



TENDER DOCUMENT: HPCSA 02/2024

REQUEST FOR PROPOSAL FOR REMOVAL OF OLD AVS AND SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF NEW AUDIO-VISUAL SYSTEMS (CONFERENCE ROOM SYSTEM) AT CORPORATE OFFICE BUILDING AT HPCSA MAIN BUILDING

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 08 February 2024 at 12h00
(South African Standard Time)**

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PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	14 January 2024
TENDER CLOSING DATE/TIME	08 February 2024 (12h00 – Local SA Time)
SITE VISIT DATE & TIME	24 January 2024 (10h00 – Local SA Time)
VENUE FOR SITE VISIT	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001
TENDER BOX & ADDRESS	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.
HPCSA TENDER REPRESENTATIVES	Ms S Ledwaba email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 08 February 2024 (12h00 Local SA Time)
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

☐ Individual / Sole Proprietor ☐ Close Corporation ☐ Company

☐ Partnership or Joint Venture or Consortium ☐ Trust

☐ Other:

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

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

PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 02/2024: REMOVAL OF OLD AVS AND SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF NEW AUDIO-VISUAL SYSTEMS (CONFERENCE ROOM SYSTEM)

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

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

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

duly authorized 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:

- confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
- confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.
- 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.
- 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:
 - terms and conditions stipulated in this tender document.
 - specifications stipulated in this tender document; and
- 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 authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

**TENDER NO: HPCSA 02/2024: REMOVAL OF OLD AVS AND SUPPLY,
INSTALLATION, TESTING AND COMMISSIONING OF NEW AUDIO-VISUAL
SYSTEMS (CONFERENCE ROOM SYSTEM)**

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 authorized in terms of
the System of Delegations
as approved by Council)

FORM OF OFFER AND ACCEPTANCE (continued)

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
.....
.....
.....

- f) Subject
Details
.....
.....
.....

- g) 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 Health Professions Council of South Africa hereby invites suitably qualified and experienced bidders to submit proposals and quotations for removal of old audio-visual systems and supply, installation, testing and commissioning of new audio-visual systems (conference room system) in the Council Chamber and Tshukudu Room at the Health Professions Council of South Africa offices at No: **553 Madiba St, Arcadia, Pretoria, 0002 and Metroden Building 557 Madiba St, Arcadia, Pretoria, 0002**

4.2 HPCSA Terms & Conditions of the Tender

- 4.2.1** 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).
- 4.2.2** The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.
- 4.2.3** Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.
- 4.2.4** Tenders should be submitted in a sealed package marked, **“HPCSA 02/2024”**
- 4.2.5** **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.***
- 4.2.6** No Tender received by telegram, mail, e-mail, or facsimile will be considered.
- 4.2.7** Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

- 4.2.8** 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 party.

4.4 Retention of Tenders

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

4.5 Cancellation and re-invitation of bids

- 4.5.1** 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.
- 4.6.2** All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.
- 4.6.3** 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.
- 4.7.2** Subcontracting assignments will be allowed. The subservice providers 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 subservice provider.

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 (See Annexure F)

- 4.9.1** These guidelines are to assist you in submitting pricing data.
- 4.9.2** 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 for all categories and inclusive of the three yearly increases.

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

- 5.1.1** 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:

- a) Setting standards for the Education, training and registration and practice of all health professions registered under the Act.
- b) Fostering compliance with the standards set.
- c) Ensure ongoing continuing professional development by practitioners; and
- d) Investigate complaints lodged against practitioners registered under the Act.

5.2 Scope of Work

5.2.1 This is a turnkey project; the service provider is expected to supply and install brand new audio-visual system to the HPCSA. The service provider will be responsible for all aspects of the projects, and all associated costs. And there will be no variations on the bid price submitted.

5.2.2 Scope of Work include the following:

5.2.2.1 Removal and handing over the existing audio visual system to HPCSA. **(should the service provider be interested in the equipment they are welcome to make an offer in a form of discount on the bid price).**

5.2.2.2 Scope of work considerations include, but not limited to: A/V Presentation System installation design, layout and schematics.

5.2.2.3 Installation work schedule and timeline submittal for approval.

5.2.2.4 Audio Processing and Amplification System equipment.

5.2.2.5 Projection screen is not included in scope; user to provide for service provider installation.

5.2.2.6 Install all necessary mounting hardware, cabling and connectors to ensure a completed and fully operational end product.

5.2.2.7 All work to be compliant with OHS act 85 of 1993

5.2.3 Submittals:

5.2.3.1 Layout and Shop Drawings- A/V Presentation System installation design, layout, and schematics.

5.2.3.2 Samples - Bidders will be required to provide a demo of the system that they will install for approval.

5.2.4 Tests Certificates and Inspections

- 5.2.4.1** The service provider shall carry out all the tests and checks required of the installed audio-visual system and issue the necessary Certificate of Compliance prior to final completion.
- 5.2.4.2** Upon completion of the installation of all equipment and once being in full operation the service provider shall completely test the system to demonstrate that the equipment is provided in compliance with the specification.
- 5.2.4.3** The total costs for these tests shall be included in the tendered amount. The service provider shall make arrangements for such tests and give at least 72 hours written notice to the HPCSA Representative/Agent, before commencing the test.
- 5.2.4.4** In the event of the installation not passing the test, the HPCSA Representative/Agent shall be at liberty to deduct from the Contract amount all reasonable expenses incurred by HPCSA Representative/Agent attending the test.
- 5.2.4.5** Whenever any installation or equipment is operated for testing or adjusting as provided for above, the service provider shall operate the entire system for as long a period as may be required to prove satisfactory performance at all times in the occupied space served by that system until the system is handed over.
- 5.2.4.6** The service provider shall provide all labour and supervision required for such operation and the HPCSA may assign operating personnel as observers, but such observation time shall not be counted as instruction time.
- 5.2.4.7** After completing the installation or system, all equipment shall be tested, adjusted and readjusted until they operate to the satisfaction and approval of HPCSA Representative/Agent.

5.2.5 Operating and Maintenance Manuals

- 5.2.5.1** The service provider shall be responsible for the compilation of a complete set of Operating and Maintenance manuals. This shall be done in accordance with the Additional Specification – Operating and Maintenance manuals. All information shall be recorded and reproduced in an electronic format as well as supplying the HPCSA Representative/Agent with three sets of hard copies. Approval of the final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Practical Completion of the installation.
- 5.2.5.2** The service provider shall prepare and submit a final handover file (hardcopy and softcopy) which will cover all items mentioned above.
- 5.2.5.3** The service provider shall provide training to end-user on the functionality of the audio-visual system.

5.2.6 Guarantee and Maintenance

5.2.6.1 The service provider shall issue a 10-year support and warranty for the new system installed.

5.2.7 Materials and Workmanship

5.2.7.1 The work throughout shall be executed to the highest standards and to the entire satisfaction of the HPCSA Representative/Agent who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by HPCSA Representative/Agent.

5.2.7.2 All work shall be executed in a first-class manner by qualified tradesman.

5.2.7.3 The service provider shall be fully responsible for his work and shall replace any of the work which may be damaged, lost or stolen. The Service provider shall protect the building and its contents against damage by him, his employees or sub-service providers and shall make good any damage thereto.

5.2.7.4 The Service provider shall indemnify the HPCSA of all liability for damages arising from injuries or disabilities to persons or damage to property occasioned by any act or omission of the Service provider or any of his sub-service providers, including any and all expenses, legal or otherwise, which may be incurred by the HPCSA or Representative/Agent in the defence of any claim, action or suit.

5.2.7.5 The Service provider shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in the Contract Document.

5.2.7.6 The Service provider shall thoroughly acquaint himself with the work involved and shall verify on site all measurements necessary for proper installation work. The Service provider shall also be prepared to promptly furnish any information relating to his own work as may be necessary for the proper installation work and shall cooperate with and co-ordinate the work of others as may be applicable.

5.2.7.7 The Service provider shall inspect and verify that the existing power feeder system is compatible with the equipment offered and any changes or upgrading of the

electrical supply shall be brought to the attention of the HPCSA Representative/Agent.

5.2.7.8 Material and equipment damaged in transit shall be replaced with undamaged material.

5.2.7.9 All components and their respective adjustment, which do not form part of the equipment installation work but influence the optimum and safe operation of the equipment shall be considered to form part of, and shall be included in the Service provider's scope of works.

5.2.7.10 All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable

5.2.7.11 The Service provider shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and the User Client.

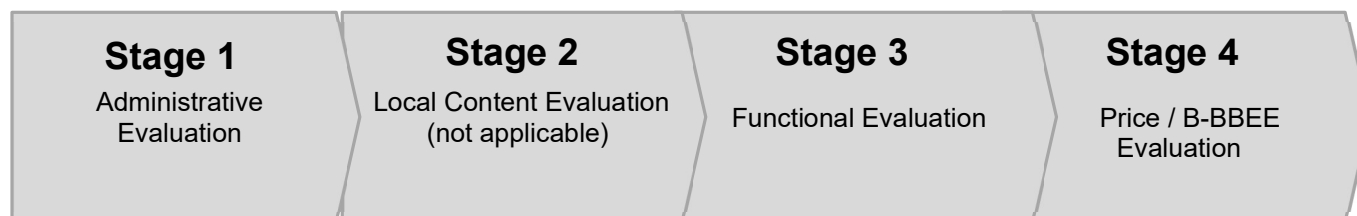
5.2.7.12 The Service provider is to include for all scaffolding required to complete the work required.

5.2.8 Imported Equipment

5.2.8.1 The equipment will not be subject to fluctuations in the rate of exchange.

6. 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.
- **The stages are outlined in the diagram below and further detailed in the paragraphs that follow.**



6.1 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 Service Provider declaration form (Certified by Commissioner of Oath) Annexure A	
Company Registration Certificates	
If applicable; a Joint Venture agreement (certified)	
A Company Profile (Company footprint must be included)	
The service provider must possess a minimum of gold accreditation from all vendors to be used in the solution (attach Certificate or Letter)	
Attendance to the compulsory site briefing	
Public Liability Insurance Certificate of at least R2 000 000	
Valid Letter of good standing (COIDA)	
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	
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	

6.2 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.

6.3 Stage 3: Functional Evaluation

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

6.3.1 Scoring Criteria

- All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

TECHNICAL EVALUATION CRITERIA				
CRITERIA	SUB-CRITERIA			POINTS
Company Experience	Company Experience: The Company must have a minimum of five (5) years' experience and above, delivering similar services. Bidders must submit Company Experience Template (Annexure I) and Company profile stating years of experience.			40
	5 – 10 years	Above 10-15 years	Above 15 years	
	10	15	20	
	NB: Annexure I – Company Experience Template (Attached Separately)			
	The bidder must provide reference letters on client's letterhead not older than 5 years, confirming an award letter and completion certificate per project.			
	2 reference Letters	3 reference letters	More than 3 reference letters	
	10	15	20	
Note: appointment letters /contract must accompany corresponding reference letters (on client's letterhead) not older than 5 years on similar projects. The following must be vividly captured:				
a. Client, contact person and telephone number				
b. Description of work (service)				
c. Value of work (i.e., the service provided) inclusive of VAT)				
d. Date completed				

	NB: Failure to submit appointment letter/contract with corresponding reference letters on client/s letter head, the service provider will forfeit points.											
Evaluation Schedule: Approach and Methodology	Provide proposed project plan and approach for the proposed required solution. The proposal should outline tasks, timeframe, resource allocation and milestones.					25						
	Points will be allocated considering the overall installation as follows:											
	a) Project execution timelines											
	No plan submitted	Comprehensive Plan with either task or resource allocation	Comprehensive Plan submitted with all the requirements	Comprehensive Plan submitted with all the requirements and milestones of each phase.	Comprehensive Plan submitted with all the requirements and milestones of each phase with value adds (such as customer training plan and additional support highlighted on the plan or program)							
	0	10	15	20	25							
Qualification and Key Staff Experience	The Service provider should propose the structure and composition of the team indicating i.e., the key staff, site staff, together with names of second choice alternate personnel. Please note that the resources are not limited to the resources listed in the table(s) below. The Service provider should make provision in his pricing for all resources.					35						
	1. Project Manager- with a minimum of 5 years in the AV industry, in possession of Project management certification from a reputable body.											
	<table><tr><th>5-10yrs</th><th>Above10-15 yrs.</th><th>Above 15 yrs.</th></tr><tr><td>5</td><td>10</td><td>15</td></tr></table>			5-10yrs	Above10-15 yrs.		Above 15 yrs.	5	10	15		
5-10yrs	Above10-15 yrs.	Above 15 yrs.										
5	10	15										
	2. Audio Technician- with a minimum of 5 years 'experience as an Audio technician, with a certificate from any reputable AV manufacturer or an AV body e.g., AVIXA, Crestron, Kramer, Extron etc.											
	<table><tr><th>5-10yrs</th><th>Above10-15 yrs.</th><th>Above 15 yrs.</th></tr><tr><td>3</td><td>6</td><td>10</td></tr></table>			5-10yrs	Above10-15 yrs.	Above 15 yrs.	3	6	10			
5-10yrs	Above10-15 yrs.	Above 15 yrs.										
3	6	10										

	3. Audio Visual Technician with a minimum of 5 years' experience as an AV technician, with a certificate from any reputable AV manufacturer or an AV body e.g., AVIXA, Crestron, Kramer, Extron etc.			
	5-10yrs	Above10-15 yrs.	Above 15 yrs.	
	3	6	10	
	NB: CV with audio visual projects list worked on and qualification/certificates must be attached; Failure to attach certified documents and detailed CV's will result in 0 points.			
				100

- All bidder who qualifies for this stage, HPCSA or it's representative reserves the rights to conduct site visits to verify completed projects referred above before moving to the next stage.
- Upon site visit and completed projects verification, bids/tenders will then be evaluated on Price and B-BBEE.

6.4 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.

6.4.1 Preference Scores

- A bidder will only be awarded points for preference, provided:
 - 6.4.1.1 The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E).**
 - 6.4.1.2 The bidder:**
 - 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
 - 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.
 - 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.

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

6 PART - 8 HPCSA CONTRACT Template (Attached separately)

ANNEXURE A



**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

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

Where applicable under mentioned documents must be attached with tenders

Please tick box

	Y	N	NA
Valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency/Affidavit			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
If applicable; a Joint Venture agreement (certified)			
Proof that the bidder's tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA Service Provider declaration form			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			

BUSINESS PARTICULARS

Name of Business[illegible]

Physical address

[illegible]

City

[illegible]

Province

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

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

SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact name

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

Telephone

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

Fax

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

Email address

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

Cell no

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

FINANCIAL DETAILS (BANKING)

Accounts Department

Banking institution name

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

Branch

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

Town/City

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

Banking account number

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

Account type

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

Account holder's name

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

- NB: Documentary proof of banking institution must be supplied confirming banking details, including either an:**
- original cancelled cheque; or
 - Original stamped letter from Bank.

HDI INFORMATION

Explanation of abbreviations used in the following tables:

Capacity		HDI status	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

NB: certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

First name

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

Surname

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

Identification number

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

Capacity

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

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being).

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?

Yes	No

If yes, please complete the table below. List the last two contracts awarded to you or previous experience with other businesses related to this of work or supply.

Employer/ Department

Contact person

Contact number

Estimated contract value in rands

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

Year awarded.

--	--	--	--

Proof documents attached.

Yes	NO

Did _____ your _____ business _____ exist _____ under _____ a _____ previous name? _____

If yes, what name did it trade under?

Previous business registration number

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

Certification of correctness of information supplied in this document.

- 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 2022 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

Company name/Surname

Company Account Holder

Address

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

Above information checked and confirmed

Bank Stamp:

Signature:

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.

ANNEXURE B. SERVICES		
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 (30 Days term) 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)

ANNEXURES F, G, H & I (Attached separately)

ANNEXURE F - Pricing Schedule

ANNEXURE G - Schematic details

ANNEXURE H - Site pictures

ANNEXURE I - Company Experience Template