Tax Clearance pin
- References for previous work in similar initiatives

### Commercial

- Fee/pricing structure;
- **BEE/B-BBEE Status** – A valid certified B-BBEE Verification Certificate issued by a Registered Auditors approved by the Independent Regulatory Board of Auditors [IRBA] or South African Accreditation System (SANAS);

Should you not receive a response within 30 days of the closing date, please regard your RFQ as unsuccessful.

### 2.3 Relevant Dates and Schedule

| Closing Date and Time | **29 March 2017 @ 14H00** |

These timeframes are not negotiable.

### 2.4 Confidentiality

This document is released for the sole purpose of responding to this Quotation and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this quotation is strictly prohibited.

Vendors will undertake to hold in confidence and use their best mechanisms to prevent disclosures of any information, confidential or otherwise, concerning the technology, know-how, affairs or business matters of the HPCSA or any party towards whom the HPCSA is obliged to confidentiality, which may become known to the vendor or the vendor’s representatives during their association with the HPCSA and not to disclose such information to any third party without the HPCSA’s prior written approval thereof.

### 2.5 Retention of Tenders

All quotations submitted shall become the property of the HPCSA. The HPCSA will make all reasonable efforts to maintain quotation in confidence. Proprietary information should be identified in each quotation.

### 2.6 Amendments to the RFQ

If this RFQ is amended by the HPCSA, the amendment will be sent to each vendor in writing. No oral amendments will be considered or acknowledged.
2.7 Vendor Communications

During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English. All questions concerning the Tender must refer to the Tender page number, section number and paragraph number.

All questions and correspondence regarding supply chain matters can be sent to Freda Xaluva, Tel No. +27 12 338 9302 or Email address: FredaX@hpcsa.co.za

2.8 Response Validity Period

RFQ responses will be valid for a period of 30 days after the issued date.

2.9 RFQ Submission

Responses should be e-mailed to FredaX@hpcsa.co.za or hand-delivered to HPCSA, 553 Madiba Street, Arcadia, and Pretoria for attention: Procurement; Freda Xaluva.

Deadline for submission: 29 March 2017 at 12H00 (South African Standard Time)

2.10 Pricing Section

These instructions are to assist you in submitting pricing data. The burden of proof for pricing credibility rests with the vendor.

Provide a summary description of your standard estimating methods bearing the following in mind:
- Prices based on currencies other than the South African Rand, the exchange rate utilized and the date of the exchange rate must be clearly indicated;
- Prices are to be inclusive of Value Added Tax (VAT). An indication of those prices to which VAT does not apply is also required.
- Price must be fixed for a period guided by the timelines provided to complete the project as detailed under the scope of the terms of reference;
PART 3 – Terms of Reference (Specification)

3.1 Scope of terms of reference

The provision of occupational health and safety services, as well as advising the HPCSA on the requirements for establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work; the adaptation of work to the capabilities of about 252 HPCSA employees in accordance with their state of physical and mental health.

3.2 Table 1 OHS Requirements

<table>
<thead>
<tr>
<th>Organisation must have national footprint and can assist any employee at any time and place;</th>
<th>Qty</th>
<th>Monthly fee</th>
<th>Total Amount (24 months term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consulting services including hazard identification and Risk Assessment for occupational Health Risk (HIRA);</td>
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<td>2. Administration of reporting of occupational injuries and disease;</td>
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<td>3. Treatment of minor Injury on Duty (IOD) cases</td>
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<td>4. Assistance with chronic diseases management (HIV/ AIDS implementation programme);</td>
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<td>5. Disability Evaluation with professional opinion/ advice;</td>
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<td>6. Incapacity investigations and reports;</td>
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<td>7. Provide medical examinations with recommendations upon request;</td>
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<td>8. Assessment of sick notes and medical reports;</td>
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<td>9. Workplace Visits when necessary;</td>
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<td>10. Advice on management of trauma cases;</td>
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3.3 Duration of the contract

Pricing should remain fixed and firm for the duration of the contract. The proposal should include all costs which will be itemized on the payment invoice. The duration of the contract is (2) two years.

3.4 Payment

3.4.1 Payment to the service provider will be made within 30 days from receipt of original and valid invoice.
3.4.2 No upfront payment will be made to the service provider.

3.5 Evaluation and Criteria

To establish the various suppliers’ abilities to fulfil HPCSA’s expectation as detailed above, the following issues and weightings will be taken into account

- **Appropriate Experience** in providing OHS service to other corporate or similar organisations. To be included in profile. 3 references to be included.

- **Service Delivery** – The ability to respond to all OHS matter within 48 hours;

- **Price / Value for Money** - each service provider will be required to submit a detailed quotation based on the OHS services to be provided.

- **Financial Statement** - The ability of service provider to provide OHS services as outlined. Acceptance of the practise that the HPCSA will pay within 30 days after receipt of the invoice as per the agreed rate.

- **Tax clearance certificate** – Valid updated certificate

- **Qualifications and experience** - 5 years specialist as a Medical Consultants/Occupational Health Specialist
The proposals will be evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE as per PPPFA.

The selection of the qualifying quotation will be at the HPCSA’s sole discretion. The HPCSA does not bind itself to accept any particular bid/proposal, and the HPCSA reserves the right not to appoint the service provider.