



TERMS OF REFERENCE (TOR)

TO APPOINT A SERVICE PROVIDER TO DEVELOP AN END USER MANUAL FOR THE CLINICAL PRACTICE GUIDELINES/PROTOCOLS FOR THE EMERGENCY CARE PRACTITIONERS. REF: RFQ 95/2021/HPCSA

1. GENERAL TENDER INFORMATION

RFQ ADVERTISED	19 November 2021
RFQ CLOSING DATE/TIME	10 December 2021 (12h00 – Local SA Time)
COMPULSORY BRIEFING SESSION / SITE VISIT	01 December 2021 @10h00 Via Microsoft Teams
VENUE FOR SITE VISIT	Microsoft Teams
HPCSA RFQ REPRESENTATIVES	Mrs. Malesela Mabuse Tel No: +27 12 338 3933 email: MaleselaM@hpcsa.co.za
PREFERENCE SYSTEM (Preferential Procurement Regulations, 2017)	80/20

1. INTRODUCTION

The Health Professions Council of South Africa (HPCSA) is a statutory body established in terms of the Health Professions Act, 1974 (Act 56 of 1974), as amended, for the professions eligible for registration under the Act. In terms of section 16 of the Act, the Professional Boards under the auspices of the HPCSA have control over education and training and are responsible for setting of minimum standards for education and training for the professions under their ambit. As such, the Professional Board for Emergency Care (PBEC) is responsible for the development, review, implementation of scopes of practice, setting and monitoring of minimum standards of clinical practice for Emergency Care Providers registered under the Act within South Africa.

2. BACKGROUND

Historically, the patient profile, in addition to limited access to healthcare services led to rapid expansion of the South African Emergency Medical Services (EMS) system and professional practice resulting in simultaneous adjustment to the clinical scope of practice of EMS providers. Furthermore, many EMS practices have been historically inherited or adapted from the in-hospital environment. EMS provision has since evolved from supervised scope of practice by Medical Officers to the current hybrid system which ranges from supervised practice (Basic Ambulance Assistant) to independent practice (Emergency Care Practitioner) (Appendix 1).

3. PURPOSE

The PBEC has identified the need to develop end user guidelines/protocols for Emergency Care Providers in order to ensure that it is evidence based and relevant in terms of current international best practices, but cognizant of the South African context. For ease of reference the PBEC has defined “**Guidelines**” as systematically developed statements to assist Emergency Care Providers to make patient decisions about appropriate health care for specific clinical circumstances and “**Protocol**” as a precise, detailed plan for administering a regimen or therapy

4. REQUIREMENTS

You are hereby invited to develop an end user document based on the existing clinical practice guidelines and list of medications and capabilities for the South African EMS providers.

This proposal must be supported with a project plan indicating, at minimum

- i. Scientific methodology
- ii. Key activities
- ii. Milestones
- iii. Timelines and costs associated with activities
- iv. Deliverables

The service provider is required to submit the original document plus 5 additional copies.

ADDITIONAL INFORMATION TO BE INCLUDED IN THE SUBMISSION

The following information must be included in the submission:

- i. Names and CV's of consultants that will be assigned to the project
- ii. Track record of supplier with contactable references
- iii. Payment terms
- iv. Suppliers are encouraged to quote a fixed cost for the project and to include all travel expenses, if applicable, in the quote

CONCLUSION

Upon submission of the final draft guidelines/protocols by the appointed service provider, the Professional Board for Emergency Care will engage with relevant stakeholders for further input/comment. The Board may refer feedback to the appointed service provider for consideration and possible revision and finalization of the guidelines/protocols.

The Professional Board for Emergency Care will thereafter approve the completed referenced protocols/guidelines, which will then be disseminated to the registered Emergency Care Providers and accredited education and training providers.

It is envisaged that the revised protocols/guidelines will be finalized within **6 months** of the date of signing the agreement.

5. EVALUATION PROCESS:

To facilitate a fair and transparent selection process that allows equal opportunity to all service providers/companies, the HPCSA has an SCM policy for the appointment of contractors or consultants that will be adhered to. Proposals will be evaluated in two steps (Administrative Compliance and Price and BBEEE).

The following qualifying criteria will be used:

a) Step 1: Administrative Compliance:

- i. Submission of the proof of Tax Compliance Status, such as Valid Tax Clearance Certificates or Personal Identification Number (PIN) issues by the South African Revenue Services.
- ii. Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry.

- iii. Reference letters on the client letterhead where the same service has been rendered.
- iv. HPCSA General Conditions of Purchase attached

b) Step 2: Price and BBEE:

Bids will be evaluated in terms of the **80/20 Preference Point System (80 points for price and 20 points for BBEE).**

The following formula will be applied to calculate the points for price.

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

Where:

- Ps = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest **acceptable** bid

The following formula will be used to calculate the points for BBEE:

Bids from non-compliant B-BBEE contributors will not be disqualified. Any B-BBEE qualifying contributor who does not submit a substantiating certificate will be allocated zero points but the bid will not be disqualified.

Points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant Contributor	0	0