



TENDER DOCUMENT: HPCSA 01/2024

- REQUEST FOR PROPOSAL - SOURCING OF PROJECT RESOURCES TO CAPACITATE SOFTWARE QUALITY MANAGEMENT WORKSTREAM ON THE ORACLE SERVICE CLOUD ENHANCEMENT PROJECT

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

Situated at: 553 Madiba Street, Arcadia, Pretoria

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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)
BRIEFING SESSION DATE/TIME	[N/A]
VIRTUAL BRIEFING SESSION	N/A
TENDER BOX & ADDRESS	<p>Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001</p> <p>If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the reception.</p>
HPCSA TENDER REPRESENTATIVES	<p>Ms. S Ledwaba email: Salomel@hpcsa.co.za</p>
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE DATE AND TIME	<p>HPCSA Main Building, 553 Madiba Street 08 February 2024 (12h00 – Local SA Time)</p>
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

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):

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 01/2024 SOURCING OF PROJECT RESOURCES TO CAPACITATE SOFTWARE QUALITY MANAGEMENT WORKSTREAM ON THE ORACLE SERVICE CLOUD ENHANCEMENT PROJECT.

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.
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 authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 01/2024 SOURCING OF PROJECT RESOURCES TO CAPACITATE SOFTWARE QUALITY MANAGEMENT WORKSTREAM ON THE ORACLE SERVICE CLOUD ENHANCEMENT PROJECT.

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 24 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.

PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

- 4.1.1 The purpose of this tender is to invite bids for sourcing of project resources to capacitate Software Quality Management workstream on the Oracle service cloud enhancement project.

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 01/2024**”
- 4.2.5 **Bidders are required to provide hard 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. 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

- 4.5.1 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

- 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 for a period guided by the timelines provided to complete the project as detailed under the scope of the terms of reference.

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 SOFTWARE QUALITY MANAGEMENT

The HPCSA understands that software quality management (SQM) sits at the core of successful software development and delivery. It is the posture of the HPCSA that SQM operates side-by-side with the software development processes and is therefore not to be treated as a by the way addition in the software development process.

To ensure the delivery of high-quality software, considerable emphasis and effort is directed at software quality management processes. The HPCSA subscribes to the definition of SQM which reads, “the collection of all processes that ensure that software products, services, and life cycle process implementations meet organizational software quality objectives and achieve stakeholder satisfaction”.

The SQM processes straddle the software quality planning, Software Quality Management, and software quality control. The eventual purpose of SQM is to ensure that the development process delivers software with the following quality attributes: -

- a. **accuracy** – the ability of the system to produce accurate results (and to what level of accuracy this is required).
- b. **availability** – the proportion of time that the system is functional and working.
- c. **compatibility** – the ability of the system to work with, for example, different input devices.
- d. **functionality** – what the system is actually supposed to do.
- e. **manageability** – the ease with which system administrators can manage the system, through tuning, debugging, and monitoring.
- f. **performance** – the responsiveness of a system to execute a required action with a set time frame.
- g. **security** – the ability of a system to resist malicious interference
- h. **supportability** – the ability of the system to provide information to assist in rectifying a performance failure.
- i. **usability** – how well the system meets the users' requirements by being intuitive and accessible.

5.2 SCOPE OF WORK

5.2.1 The Bidder to act within the following scope:

5.2.1.1 The Bidder shall provide software testing services covering all software development and enhancement projects (on premises and cloud-based), integrations and other projects and tasks as assigned.

5.2.1.2 The bidders shall not appoint any sub company/agency to carry out any obligation under this contract.

5.2.2 Software Quality Management Methodology and Framework

5.2.2.1 Explanation of methodology and framework to be utilized for SQM assessment.

Outline the Software testing approach to be utilised this include resources required to execute SQM activities.)

5.2.3 Operational Requirements

5.2.3.1 The following is the list of requirements the Bidder is expected to meet.

- a. Providing software testing and Software Quality Management (SQM) services
- b. Bidder shall ensure assigned personnel have the required competencies, which include:
 - Proven experience as a Quality Assurance Tester or similar role
 - Experience in project management and quality assurance methodology.
 - Familiarity with Agile frameworks and regression testing.
 - Technical documentation skills.
 - Working knowledge of a suite of Test Management Software.
 - Basic software development skill is also required.

5.2.4 Software Testing Environment set up and configuration of testing tools

5.2.4.1 Specify standard hardware owned by the bidder required for SQM effort.

5.2.4.2 Standard software quality management tools owned by the bidder.

5.2.4.3 Frameworks the Software testing approach to be utilised this include resources required to execute SQM activities.)

5.2.5 Software Testing Strategy and Roadmap

5.2.5.1 Develop a proper software testing strategy and roadmap that will be implemented strictly.

5.2.5.2 A Software Testing Life Cycle (STLC) following either Waterfall, Agile or Hybrid methodologies)

5.2.6 The service provider must be able to execute all the services outlined below:

5.2.6.1 Provide software quality management plan that will assist the HPCSA to cover all project waves and related activities.

5.2.6.2 Perform Software Quality Management on all projects allocated for testing.

5.2.6.3 Propose, supply, and implement software testing strategies and methodologies.

5.2.6.4 Propose and supply tools to accommodate manual, automation, mobile and performance testing.

5.2.6.5 Have potential of identifying and allocating the relevant software testing types to be utilised for existing and new project/application.

5.2.6.6 Establishment of the standard operating procedure/policy and test strategies.

5.2.6.7 Prepare relevant software testing documentations such as test plans, test cases and test matrix.

5.2.6.8 Establishment and implementation of a quality assurance environment which includes defining testing best practices, team structure, developing testing framework and methodologies.

5.2.6.9 Design and Implement quality assurance measurement such as test reports, dashboards, and guaranteed detections to enforce testing processes.

5.2.6.10 Generate test automation and performance scripts.

5.2.7 Software Testing types required:

5.2.7.1 Functional testing. (Performance, Configuration, Usability, Data migration and Other non-functional testing).

- a. Unit Testing
- b. System Testing
- c. Integration testing
- d. Regression Testing
- e. Smoke Testing
- f. Sanity
- g. Security Testing
- h. Mobile Testing
- i. Performance (Load, Soak, Stress and Volume) Testing
- j. User Acceptance Testing
- k. Data migration testing
- l. Negative Tests across the whole test approach.

5.2.8 Expected Outputs

5.2.8.1 Software testing plan to accommodate various systems/applications.

5.2.8.2 Provide strategy and methodology that was informed by the Software Quality Management (SQM).

5.2.8.3 Identify relevant software testing types to be utilized when performing Software Quality Management.

5.2.8.4 Develop relevant software testing documentations such as test plans, test cases and test matrix.

5.2.8.5 Establishment and implementation of a quality assurance environment which includes defining testing best practices, team structure, developing testing framework and methodologies.

5.2.8.6 Defects tracking reports, dashboards, and guaranteed detections.

5.2.8.7 Utilization of software testing experts to generate and execute automation and performance testing.

5.2.9 During Test planning phase

5.2.9.1 The SQM service provider will prepare tests for their execution. The list of tasks expected to be performed includes (exhaustive list for request for services).

5.2.10 Human Resources to Deploy

5.2.10.1 Senior Test Analyst X 1 – 75% of the Time

5.2.10.2 Test Analysts X 2 – 100% of the Time

5.2.10.3 MINIMUM - Human Resources Requirements

5.2.10.4 The following are the list of requirements the assigned QA personnel is expected to meet:

- a. A first degree in Computer Science, Engineering, or a related field.
- b. Holder of Information System Examination Board (ISEB) or International Software Testing Qualifications Board (ISTQB) or American Software Testing Qualifications Board (ASTQB) or Indian Testing Board (ITB)
- c. A minimum of 5 years of experience working as a quality assurance/software tester
- d. Strong organizational skills
- e. Analytical mind and problem-solving aptitude
- f. Attention to detail.
- g. Excellent communication (written, spoken, presentation) and reporting skills.
- h. Strong Stakeholder Management Skills

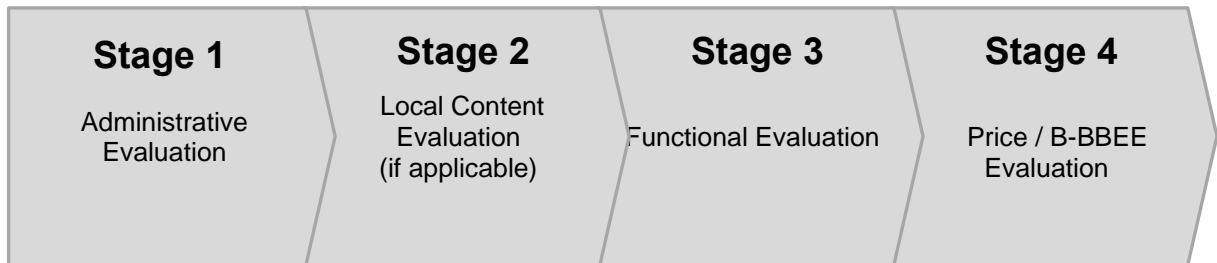
5.3 DURATION OF CONTRACT

5.3.1 The Service Provider would be required to enter into a service level agreement for a period of eighteen (18) months or aligned to the development project timeline.

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	Yes/No
Duly completed HPCSA Service Provider declaration form Annexure A	
Company Registration Certificates	
If applicable; a Joint Venture agreement (certified)	
A 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.	
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:

FUNCTIONAL EVALUATION CRITERIA			MINIMUM POINT	MAX POINTS
CRITERIA				
1. Reference letters Company must have a minimum of three contactable references letters confirming whether the Software Quality Management services was rendered successfully.				30
2 reference letters	3 – 4 reference letters	Above 4 reference letters		
0	15	30		
2. Company Experience				30

<p>Company must have combined minimum of three (3) years' experience providing Software Quality Management services. Proof must be in the form of signed contactable references letters confirming whether the Software Quality Management services was rendered successfully. Note: Start date and end date must be on the reference letters.</p>				
3-5 years' experience	Above 5 – 7 years' experience	Above 7 years' experience		
10	15	30		
<p>3. Bench Capacity: Qualifications and experience of core team members (CVs to be attached) (Provide a list of resources that are compliant to the already stated minimum requirements,)</p>				40
1 Resource	2- 4 Resources	Above 4 Resources		
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:

The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E).

The bidder:

- a. Submitted a valid B-BBEE status level certificate; or
- b. Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE.
- c. 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.

- d. 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 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

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**

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

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)