



TENDER DOCUMENT: HPCSA 01/2024

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

**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	28 July 2024
TENDER CLOSING DATE/TIME	20 August 2024 (12h00 – Local SA Time)
COMPULSORY BRIEFING SESSION DATE/TIME	05 August 2024 (09h00 – Local SA Time)
VIRTUAL BRIEFING SESSION	Via Microsoft Teams - The onus is on the bidders to email the below contact person by no later than 02 August 2024 to receive an invite with the link to join
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	Mr. R Mawasane email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE DATE AND TIME	HPCSA Main Building, 553 Madiba Street 20 August 2024 (12h00 – Local SA Time)
PREFERENCE SYSTEM (Preferential Procurement Regulations 2022)	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 ASSURANCE TESTING WORKSTREAM ON THE ORACLE SERVICE CLOUD ENHANCEMENT PROJECT READVERT.

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 ASSURANCE TESTING WORKSTREAM ON THE ORACLE SERVICE CLOUD ENHANCEMENT PROJECT READVERT.

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

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 Assurance Testing 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 120 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.

PART 5

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. The HPCSA is currently utilizing two Oracle systems, namely Oracle Enterprise Business Suite (EBS) and Oracle Service Cloud (OSvC)
- 5.1.3. The EBS is an on-premises Oracle back-end solution, which is used to automate Finance and SCM processes, registrations and related services as well as Customer Relationship Management (CRM).

- 5.1.4. The OSvC has been implemented to provide all the aforementioned services online and to enhance functionality. This enables the online submission of CPD, Case Management, Complaint handling and investigation, Inspectorate functionality, and iRegister. These services are accessible to over 240,000 practitioners and the public.
- 5.1.5. EBS hosts Application Programming Interface (APIs) that are exposed as Web Services, allowing seamless integration with OSvC for managing invoices, payments, registration number generation etc. These APIs facilitate the exchange of data between the systems, enabling OSvC to access and process financial transactions efficiently. This integration ensures real-time updates and consistency across both platforms, enhancing overall operational efficiency.
- 5.1.6. The integration utilizes Oracle Integration Cloud (OIC) middleware, hosted on Oracle Cloud Infrastructure (OCI). This robust setup ensures reliable and secure data exchange between the two systems. By leveraging OIC, the integration offers seamless connectivity, advanced data mapping, and automated workflows, thereby enhancing the efficiency and accuracy of business processes such as invoicing, payments, etc.
- 5.1.7. HPCSA is currently implementing an Oracle Service Cloud Enhancement project, working with Oracle as an implementation partner. The Enhancement project is implemented in Waves. There are Eight (8) Waves to be implemented. The First Wave has been deployed with the remaining Seven Waves to be developed in 2024/2025 financial year. The enhancement project is delivered using the Oracle True Cloud methodology which has elements of agility.
- 5.1.8. HPCSA is currently looking for a service provider that will offer services on strengthening the Software Quality Assurance Testing for the Oracle Service Cloud Enhancement project. This initiative aims to increase the team's capacity for rigorous testing of all Waves developed by the development team. By enhancing this workstream, HPCSA ensures that all updates and enhancements undergo comprehensive testing for functionality, performance, and security before deployment. This approach maintains high standards of quality and reliability in the Oracle Service Cloud, ensuring optimal performance and user satisfaction.

5.2. Software Quality Assurance Testing

- 5.2.1. The HPCSA understands that Software Quality Assurance (SQA) Testing sits at the core of successful software development and delivery. It is the posture of the HPCSA that SQA 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.
- 5.2.2. To ensure the delivery of high-quality software, considerable emphasis and effort is directed at Software Quality Assurance Testing processes. The HPCSA subscribes to the definition of SQA 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”.
- 5.2.3. The SQA processes straddle the software quality planning, Software Quality Assurance Testing, and software quality control. The eventual purpose of SQA 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.

5.3. Scope of Work

5.3.1. The Bidder to act within the following scope:

- 5.3.1.1. The Bidder shall provide comprehensive software testing services for the Oracle Service Cloud Enhancement project, including integrations with EBS and other assigned tasks.
- 5.3.1.2. The bidder shall not appoint any sub company/agency to carry out any obligation under this contract.

5.3.2. Software Quality Assurance Testing Methodology and Framework

- 5.3.2.1. Explanation of methodology and framework to be utilized for SQA assessment.
- 5.3.2.2. Outline the Software testing approach to be utilised (this include resources required to execute SQA activities).

5.3.3. Operational Requirements

- 5.3.3.1. The following is the list of requirements the Bidder is expected to meet.
 - a) Providing software testing and Software Quality Assurance Testing (SQA) services
 - b) Bidder shall ensure assigned personnel have the required competencies, which include:
 - I. Proven experience as a Quality Assurance Tester or similar role.
 - II. Experience in project management and quality assurance methodology.
 - III. Familiarity with Agile frameworks and regression testing.
 - IV. Technical documentation skills.
 - V. Working knowledge of a suite of Test Management Software.
 - VI. Basic software development skill is also required.

5.3.4. Software Testing Environment set up and configuration of testing tools

- 5.3.4.1. Specify standard tools, hardware and software owned by the bidder required for SQA effort.
- 5.3.4.2. Standard Software Quality Assurance Testing tools owned by the bidder.
- 5.3.4.3. Frameworks of the Software testing approach to be utilised (this include resources required to execute SQA activities).

5.3.5. Software Testing Strategy and Roadmap

- 5.3.5.1. Develop a proper software testing strategy and roadmap that will be implemented strictly.
- 5.3.5.2. A Software Testing Life Cycle (STLC) (following either Waterfall, Agile or Hybrid methodologies)

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

- 5.3.6.1. Provide Software Quality Assurance Testing plan that will assist the HPCSA to cover all project Waves and related activities.
- 5.3.6.2. Perform Software Quality Assurance Testing on all projects allocated for testing.
- 5.3.6.3. Propose, supply, and implement software testing strategies and methodologies.
- 5.3.6.4. Provide and supply software and tools to accommodate manual, automation, mobile and performance testing.
- 5.3.6.5. Have potential of identifying and allocating the relevant software testing types to be utilised for existing and new project/application.
- 5.3.6.6. Establishment of the test standard operating procedure/policy and test strategies.
- 5.3.6.7. Prepare relevant software testing documentations such as test plans, test cases and test matrix.
- 5.3.6.8. Establishment and implementation of a quality assurance environment which includes defining testing best practices, team structure, developing testing framework and methodologies.
- 5.3.6.9. Design and Implement quality assurance measurement such as test reports, dashboards, and guaranteed detections to enforce testing processes.
- 5.3.6.10. Create test scenarios, test cases and expected results.
- 5.3.6.11. Generate test automation and performance scripts.

5.3.7. Software Testing Types Required:

- 5.3.7.1. 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.

5.4. Expected Outputs

- 5.4.1. Software testing plan to accommodate various systems/applications.
- 5.4.2. Provide strategy and methodology that was informed by the Software Quality Assurance Testing (SQA).
- 5.4.3. Identify relevant software testing types to be utilized when performing Software Quality Assurance Testing.
- 5.4.4. Develop relevant software testing documentations such as test plans, test cases and test matrix.
- 5.4.5. Establishment and implementation of a quality assurance environment which includes defining testing best practices, team structure, developing testing framework and methodologies.
- 5.4.6. Defects tracking reports, dashboards, and guaranteed detections.
- 5.4.7. Utilization of software testing experts to generate and execute automation and performance testing.

5.5. During Test planning phase

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

5.6. Human Resources to Deploy

- 5.6.1. Senior Test Analyst X 1 – 75% of the Time
 - a) Minimum experience of 8 years
- 5.6.2. Test Analysts X 2 – 100% of the Time
 - a) Minimum experience of 3 years

5.6.3. MINIMUM Skills and Experience Required

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) Strong organizational skills Analytical mind and problem-solving aptitude
- d) Attention to detail.
- e) Excellent communication (written, spoken, presentation) and reporting skills.
- f) Strong Stakeholder Management Skills

5.7. Duration Of Contract

- 5.7.1. The Service Provider would be required to enter into a service level agreement for a period of twelve (12) months or aligned to the development project timeline.

PART 6

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
- c) Attended Compulsory Briefing Session

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 D	
Company Registration Certificates	
If applicable; a Joint Venture agreement (certified	
A Company Profile	
Attended Compulsory Briefing Session	

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 – Bidders Disclosure Annexure A	

6.2. Stage 2: Functional Evaluation

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

6.2.1. Scoring Criteria

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

FUNCTIONAL EVALUATION CRITERIA			MINIMUM POINT	MAX POINTS	
CRITERIA					
<p>1. Reference letters</p> <p>Company must have a minimum of three contactable references letters confirming whether the Software Quality Assurance Testing services was rendered successfully.</p>				30	
Less than 3 reference letters	3 – 4 reference letters	Above 4 reference letters			
0	25	30			
<p>2. Company Experience</p> <p>Company must have combined minimum of three (3) years' experience providing Software Quality Assurance Testing services. Proof must be in the form of signed contactable references letters confirming whether the Software Quality Assurance Testing services was rendered successfully.</p> <p>Note: Start date and end date must be on the reference letters.</p>				30	
3-5 years' experience	Above 5 – 7 years' experience	Above 7 years' experience			
20	25	30			
<p>3. Team composition: Experience of core team members (CVs to be attached)</p> <p>(Provide a list of resources that are compliant to the already stated minimum requirements,</p>				20	
Resources		FALSE			TRUE
Senior Test Analyst- Minimum experience of 8 years and 2 x Test Analysts-Minimum experience of 3 years		0			20
<p>4. Bench Capacity</p>				20	
Less than 3 Resources	3- 4 Resources	Above 4 Resources			
0	15	20			
TOTAL				100	

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

6.3. Stage 3: Price and Specific Goals

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS	POINTS
Price	80	90
Specific Goals ¹	20	10
TOTAL	100 points	100 points

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS	POINTS
	(80/20 system)	(90/10 system)
Black ownership ²	10	5
30% Black women ownership	5	2
Any % of ownership by Black Designated Groups ³	2	1
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	3	2
TOTAL POINTS	20	10

²Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) or 5 points (if 90/10 system), and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system) or 2 points (if 90/10 System).

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Non-submission of the Preference Point Claim Form (**Annexure C**) will lead to a zero (0) score on specific goals. Proof of Specific goals Ownership and verification will be confirmed using the following documents namely: CIPC documents, valid copy of B-BBEE certificate, For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and

Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted, copy of Identity document, or medical report for disability ownership NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals

6.4. Stage 4: Objective Criteria

To ensure that a contract is awarded fairly and to the best bidder, the HPCSA will apply the objective criteria. Therefore, the HPCSA reserves the right to withhold the award of a contract to the highest scoring bidder if the award poses a risk to the HPCSA.

Objective Criteria are:

- The bidder that poses reputational risk to the HPCSA. This will be assessed in line with the bidder’s disclosure (Refer to Annexure A: Bidders Disclosure).
- The bidder’s financial capability in relation to the execution of the contract.
- The bidder’s past performance in HPCSA contracts.

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

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

7. HPCSA CONTRACT Template

(Attached separately)

Annexure A: Bidder's Disclosure

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1. I have read, and I understand the contents of this disclosure;

I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.2. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.3. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5. There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

Annexure B: Shareholders' Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1.1 Current Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

1.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure C: Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black ownership ²	5	10		
30% Black women ownership	2	5		
Any % of ownership by Black Designated Groups ³	1	2		
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	3		

²Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) or 5 points (if 90/10 system), and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system) or 2 points (if 90/10 System).

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and

directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Annexure D:



**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			

BUSINESS PARTICULARS

Name of Business

Physical address

City

Province

Postal address (if not same as above)

Account holder's name

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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

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Identification number

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

Capacity

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

M F (sex)

--	--

HDI status

H	W	D

First name

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

Surname

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Identification number

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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

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Client Relationship 1

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Contact person 2

Contact number 2

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Client Relationship 2

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Contact person 3

Contact number 3

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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

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On behalf of the (Service Provider's Name)

Signed and sworn to before me at _____ on this the _____ day of 2024 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

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Fax

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

Mobile

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

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:

