



TENDER DOCUMENT: HPCSA 04/2024

REQUEST FOR PROPOSAL SOLUTIONS ARCHITECT PROFESSIONAL SERVICES FOR MAINTENNACE OF LICENSURE PROGRAMME FOR A PERIOD THREE (3) YEARS

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 27 February 2024 at 12h00
(South African Standard Time)**

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PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	04 February 2024
TENDER CLOSING DATE/TIME	27 February 2024 (12h00 – Local SA Time)
SITE VISIT DATE & TIME	N/A
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 27 February 2024 at 12h00
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 04/2024 SOLUTIONS ARCHITECT PROFESSIONAL SERVICES FOR MAINTENANCE OF LICENSURE PROGRAMME FOR PERIOD OF THREE (3) YEARS

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:

1. 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:
 - a. terms and conditions stipulated in this tender document.
 - b. specifications stipulated in this tender document; and
2. 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 04/2024 SOLUTIONS ARCHITECT PROFESSIONAL SERVICES FOR MAINTENANCE OF LICENSURE PROGRAMME FOR A PERIOD OF THREE (3) YEARS.

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 to be considered for the Solutions Architect Professional Services for Maintenance of Licensure Programme for a period of three (3) at the Health Professions Council of South Africa offices at No: 572 Madiba St, Arcadia, Pretoria, 0002 and at No: 553 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 04/2024”**
- 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 or three (3) USBs.** 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 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 (Annexure F attached)

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.
- 5.1.2** In 2013 the HPCSA decided that all practitioners will be required to have a licence to practice their professions. Currently practitioners register on an annual basis to practice their profession but will now be required to apply to maintain their right (licence) to practice on a five-yearly basis.
- 5.1.3** The primary purpose of such a decision was to ensure that all practitioners, under the jurisdiction of the HPCSA, maintain and improve their professional knowledge, skills and performance for improved patient/client and health systems outcomes. Based on the outcomes of consultative workshops held with professional boards – the HPCSA proposes a revised and more comprehensive model of CPD for the Maintenance of Licence to practice.
- 5.1.4** The goal is to promote up-to-date, evidence based and a good standard of patient/client centered care by ensuring that practitioners engage with learning opportunities to maintain and improve knowledge, psychomotor skills, and performance for safe professional practice and improved patient/client and health systems outcomes. CPD, which is already an HPCSA requirement, is a key component in the maintenance of licence to practice. The system of Maintenance of Licence (MoL) which has an expanded CPD system embedded within it include additional learning activities and assessment of competence and performance to maintain a licence to practice.

5.1.5 Solutions Architect

5.1.5.1 The HPCSA is embarking on a modernisation project which requires automation of core business processes. This automation requires utilisation of various I and T tools and platforms which include those that are on the premises and or are cloud based.

5.1.5.2 The HPCSA is seeking Solutions Architecture services which has been identified as a critical role in the I and T organisational structure, albeit not on a full-time basis but according to business requirements.

5.1.5.3 The successful implementation of the HPCSA Maintenance of Licence to Practice Project requires a robust and well-defined solution architecture. This will involve the development of a comprehensive framework that aligns the organization's strategic goals with the operational processes and systems required for license maintenance.

5.2 Scope of Work

5.2.1 Requirements Gathering: the service provider will be responsible for gathering and analyzing the requirements for the professional services system. This would involve working closely with stakeholders to understand their needs, current challenges, and desired outcomes.

5.2.2 Solution Design: Based on the requirements gathered, the service provider will be responsible for designing the overall solution architecture. This would entail creating high-level and detailed designs for the system, including its various components, modules, and integrations.

5.2.3 Technology Selection: As part of the solution design, the service provider will need to evaluate and select the appropriate technologies that best suit the needs of the professional services system. This would involve considering factors such as scalability, security, performance, and cost.

5.2.4 Prototyping and Proof of Concept: In some cases, the service provider may need to develop prototypes or proof of concepts to validate the feasibility of certain aspects of the system or to demonstrate key functionalities to stakeholders.

5.2.5 Collaboration with Development Teams: the service provider would work closely with development teams to ensure that the design and architecture of the system are effectively communicated and implemented. This would involve providing

technical guidance, reviewing code, and addressing any design or implementation issues.

- 5.2.6** Integration Planning: Professional services systems often need to integrate with various other systems such as CRM, ERP, financial systems, and project management tools. The service provider would be responsible for planning and designing the integrations to ensure seamless data flow and process automation.
- 5.2.7** Security and Compliance: Ensuring the security and compliance of the professional services system would be a critical part the service provider's scope of work. This would involve identifying and mitigating potential security risks and ensuring that the system adheres to relevant industry standards and regulations
- 5.2.8** Performance Optimization: the service provider would need to consider the performance of the system and design it in a way that ensures optimal speed, reliability, and scalability.
- 5.2.9** Documentation: Thorough documentation of the system architecture, design decisions, and configuration details would be part of the service provider's responsibilities to ensure clear understanding and smooth ongoing maintenance and support.
- 5.2.10** Quality Assurance and Testing: Collaborating with QA teams to establish testing strategies and to ensure that the system meets quality and performance standards would be an important aspect of the service provider's role.
- 5.2.11** Ongoing Support and Maintenance: Providing guidance and support for the ongoing maintenance and evolution of the system, including troubleshooting and addressing any issues that may arise, would be part of the service provider's long-term responsibilities.

5.2.12 Technical Requirements for the Solutions Architect Professional Services:

5.2.12.1 Main roles and responsibilities

- a) Provide Solutions Architecture Services for Maintenance of Licensure Programme (MOL) for a period of (3) three years.
- b) Responsible for transforming the requirements created by the Business Analysts into a set of architecture and design documents that can be used by the rest of the project development team to develop the required solution. The Solutions Architect will be responsible for matching technologies to the problem being solved.
- c) To oversee the implementation of technology solutions that align with the strategic goals and operational needs of professional Practice services (Mol).

- d) To enable Professional Practice Division to effectively leverage technology to optimize their processes, enhance client service delivery, and adapt to the evolving demands of the industry.

5.2.12.2 General roles and responsibilities

- a) Analysis of the global technology environment
- b) Analysis of enterprise specific technology environment
- c) Analysis of Business and Systems Requirements
- d) Setting collaboration framework and Communication
- e) Creating solution prototype
- f) Solution development control
- g) Ensure Architecture Governance and compliance.
- h) Develop technology roadmaps and implementation plans that are aligned with HPCSA's Strategy
- i) Ensuring that technology solutions are designed with integration and interoperability in mind to facilitate seamless data flow across disparate systems and applications.
- j) Interfacing techniques between modules, systems, and components
- k) Guides the Development Team(s)
- l) Conduct solution and or system architecture evaluation and or validation
- m) Leads processes for integrating ICT systems to meet the HPCSA's ICT capability requirements.
- n) Defining features, phases, and solution requirements
- o) Providing solution and or system's specification according to the Business Requirements.
- p) Define non-functional requirements of a solution.
- q) Design, and at times develop, programs for databases, applications, tools, network, etc.
- r) Documenting solutions and their implementation
- s) Quality assures developed solution

5.2.13 Deployed Resources Skills and Knowledge requirements

5.2.13.1 Attributes

- a) Deep Analysis Skills
- b) Impeccable Communicator
- c) Stakeholder Management Savvy
- d) Tech Savvy
- e) Strong Collaboration Skills
- f) Self -Starter

5.2.13.2 Experience

- a) Minimum 10 years working experience in one or multiple ICT environments.
- b) ICT infrastructure and Cloud Development
- c) Software Engineering and Solutions architecture designs
- d) Business Systems Analysis
- e) Experience with software design patterns and object-oriented design
- f) System/API integration experience (REST. JSON-RPC and XML-RPC. SOAP)

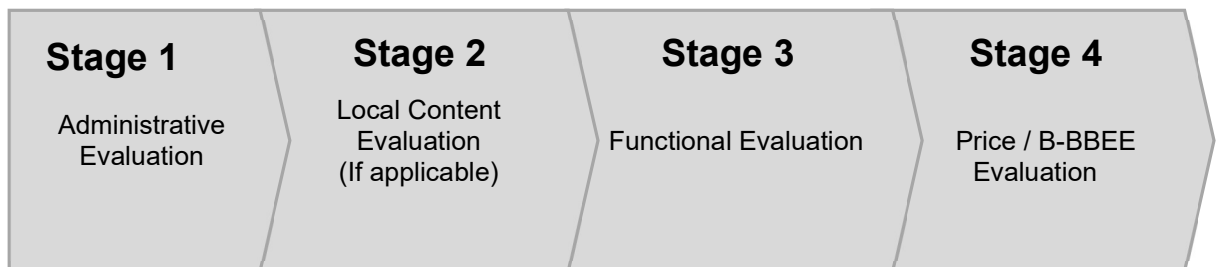
5.2.14 Duration of contract

- a) The Service Provider would be required to enter into a service level agreement for a period of thirty-six (36) months.
(Year 1 = 100% Utilization; Year 2 = 70% Utilization; Year 3 = 50% Utilization).

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 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 Annexure A	
Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry (Certified)	
If applicable; a Joint Venture agreement (Certified)	
A Company Profile (company footprint must be included)	
<p>Bench capacity – minimum of two solutions architect CVs with the following:</p> <ul style="list-style-type: none"> a) Qualifications- Bachelor's Degree/Diploma in IT/Engineering/Business (attach Copies) b) 8 years hands on -experience in Solutions Architecture role c) 5 - 8 years hands of experience in DevOps and or Cloud Development and or Business Systems Analysis. d) ICT ArchitectureQualification/Certification: Resources must possess mainstream Solution Architecture certificates (we are agnostic on SA Certification presented)for example Togaf, Axelos, CA, AWS, Microsoft, Google, etc. <p>(we are agnostic on SA Certification presented)</p>	
Bidder's current audited financial statement (2022 or 2023) 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 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 – Stage 3A

- 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:

FUNCTIONAL EVALUATION CRITERIA				
CRITERIA	SUB-CRITERIA			POINTS
Company Experience:	The Company must have a minimum of three (3) years’ combined experience and above in delivering similar services.			60
	3 to 5 years	Above 5 and up to 8 years	Above 8 years	
	10	20	30	
	Bidders must submit signed reference letters on client’s letterhead not older than (3) years confirming an award letter and completion date per project. NB: Signed reference letters must be on client letterhead stating the following. 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.			
	2 reference Letters	3 reference letters	More than 3 reference letters	
	10	20	30	
	NB: Failure to submit Signed Reference Letters on client/s letter head, the service provider will forfeit points.			

Resource Experience:	<p>Service provider to submit a list of resources with relevant experience in Solution Architecture Services. Providing a Copy of CV/Resume detailing the relevant years of experience in Solutions Architecture Services. The CV/Resume must demonstrate working experience in one or multiple Solution Architecture Services.</p> <table border="1" data-bbox="623 384 1200 533"> <tr> <td>5 to 8 years</td><td>Above 8 to 10 years</td><td>Above 10 years</td></tr> <tr> <td>20</td><td>30</td><td>40</td></tr> </table> <p>NB: Failure to attach CV/Resume will result in zero allocation of points</p>	5 to 8 years	Above 8 to 10 years	Above 10 years	20	30	40	40
5 to 8 years	Above 8 to 10 years	Above 10 years						
20	30	40						
TOTAL		100						

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.

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 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

7. 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			
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			

BUSINESS PARTICULARS

Name of Business

Physical address

City

Province

Postal address (if not same as above)

City

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Province

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Telephone

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Fax no

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Cell no

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Email address

Web page address

Contact person for correspondence address

Name

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Surname

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SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact name

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Telephone

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Fax

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

Email address

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

Cell no

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

FINANCIAL DETAILS (BANKING)

Accounts Department

Banking institution name

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

Branch

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

Town/City

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

Banking account number

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 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 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

Company name/Surname

Company Account Holder

Address

Telephone

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

Fax

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

Mobile

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

Email

Bank

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

Branch

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

Bank Account

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

Branch number

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

Type of Account

Cheque		Savings		Transmission	
---------------	--	----------------	--	---------------------	--

Date

Signature

For use of bank (in cases where a cancelled cheque or bank letter is not attached)

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)

ANNEXURE F PRICING SCHEDULE

The pricing must include the following.

- Rates per hour as stipulated on the table below.

NAME OF BIDDER:				
INITIATIVE/ PROGRAMME/ PROJECT	Consultants Services Rate Per Hour	Project Period	Consultants Services Required Hours per Annum	Total (Vat Exclusive)
Solutions Architectural Services	R	Year 1	1600	R
	R	Year 2	800	R
	R	Year 3	400	R
Totals			2600	