

TENDER DOCUMENT: HPCSA 03/2021

**REQUEST FOR PROPOSAL
FOR**

**PROVISION OF CLEANING SERVICES 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: 05 August 2021 at 12H00
(South African Standard Time)**

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1. PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED DATE	09 July 2021
TENDER CLOSING DATE/TIME	05 August 2021 (12h00 – Local SA Time)
BRIEFING SESSION / SITE VISIT	N/A
VENUE FOR BRIEFING SESSION / SITE VISIT	N/A
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. Livhuwani Makhanthisa email: Tenders@hpcsa.co.za
TENDER FEE:	N/A
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 05 August 2021 @ 12:00
PREFERENCE SYSTEM (Preferential Procurement Regulations, 2017)	80/20

2. 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
 1. 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	

3. PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 03/2021 PROVISION OF CLEANING SERVICES

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

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

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

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorised)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 03/2021 PROVISION OF CLEANING SERVICES

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 "SUPPLIER")** _____, thereby concluding a contract with the supplier for a contract period from date of commencement of contract not exceeding 36 months;
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

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

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

Schedule of Deviations

Notes:

1. 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.
2. 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.
3. 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.
4. 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.

1	Subject
	Details

2	Subject
	Details

3	Subject
	Details

4	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

The purpose of this Request for Proposals (RFP) is to invite proposals for the provision of cleaning services for the Health Professionals Council of South Africa (HPCSA) offices located at the following addresses: Main building, 553 Madiba Street, Arcadia 0083; Metroden Park Building ,572 Madiba Street, Arcadia 0083 and Garage Property 568 Madiba Street, Arcadia 0001.

4.2 HPCSA Terms & Conditions of the Tender

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).

The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

Tenders should be submitted in a sealed package marked, “**HPCSA 03/2021**”

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 five hard (5) copies or five (5) 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). The response must be clearly indexed as stipulated. BOTH ENVELOPES MUST BE CLEARLY MARKED.

No tender received by telegram, mail, e-mail or facsimile will be considered.

Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

The HPCSA is entitled to amend any tender condition, validity period, 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

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

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

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

During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English. All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

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

4.8 Response Validity Period

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

4.9 Pricing Section

These guidelines are to assist you in submitting pricing data.

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

- 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;
- Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
- Price must include annual escalations for the duration of a contract.

The total cleaning staff/personnel to be provided in this specification is (9) as per the Table below.

Description	Quantity	Cost
Cleaning	8 Cleaners	R
Supervisor	1	R
Consumables		R
Sub-total (Monthly)		R
VAT 15%		R
Total Including VAT		R
Total amount for Year 1		R
Total amount for Year 2		R
Total amount for Year 3		R
Uniforms (Once off a year) Including VAT	3	R
Grand Total including VAT		R

Note: Consumables must be SABS Approved

5. PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 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:

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

HPCSA has 267 employees and approximately 50 clients coming in and out daily.

The Health Professionals Council of South Africa (HPCSA) owns two buildings in Madiba Street and Garage property. The space in the buildings is constituted as follows:

Item	Building	Building size	No of floors	No of building occupants	No of Offices	No of open plans
1	HPCSA Main building, 553 Madiba street, Arcadia	4300 square metre	4 floors and basement parking	155 people	66	8
2	HPCSA Metroden Building, Madiba street	4470 square metre	7 Floors and 2 levels parking	112 people	53	7
3	Garage Property	1502 square metre	1	45 Parking Bays	N/A	N/A

5.2 The buildings are conventional modern buildings and are made up of the following's elements:

Main building	Metroden Park Building
66 x Offices	63 x Offices
7 Open plan offices	4 x Open plan
1 x Client center	
1 Basement Parking x 15 bays	
1 Council chamber seating 78	
4 x Passages	Passages
4 x Meeting rooms	Meeting rooms
1 x Reception Area	Reception Area
Refuse and dustbin area	Refuse and dustbin area
3 x kitchens	6 x kitchens
11 x Bathrooms	12 x Bathrooms
1 x Shower room	1 x Shower room
Security Control room	3 x Strong Rooms
27x Office with Carpet floors	46x Offices with Carpet floors
39 x Offices with Tiled floors/ Vinyl tiles	7x offices with Tiled floors/ Vinyl tiles
Basement parking	Basement and ground floor parking
2 x Canteen eating area	
Patio	

5.3 Expected outcomes and deliverables.

- 1) The Service Provider undertakes to service and clean the Main building, Metroden and garage property (i.e. offices, toilets, passages, parking area, basements, balconies, refuse and other areas, etc.) Monday to Friday except Weekends and Public Holidays.
- 2) To ensure that the Client receive excellent service in all aspects of the relationship.
- 3) All materials and cleaning equipment should be provided by the service provider. HPCSA reserves the right to approve cleaning materials and chemicals prior to the use thereof.
- 4) The service provider must make allowance cleaning and surface disinfection in the workplace; and make provisions for all equipment and product needed. All cleaning products and equipment must be approved by the HPCSA.

- I. Frequency for cleaning and disinfection in the workplace
 - All touchable surfaces should be cleaned three (3) times a day

- The frequency of cleaning will increase due to the following factors:
 - If equipment is shared between workers, it should be cleaned between uses.
 - Any time there has been a case or suspected case of COVID-19 at the workplace.
 - workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.
- II. Routine day-to-day environmental cleaning- Routine cleaning using water and detergents and other housekeeping practices as well as disinfection procedures (i.e. applying disinfectant to highly-touched surfaces after cleaning) are appropriate for SARS-CoV-2/COVID-19
- Hard (non-porous) surfaces
 - Dirty surfaces should be cleaned using a detergent or soap and water prior to disinfection.
 - Use a suitable product for the type of surface to be cleaned and a clean cloth to wipe all the surfaces.
 - Soft (porous) surfaces
 - Remove visible contamination if present and clean using soap and water or with appropriate cleaning product indicated for use on these surfaces.
 - Clean items (if possible) according to the manufacturer's instructions.
 - All surface disinfecting products must be approved by National Regulator for Compulsory Specifications (NRCS).
- 5) The Service Provider must provide two-ply toilet papers and ensure there is enough back-up stock on site.
 - 6) Supply of p-mats and all urinals.
 - 7) The successful service provider must ensure that enough back-up cleaning materials are kept on site in case of sudden shortage thereof.
 - 8) Cleaning will be rendered during working hours from Monday to Friday excluding weekends and public holidays unless where otherwise specified from 07:30 am – 16:30pm.
 - 9) The service provider shall clean the official meeting rooms for HPCSA daily meetings.
 - 10) The cleaning of the premises must be done daily in the following order:
 - i. Toilets and kitchens (three times per day 7:30 am, 11:00 am and 16:00 pm)
 - ii. Offices, reception area and meeting rooms
 - iii. Passages
 - iv. Lifts and
 - v. Store rooms
 - vi. Parking area
 - vii. Outside aprons, stairs and walk-ways
 - viii. The yards
 - 11) Scheduled deep cleaning of the carpets will be done over weekends and must be executed under full supervision as when required.

12) Cleaning staff must dress in a distinctive acceptable uniform.

13) Uniform and PPE Requirements:

- Two pairs of uniform at least once a year.
- Provision of necessary PPE in line with OHS requirement.
- PPE required in terms of Covid requirements.

14) A lock-up facility will be made available for the safekeeping of the stock and equipment.

15) The service provider's supervisor must do a weekly inspection on the quality and standard of cleaning services rendered and report weekly to HPCSA.

16) The service provider's supervisor must report daily to HPCSA any defects in and to area concerned e.g. blocked toilets/urinals, broken windows etc. during the cleaning of the building.

17) The successful service provider shall not be entitled to store or cleaning equipment's or any item used for cleaning function on the floors and offices, for example in the entrance hall, corridors, hallways or the stairs other than in the lock up facility.

18) The service provider and staff may use the facilities on the property e.g. toilets, rest rooms, electrical plugs, lighting and water for the purpose of this contract subject to the rules and policy of HPCSA as applicable.

19) HPCSA would not be held responsible in any way for the damages, losses, theft of equipment or any valuables of the contractor or injury of his/her while on site or in the execution of their duties. The service provider will be held responsible for damages and theft of items caused by them at HPCSA' offices.

5.4 Duties

- Dust all furniture, windowsills and equipment.
- All dustbins must be emptied and cleaned, twice a day.
- Paper must be separated from the general garbage and put into black refuse bags and handed to for recycling.
- The cleaning of toilets must receive great attention and reception, offices, meeting rooms, passages, kitchens, entrance halls and lifts.
- All toilets, basins and mirrors must be cleaned and disinfected three times a day (7h30am, 11h30am and 14h00pm)
- Replenish consumables in toilets three times a day (7h30am, 11h30am and 14h00pm)
- Supply of p-mats and all urinals
- Sweep, scrub and polish floors of the lifts and clean mirrors and cart doors.
- All skirting, windowsills, interior windows and doors must be cleaned.
- An air-refresher must be slowly released in all toilets, meeting rooms and waiting areas.

- The service provider must clean all parking spaces, external walk-ways and stairs within the premises of the HPCSA.

5.5 Required cleaning equipment

- Industrial Vacuum Cleaner
- Industrial machines for washing carpets
- Micro fibre Mops
- Buckets
- Soft and hard Brooms
- Colour coded dust Cloths, and Gloves
- Cleaning Consumables
- Hose pipes
- Cleaning carts
- Safety signs
- Safety clothing and shoes
- Step ladders
- And many more

5.6 Daily duties

- Vacuum all carpeted areas
- Mop and polish all floors
- Spot clean glass doors and glass partitions
- Clean and polish chrome surfaces
- The walls of the toilets must be cleaned and disinfected
- Clean and dust window blinds
- Wipe telephone and communication equipment's
- Clean and polish furniture
- Remove spots on carpets
- Pick-up and clean up spill on floors
- Reporting of identified defects of the HPCSA equipment's
- Cleaning of refuse bins and refuse area
- Clean and wipe all doors

- Clean windows in all public areas, foyers, passages, toilets etc.
- Clean all blinds
- Clean all windows on the inside

5.7 Quarterly duties

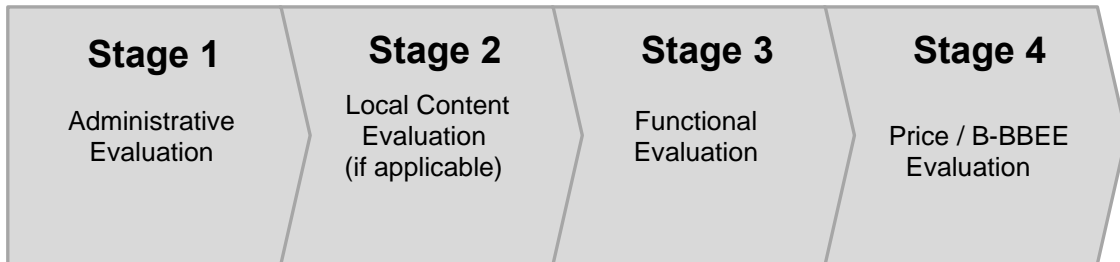
- Carpet wash
- Deep cleaning in all toilets
- Deep cleaning on all carpeted areas, at the time to be agreed upon with HPCSA.

5.8 Duration of contract

The Service Provider would be required to enter into a service level agreement for period of thirty-six (36) months.

6. PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations of 2017. 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:

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

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

The required mandatory administrative documentation includes the following:

Mandatory Document	Checklist
Duly completed HPCSA supplier declaration form (Certified by Commissioner of Oath) Annexure A	
Company Registration Certificates	
Comprehensive Company Profile	
Valid updated Workman's Compensation Certificate (Certified)	
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., Tax Clearance Certificate/ Status Pin number)	
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 3A: Technical Mandatory Requirements

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

Requirement	Comply Yes/No	Reference Page/ Paragraph Response	Describe how requirement is met. Please include relevant documentation or narrative to support statements.
<p>A. Public Liability The successful bidder shall at its own cost maintain public liability insurance for its own personnel against accidents, injury or death. Proof of which must be submitted with bid before closing time.</p>			
<p>B. Registration with Professional bodies The organisation must be registered as a member of the National Contract Cleaners Association (NCCA) or the Black Economic Empowerment Cleaners Association (BEECA). Proof thereof, a copy of registration must be submitted with the bid before the closing time, if not your bid will be regarded as non-responsive.</p>			
<p>C. Operational Planning/Work Plan An Operational/work plan or workflow sub categorised into quarterly, monthly, weekly and daily is required to be submitted with the bid before the closing time.</p>			
<p>D. Quality check templates.</p>			
<p>E. Qualifications of a Supervisor/Owner The Service provider must submit a curriculum vitae and the certificates of the supervisor.</p>			
<p>F. Years of experience for the company Service provider must provide a list of cleaning services rendered highlighting the following:</p> <ul style="list-style-type: none"> • Profile of services rendered, • Name of companies of services rendered to and the • Duration (start date and finish date) of contracts done for similar services. • Contract values of the services. 			

6.4 Stage 3B: Functional Evaluation

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

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				
Company Experience: Provide Signed reference letters from previous contactable client(s) in respect of cleaning services .				40
Above 1 year and up to 3 years	Above 3 years and up to 5 years	Above 5 years		
20	30	40		
Reference letters: Provide Signed reference letters from previous contactable client(s) in respect of cleaning services: <ul style="list-style-type: none"> • 1 Reference letter • 2 Reference Letters • 3 Reference Letters 			10	30
			20	
			30	
Qualifications of a Supervisor The Service provider must submit a curriculum vitae: experience in respect of cleaning services working as a supervisor.				30
Up to 3 years	Above 3 years and up to 5 years	Above 5 years		
10	20	30		
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.

NOTE: The Service provider is expected to pay employee's salaries which are in lines with the sectoral determination (Minimum wage).

6.5 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.

6.5.1 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:
 - Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
 - Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE;
 - A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
 - A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such B-BBEE scorecard is prepared for each and every separate bid.

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

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

7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

6.6 POST TENDER REQUIREMENT

- **Proof of registration with UIF for all employees**
- **Provide proof yearly contributions.**
- **The Service provider is expected to pay employee's salaries which are in lines with the sectoral determination (Minimum wage).**
- **All staff should be well documented.**

7. PART- 7 SPECIAL CONDITIONS OF CONTRACT

NB: Kindly sign each page of general and special conditions of contract

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

PAYMENT TERMS

HPCSA undertakes to pay valid invoices in full within 30 (thirty) days from the invoice date for work done to its satisfaction. No payment will be made where there is outstanding information not submitted by the consultant.

GENERAL EQUIREMENTS

Bidders must provide all the information requested in the Terms of Reference and Instruction to Bidders. HPCSA reserves the right to procure its requirement elsewhere outside the contract should the services be urgently required and not immediately available or in emergency cases.

8. PART - 8 HPCSA GENERAL CONDITIONS OF CONTRACT (TEMPLATE)

Note: Service provider to sign and initial all pages of HPCSA Contract Template and return it back

ANNEXURE A



SUPPLIER 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 or 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. Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA supplier declaration form (Signed by commissioner of Oaths)			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			

BUSINESS PARTICULARS

Name of Business

Physical address

City

Province

Postal address (if not same as above)

City

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

Province

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

Telephone

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

Fax no

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

Cell no

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

Email address

Web page address

Contact person for correspondence address

Name

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

Surname

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

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Surname

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Identification number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Capacity

<input type="text"/> D	<input type="text"/> P	<input type="text"/> M	<input type="text"/> R	<input type="text"/> O
------------------------	------------------------	------------------------	------------------------	------------------------

M F (sex)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

HDI status

<input type="text"/> H	<input type="text"/> W	<input type="text"/> D
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

First name

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

Surname

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

Identification number

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

Capacity

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

M F (sex)

--	--

HDI status

H	W	D

First name

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

Surname

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

Identification number

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

Capacity

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

M F (sex)

--	--

HDI status

H	W	D

CONTACTABLE REFERENCES

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

Contact person 1

Contact number 1

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

Client Relationship 1

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

Contact person 2

Contact number 2

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

Client Relationship 2

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

Contact person 3

Contact number 3

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

Client Relationship 3

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

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience?

Yes	No

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

Employer/ Department

Contact person

Contact number

Estimated contract value in rands

Year awarded

--	--	--	--

Proof documents attached

Yes	NO

Did your business exist under a previous name?_____

If yes, what name did it trade under?

Previous business registration number

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

Certification of correctness of information supplied in this document

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

Personal information in block letters

Name

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

Surname

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

Telephone

Capacity

On behalf of the (supplier's Name)

Signed and sworn to before me at _____ on this the _____ day of 2021 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 supplier

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:

SUPPLIER 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

ANNEXURE C SBD 8

ANNEXURE D SBD 9

ANNEXURE E SBD 6.1