



**TENDER DOCUMENT: HPCSA 06/2022- Re  
Advert**

**REQUEST FOR PROPOSAL  
FOR  
PAINTING OF THE MAIN BUILDING EXTERIOR**

**ON BEHALF OF THE  
HEALTH PROFESSIONS COUNCIL  
OF SOUTH AFRICA**

**Situated at: 553 Madiba Street, Arcadia, Pretoria**

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## 1. PART 1 – GENERAL TENDER INFORMATION

<b>TENDER ADVERTISED</b>	<b>[24 September 2023]</b>
<b>TENDER CLOSING DATE/TIME</b>	<b>[25 October 2023] (12h00 – Local SA Time)</b>
<b>BRIEFING SITE VISIT</b>	<b>[03 October 2023] (10h00 – Local SA Time)</b>
<b>VENUE FOR SITE VISIT</b>	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria
<b>TENDER BOX &amp; ADDRESS</b>	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001  If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
<b>HPCSA TENDER REPRESENTATIVES</b>	Mr. Ramaano Mawasane email: <a href="mailto:Tenders@hpcsa.co.za">Tenders@hpcsa.co.za</a>
<b>TENDER FEE:</b>	N/A
<b>OPENING OF TENDERS: PLACE TIME</b>	HPCSA Main Building, 553 Madiba Street <b>[25 October 2023] @ 12:00</b>
<b>PREFERENCE SYSTEM</b> (Preferential Procurement Regulations,)	<b>80/20</b>

## 2. PART 2 - DETAILS OF TENDERER

### 2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor  
Company

Close Corporation

Partnership or Joint Venture or Consortium  Trust

Other: .....

### 2.2 Required Details (Please provide applicable details in full):

<b>Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor</b>	
<b>Trading as</b> (if different from above)	
<b>Company / Close Corporation registration number</b> (if applicable)	
<b>Postal address</b>	Postal Code _____
<b>Physical address</b> (Chosen domicilium citandi et executandi)	Postal Code _____
<b>Contact details of the person duly authorised to represent the tenderer</b>	Name: Mr/Ms _____ (Name & Surname)  Telephone:( ____ ) _____ Fax:( ____ ) _____ Cellular Telephone: _____ E-mail address: _____
<b>Income tax number</b>	
<b>VAT registration number</b>	
<b>SARS Tax Compliance Status PIN</b>	

### 3. PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 06/2022 PAINTING OF THE MAIN BUILDING EXTERIOR

#### PART A (TO BE FILLED IN BY TENDERER):

**Required Details** (Please provide applicable details in full):

<b>Name of Tendering Entity*</b> (“the tenderer”)	
<b>Trading as</b> (if different from above)	

**AND WHO IS** represented herein by:(full names of signatory) \_\_\_\_\_

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation) \_\_\_\_\_

**HEREBY AGREES THAT** by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
  - a. terms and conditions stipulated in this tender document;
  - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Print name(s):

On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

**FORM OF OFFER AND ACCEPTANCE (continued)**

TENDER NO: HPCSA 06/2022 PAINTING OF THE MAIN BUILDING EXTERIOR

**PART B (TO BE FILLED IN BY THE HPCSA)**

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER")

\_\_\_\_\_, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months;

2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_  
(PLACE) (DD) (MM) (YY)

\_\_\_\_\_  
Signature(s) and stamp of  
Executive Director or his/ her delegated authority

\_\_\_\_\_  
Print name(s):  
(duly authorised in terms of the  
System of Delegations as approved  
by Council)

**Schedule of Deviations**

**Notes:**

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.
- e) Subject .....  
 Details .....  
 ..... Subject  
 .....  
 Details .....  
 .....  
 .....  
 f) Subject .....  
 Details .....  
 .....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**4. PART 4 - ADMINISTRATIVE INFORMATION**

**4.1 Purpose**

**4.1.1** The purpose of this RFP is to invite proposals for the Painting of the HPCSA's main building's exteriors- which include supply of Paint and associated products, Tools, Scaffolding and all equipment required in order to gain successfully required to deliver the project.

## 4.2 HPCSA Terms & Conditions of the Tender

- 4.2.1 The Service Provider will supervise and exercise proper control over its personnel and shall not hold the HPCSA liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).
- 4.2.2 Any variations or additional scope must be approved by client in writing before any work can be done.
- 4.2.3 The fact that work will be done in a live environment- office will be operating normally during the duration of the project, and the Contractor in their approach paper must also outline as to how they intend control any noise, pollutions, safety and disturbance during the working hours.
- 4.2.4 All scaffolding or temporary access structures must be signed off by the qualified inspector, and all must be covered with a neat black shade net, with all bottoms closed to catch any objects which might fall.
- 4.2.5 The HPCSA 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).
- 4.2.6 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.
- 4.2.7 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.
- 4.2.8 Tenders should be submitted in a sealed package marked, “**HPCSA 06/2022**”
- 4.2.9 **Bidders are required to provide both hard and electronic copies of their bid submission/ regarding Envelope 1 – “Technical Proposal”, bidders must provide original proposal plus three (3) hard copies.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.
- Note: This Tendering Process will use a two-envelope system i.e. Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.***
- 4.2.10 No Tender received by telegram, mail, e-mail or facsimile will be considered.
- 4.2.11 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.
- 4.2.12 The HPCSA is entitled to amend any tender condition, validity period and specification 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, promptly.



### **4.3 Confidentiality**

**4.3.1** Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other part and be fully compliant with The Protection of Personal Information Act 4 of 2013 (POPI)

### **4.4 Retention of Tenders**

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

### **4.5 Cancellation and re-invitation of bids**

**4.4.1** The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

### **4.6 Vendor Communications**

**4.6.1** 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 must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

### **4.7 Prime Service Provider Relationship**

**4.7.1** The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued. Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

## **4.8 Response Validity Period**

**4.8.1** Tender responses will be valid for a period of 90 days after the closing date.

## **4.9 Pricing Section**

**4.9.1** These guidelines are to assist you in submitting pricing data.

Provide a summary description of your standard estimating methods bearing the following in mind:

- a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated;
- b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required
- c. Price must be fixed.

## 5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

### 5.1 Background

The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 (as amended) and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- 5.1.1 Setting standards for the Education, training and registration and practice of all health professions registered under the Act;
- 5.1.2 Fostering compliance with the standards set;
- 5.1.3 Ensure ongoing continuing professional development by practitioners; and
- 5.1.4 Investigate complaints lodged against practitioners registered under the Act.

### 5.2 Scope of Work

This is a painting project for the repainting of the exterior of the HPCSA Building located at 533 Madiba Street, Arcadia, Pretoria. This includes all preparation work to surfaces receiving new paint to ensure a uniform look of the exterior of the building. The bidders are expected to provide painting services at HPCSA main Building exteriors. This must include the services of qualified staff to execute the work on time; no compromise for poor workmanship will be tolerated.

The project must be completed in the time frame agreed upon. The proposal for the painting work must include costs for all related paint materials, labour, site establishment, cleaning, rubble removal, ladders, scaffolding, equipment, progress payments, health and safety, preliminaries and any general costs as specified. The Service Provider must ensure that all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations). Submit a Health and Safety File before site establishment.

#### 5.2.1 Wall finishes Exterior Cement Plaster - Walls

- i. Prepare and clean exterior walls, ensuring there is no water damaged surfaces and all hairline cracks are filled in to ensure a smooth application of new paint.
- ii. Spot prime bare and repaired areas with exterior "Professional Gypsum & Plaster Primer (PP700)
- iii. Apply two coats of "Professional Superior Low Sheen (PEM 1000/TLS)" paint with white, plus Plascon colour system

#### 5.2.2 Exterior Cement Plaster - Ledges, Parapet walls, Map craze cracking walls

- i. Prepare and clean exterior ledges and parapet walls and ensure there is no water damaged surfaces and all hairline cracks are filled in to ensure a smooth application of new paint.
- ii. Spot prime bare and repaired areas with "Professional Gypsum & Plaster Primer (PP700)

- iii. Apply three coats of "Plascon Waterproofing Compound (PWC 520)" on ledges
- iv. Apply one coat of "Professional Marroca Rippled Texture Low Sheen (PTX1400/TRX)" on ledges
- v. Apply two coats of "Professional Superior Low Sheen (PEM 1000/TLS)" paint with white, plus Plascon colour system

### **5.2.3 Develop Exterior Concrete - Soffits**

- i. Prepare and clean exterior concrete soffits, ensuring there is no water damaged surfaces to ensure a smooth application of new paint.
- ii. Spot prime bare and repaired areas with exterior "Professional Gypsum & Plaster Primer (PP700)
- iii. Apply two coats of "Plascon Professional Contractors Matt (PEM 600/TCP)" paint

### **Rusted:**

Rust Grade "B" (Steel surfaces which has begun to rust which the millscale has begun to flake)

Rust Grade "C" (Steel surfaces where millscale has rusted away)

Rust Grade "D" (Steel surfaces where millscale has rusted away and pitting is visible to the naked eye)

After degreasing sand off rust with coarse emery paper or wire brush to ISO 8501-01: 2007 - St3 to attain a bright metal finish. Remove dust

### **5.2.4 Exterior Mild Steel - Window Frames**

- I. Prepare and clean exterior mild steel window frames to ensure a smooth application of new paint.
- II. Spot prime bare and repaired areas with "Plascopeprime 170 Primer (UC170)"
- III. Apply two coats of "Plascon Velvaglio Water Based (VLW/TVW)" paint

### **5.2.5 Exterior Aluminium - Window Frames & Louvres**

- I. Prepare and clean exterior aluminium window frames and louvres to ensure a smooth application of new paint.
- II. Primer Coat: mix base and hardener thoroughly in a 1:1 ratio by volume before use and apply one coat of "Plascon Epiwash - Apply two coats of "Plascon Velvaglio Water Based (VLW/TVW)" paint

## **5.3. Sealing of all Aluminium windows and Window putty replacement**

- I. The Contractor must also re-seal of all aluminium windows with an approved SABS waterproofing sealant
- II. The contractor must replace all damaged/worn out window putty in all steel windows to ensure that all gazing around the window frames is intact.

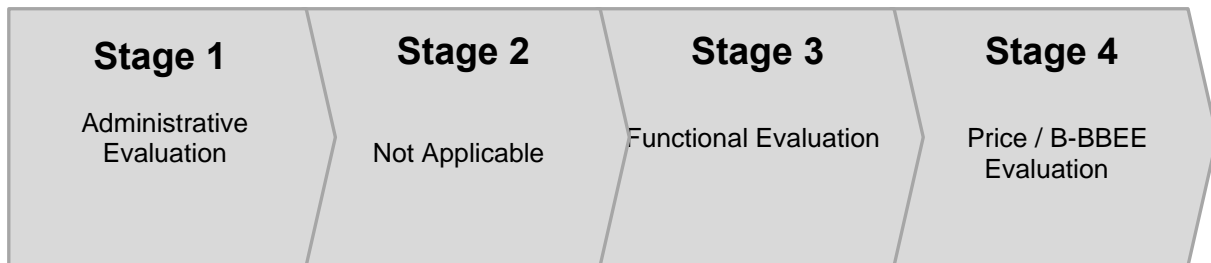
## 6. Duration of contract

- 6.1. The Service Provider would be expected to complete the project within 3 months from the project start date.
- 6.2. The contractor is expected to provide a project plan for Refurbishment works, which details the activities and completion dates of the various stages of works. The schedule should include number of days in a week that the contractor will on site to meet project completion date.

## 7. PART 6 - EVALUATION PROCESS

This tender will be evaluated in accordance with the Preferential Procurement Regulations. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.

7.1 The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



### Stage 1: Administrative Evaluation

During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

- a. Complied with all the conditions of tender; and
- b. Submitted all mandatory documentation required;

A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further

The required mandatory administrative documentation includes the following:

Mandatory Document	Checklist
Duly completed HPCSA supplier declaration form <b>Annexure A</b>	
Certified copy of the company Registration Certificate	
Proof that the bidder's tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate or Status Pin number document)	

A copy of the Company Profile	
Bidder's three (3) years audited financial statement or proof from the Financial Institution/ bank, not older than thirty (30) days, that the company has the financial stability to successfully execute the contract	
Certified copy of a Letter of Good Standing from Department of Labour in respect of Compensation for Occupational Injuries and Disease Act (COIDA).	
CIDB Proof of Registration – 2GB or Higher	
Registration with NHBRC or any Buildings/Construction regulatory body– Good Standing Certificate (attach a copy)	
Certified ID copies of shareholders	
A Portfolio of projects covering a similar scope and works (Restricted to a minimum of 3 projects) – Building Refurbishment /Renovations/Painting. Must include the Value, duration of the contract and client contacts	
Provide a schedule of work which indicates a project plan and timeline to meet the required deadline.	
Public Liability Insurance Certificate of at least R5 000 000	
SBD4 – Declaration of Interest <b>Annexure C</b>	
SBD8 – Declaration of bidders past Supply Chain Management Practices <b>Annexure D</b>	
SBD9 – Declaration of Independent Bid Determination <b>Annexure E</b>	

## Stage 2: Local Content

Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

## Stage 3A: Functional Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

### 7.1.1 Scoring Criteria

- a. All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- b. A *minimum score of 50 points out of 80* will be required to pass the Functional Evaluation stage.
- c. The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

TECHNICAL EVALUATION CRITERIA																				
CRITERIA	SUB-CRITERIA	POINTS																		
Programme	<ol style="list-style-type: none"> <li>1. The Contractor indicates how he plans to execute the work (work breakdown), and detailed plan of working in a live environment with minimum disruption. (5)</li> <li>2. Submit a detailed project program reflecting the ability to execute the work (5)</li> </ol>	10																		
Management & CV's of Key Persons	<p style="text-align: center;"><b>Capability (Qualifications, Experience of the team)</b></p> <ol style="list-style-type: none"> <li>1. Construction Project Manager with a minimum 5 years' experience in Building renovations, and Post Matric qualifications in Building science/civil engineering <b>NB: CV with renovation projects list worked on and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b></li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">5-10yrs</th> <th style="width: 33%;">Above10-15 yrs.</th> <th style="width: 33%;">Above 15 yrs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. Site Foreman with minimum 5 years' experience in building renovation and post matric qualifications in Building science/Civil Engineering <b>NB: CV with renovation projects list and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b></li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">5-10yrs</th> <th style="width: 33%;">Above10-15 yrs.</th> <th style="width: 33%;">Above 15 yrs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>3. SHE Officer with over 5 years' experience working in construction projects, with post matric qualification in Health and Safety. <b>NB: CV with renovation projects list and qualification certificates must be attached; Failure to attach documents will result in a ZERO score.</b></li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">5-10yrs</th> <th style="width: 33%;">Above10-15 yrs.</th> <th style="width: 33%;">Above 15 yrs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	5-10yrs	Above10-15 yrs.	Above 15 yrs.	10	15	20	5-10yrs	Above10-15 yrs.	Above 15 yrs.	5	7	10	5-10yrs	Above10-15 yrs.	Above 15 yrs.	5	7	10	30
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
10	15	20																		
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
5	7	10																		
5-10yrs	Above10-15 yrs.	Above 15 yrs.																		
5	7	10																		
Approach Paper/Method statement	<ol style="list-style-type: none"> <li>1. Approach is clearly articulated and based on the Works (10)</li> <li>2. Information Demonstrates a clear understanding of the Project Objectives (10)</li> </ol>	20																		

<b>Company experience</b>	1. Company must have a minimum of 3 years' experience in similar service. Proof of painting/refurbishment done in the last 5 years: Proof of experience must be provided in the form of			20
	1.1 Contactable references letter/s (must include number of years), must attach the letters			
	3- 5 yrs.	Above 5-10 yrs.	Above 10 yrs.	
	10	15	20	
<b>TOTAL</b>				<b>80</b>

**Summary of returnable documents for this stage:**

- Program  
Management & CVs of key personnel
- Previous experience (Project history and reference letters)
- Approach Paper
- Project Organogram

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on pricing. Bidders are advised to refer to the bills of quantities for effective pricing.

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and B-BBEE.

**POST TENDER REQUIREMENTS:**

After appointment, the contractor must submit the following plans to HPCSA for approval before resuming with the project:

- Safety plan for working around fully operational office.
- Plan for noise control to ensure minimum disturbance to the office operations.

**Stage 4: Price and B-BBEE**

Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. the qualifying bids are



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.

**7.1.2 Preference Scores**

A bidder will only be awarded points for preference, provided:

- 7.1.2.1 The bidder has completed and signed the Preference Points Claim Form (SBD 6.1Annexure E);
- 7.1.2.2 The bidder:
  - a. Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE;
  - b. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
  - c. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such B-BBEE scorecard is prepared for each and every separate bid.

Preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

**Where**

$P_s$  =Points scored for price of tender under consideration

$P_t$  =Price of tender under consideration

$P_{\min}$  =Price of lowest acceptable tender

## **8 PART- 7 SPECIAL CONDITIONS OF CONTRACT**

**The following Special Conditions of Contract are applicable to this Contract:**

### **Payment**

- i. Payment to the service provider will be made within 30 days from receipt of original and valid invoice.
- ii. No upfront payment will be made to the service provider.
- iii. The prospective service provider must have a 24-hour control room within Gauteng Province when submitting the tender.
- iv. The bidder must be able to supply, install, manage and service an electronic guard monitoring system.
- v. The service provider must be able to visit the site.

**9 PART - 8 HPCSA CONTRACT Template (Attached separately)**



**SERVICE PROVIDER  
DECLARATION FORM**

**Health Professions Council of South Africa**

**This form must be completed and submitted with TENDER:**

**Health Professions Council of South Africa  
P O Box 205  
PRETORIA  
0001**

**553 Madiba (previously known as Vermeulen) Street  
Arcadia  
PRETORIA  
0007**

**Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.**

**Direct enquiries to Procurement Officer**

**Email: [Tenders@hpcsa.co.za](mailto:Tenders@hpcsa.co.za)**

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR  
YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**



**Postal address (if not same as above)**


**City**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Province**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Telephone**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Fax no**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Cell no**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Email address**


**Web page address**


**Contact person for correspondence address**

**Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Surname**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--









Are you actively involved in the management and daily business operations of the business? (please provide a written breakdown e.g. company profile).

**First name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Surname**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Identification number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Capacity**

D	P	M	R	O
---	---	---	---	---

**M F (sex)**

--	--

**HDI status**

H	W	D

**First name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Surname**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Identification number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Capacity**

D	P	M	R	O
---	---	---	---	---

**M F (sex)**

--	--

**HDI status**

H	W	D

**CONTACTABLE REFERENCES**

Please supply a list containing the names, telephone numbers and client relationship of a minimum of three contactable references

**Contact person 1**


**Contact number 1**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Client Relationship 1**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Contact person 2**


**Contact number 2**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Client Relationship 2**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Contact person 3**


**Contact number 3**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Client Relationship 3**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)**

Do you have any previous contract work or tendering experience?



1. The information supplied is correct.
2. All copies of relevant information are attached.

**Personal information in block letters**

**Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Surname**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Telephone**


**Capacity**


**On behalf of the (Service Provider's Name)**


Signed and sworn to before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of 2023 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

\_\_\_\_\_  
**Signature: Applicant on behalf of Service Provider**

\_\_\_\_\_  
**Signature: Commissioner of Oath**

Commissioner of Oath Official Stamp

**Authorization for electronic transfer of funds (EFT)**  
*Please complete in block letters*





## SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

<b>ANNEXURE B. SERVICES</b>		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame <b>(30 Days term)</b> as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

### QUESTIONNAIRE COMPLETED BY:

\_\_\_\_\_  
**NAME:**

\_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**

COMPANY STAMP



**ANNEXURE B SBD 4**

Attached separately

**ANNEXURE C SBD 8**

Attached separately

**ANNEXURE D SBD 9**

Attached separately

**ANNEXURE E SBD 6.1**

Attached separately