



TENDER DOCUMENT: HPCSA 01/2021

REQUEST FOR PROPOSAL FOR RFP ORACLE ENTERPRISE BUSINESS SUITE & SERVICE CLOUD INTEGRATION SUPPORT FOR PERIOD OF THREE (3) YEARS

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 31 May 2021 at 12H00
(South African Standard Time)**

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1. PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	07 May 2021
TENDER CLOSING DATE/TIME	31 May 2021 (12h00 – Local SA Time)
BRIEFING SESSION / SITE VISIT	13 May 2020 @ 10H00
VENUE FOR BRIEFING SESSION / SITE VISIT	HPCSA Main Building, 553 Madiba Street Arcadia, Pretoria
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 Tel No: +27 12 338 3919 email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 31 May 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 01/2021 RFP ORACLE ENTERPRISE BUSINESS SUITE & SERVICE CLOUD INTEGRATION SUPPORT

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:

- 4. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
- 5. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA;
- 6. 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;
- 7. 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
- 8. 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 01/2021 RFP ORACLE ENTERPRISE BUSINESS SUITE & SERVICE CLOUD INTEGRATION SUPPORT

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 60 months;
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

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

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

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

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.

- a) Subject
Details
.....
.....
- b) Subject
Details
.....
.....
- c) Subject
Details
.....
.....
- d) 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

HPCSA would like to invite prospective service providers for support and maintenance of Oracle Enterprise Business Suite and Service Cloud (OSvC). The HPCSA intends to appoint a suitably qualified service provider for a period of three (3) years.

To be considered for the next steps after the RFP's, Suppliers must submit a complete response that substantially satisfies all requirements as stated in this RFP.

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 01/2021**"

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 / CDs. 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 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

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 Contractor Relationship

The HPCSA intends to contract only with an identified vendor known as the Prime Contractor when the Tender is issued. Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Contractor. In the event of a subcontracting arrangement, the Prime Contractor 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 be fixed for a period guided by the timelines provided to complete the project as detailed under the scope of the terms of reference.;
- Price must be fixed and inclusive of the three yearly increases.

Description		Fixed monthly fee (VAT Excl)	Total cost per Annum (VAT Excl)
Oracle EBS Service Cloud Integration Support	Year 1		
	Year 2		
	Year 3		
Sub-Total (VAT Incl)			

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.

The HPCSA has approximately 260 employees, 200 active Oracle users (100 users process and update and other 100 retrieve information).

A team of internal IT resources provide first level support on requests. The number of Oracle calls received monthly are approximately 230 which are normally split as follows:

- **Finance – 30 requests**
- **Customer Relations Management (CRM) – 80 requests**
- **Human Resource (HR) – 10 requests**
- **OSvC/EBS Integration (ISG & APIs) – 50 requests**
- **OSvC Support – 60 requests**

HPCSA has inhouse Oracle Finance, CRM and HR skills , as such, approximately 80% of the calls are resolved at first line support, 20% of the calls are the handed over to 2nd and 3rd line support.

Furthermore, HPCSA possesses the Application DBA skills and will only request 3rd level support for Oracle technical DB issues.

Oracle footprint

The HPCSA runs **Oracle EBS12.2.5 on 12c database (12.1.2), Webcentre 12c and Service Cloud 20D** The following applications are deployed:

- Oracle Financial
 - General Ledger
 - Asset Management
 - Accounts Payable

- Accounts receivable
- Cash Management
- Supply Chain Management (Purchasing Management)

- Customer Relationship Management
 - CRM foundation
 - Customer data hub
 - Service Contracts
 - Teleservices

- Human Capital
 - Organisational Management

- Webcentre 12c
 - Webcentre Content
 - webcentre Capture

- Service Cloud 20D
 - Customer portal
 - Policy automation
 - Agent Desk
 - Co-browser
 - Cloud Workflow
 - OIC Oracle Integration Cloud

NOTE: A level of customization mainly on CRM & OSvC has been implemented to cater for HPCSA unique requirements.

5.2 Scope of work

The service provider will be required to provide functional and technical support and maintenance to the HPCSA for deployed Oracle modules as and when required. The following modules are deployed in the HPCSA

- **Oracle Financials**
- **Oracle HR**
- **Oracle CRM**
- **Webcentre 12c release update**
- **Upgrade EBS 12.2.5 to 12.2.10 or higher &**
- **Upgrade 12c Database 12.1.2 to 19c Database or higher**
- **EBS/OSvC Integration (APIs & ISG)**
- **OSvC support:**
- **Oracle intelligent advisor formerly known as Oracle policy automation**
- **Oracle Integration cloud (OIC)**
- **Agent desktop**

The duties will include but not limited to:

- Analyse functional system problems and provide solutions
- Resolve system incidents through development or applying of patches
- Optimise system integration where required
- Develop enhancements or new functionality where required
- Conduct system setup/configurations when required
- Design and create reports as and when required
- Identify gaps in processes/technical environment and suggest solutions
- Testing of changes/enhancements/development
- Prepare change related documentation whenever system changes are done
- Performance tuning
- Skills transfer to internal IT team
- Provide 2nd and 3rd line support on incidents
- Monthly SLA reporting

5.3 Duration of contract

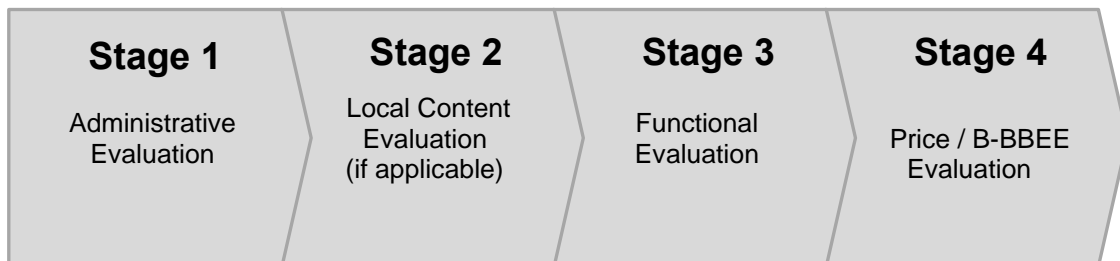
The Service Provider would be required to enter into a service level agreement for period of three (3) years.

5.4 Support Model

- Service providers to provide a hybrid model with onsite and offsite presence throughout the duration of the term.
- Onsite availability can be planned on a minimum of 96 hours per month

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	
A 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 document)	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	

6.2 Stage 2: Local Content

Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

6.3 Stage 3: Functional Evaluation

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

Stage 3A – Mandatory Functional Requirements.

A bidder will be disqualified if it does not comply with **ALL** the mandatory functional requirements. The mandatory functional requirements are outlined in the table below:

Mandatory Criteria	Comply (YES/NO]	Proposal X-Reference (NB: Provide page number)
<p>The bidder must have experience in the maintenance and support of:</p> <ul style="list-style-type: none"> • Oracle ERP applications. 5 years • Oracle Service Cloud at least 1 year <p><i>(provide a list of all contracts for service rendered with description, start date, end date, contract value, contact person and phone numbers)</i></p>		
<p>The bidder must be an accredited Oracle partner (Failure by the bidder to submit proof of this accreditation will imply that the bidder is NOT an accredited partner).</p>		
<p>The bidder must have experience on all the following Oracle EBS modules: (provide a reference letter from organisation(s) where the services for the following modules were rendered)</p> <ul style="list-style-type: none"> • Finance • Supply Chain Management • Customer Relationship Management • Webcentre 12c • System Development • Oracle Services cloud • OIC <p>Contactable references must outline the following:</p> <ul style="list-style-type: none"> ✓ Name of the client; ✓ Contact Details; ✓ Dates when work performed; and ✓ The value of the contract. 		

Stage 3B Scoring Criteria.

All bidders who met all the mandatory functional requirements will now be evaluated further on functionality. A *minimum score of 70 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															
<p>Contactable references: Note: failure to submit contactable reference bidder will score zero.</p> <p>Oracle EBS:</p> <ul style="list-style-type: none"> ○ Finance ○ Supply Chain Management ○ Customer Relationship Management modules ○ Webcentre 12c ○ System Development 					10	40									
<table border="1"> <thead> <tr> <th><1 year</th> <th>More than 1 to 2 years</th> <th>More than 2 to 3 years</th> <th>More than 3 to 4 years</th> <th>5 years and more</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> </tbody> </table>					<1 year		More than 1 to 2 years	More than 2 to 3 years	More than 3 to 4 years	5 years and more	0	25%	50%	75%	100%
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0	25%	50%	75%	100%											
<p>Contactable references: Note: failure to submit contactable reference bidder will score zero.</p> <p>Oracle Service Cloud:</p> <ul style="list-style-type: none"> ○ Customer portal ○ Intelligent Advisor formerly known as Policy automation ○ Agent Desktop ○ Co-browser ○ Cloud Workflow ○ OIC Oracle Integration Cloud 					10	40									
<table border="1"> <thead> <tr> <th><3 months</th> <th>More than 3 to 6 months</th> <th>More than 6 to 9 months</th> <th>More than 9 to 1 year</th> <th>1 year and more</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> </tbody> </table>					<3 months		More than 3 to 6 months	More than 6 to 9 months	More than 9 to 1 year	1 year and more	0	25%	50%	75%	100%
<3 months	More than 3 to 6 months	More than 6 to 9 months	More than 9 to 1 year	1 year and more											
0	25%	50%	75%	100%											
<p>Qualifications, Certification, and Skills -Provide abridged CVs of team members detailing qualification and experience in relation to services required i.e EBS, Oracle Service Cloud etc</p> <ul style="list-style-type: none"> ○ Qualification (Formal IT Qualification) NQF 6 and above ○ Certification (EBS & Service Cloud) ○ Experience (5 Years EBS and 1 Year OSvC) 					5	15									

Approach to Skills Transfer (Provide a detailed approach with clear and measurable outcomes)	Clear Outputs	5	5
	Vague	2	

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

6.4 Stage 4: Price and B-BBEE

Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. The qualifying bids are evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE as per PPPFA.

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

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

7. PART- 7 SPECIAL CONDITIONS OF CONTRACT

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

Severity level	Definition	Response Time	Resolution Time
1	<p>Core business outage with system downtime, no service provision to practitioners and officials.</p> <p>Confidentiality or privacy is breached that may lead to Customer data loss</p>	1 hour	4 hours
2	<p>High impact problem where module of Oracle/OSvC-is not accessible, e.g, Webcentre not accessible.</p> <p>Work cannot be completed by officials timeously.</p>	2 hours	8 hours
3	<p>System issue that requires attention, however the user is still able to work.</p> <p>The damage caused by the Incident increases considerably over time.</p>	4 hours	16 hours
Change	<p>New functionality request, where business requirements require to be documented.</p> <p>A change request call for an adjustment of a system will be logged through the change management process.</p>	8 hours	To be mutually agreed

8. PART - 8 HPCSA CONTRACT Template (Attached separately)

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

Tel 012 338 3919

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**

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

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

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

(Attached separately)

ANNEXURE C SBD 8

(Attached separately)

ANNEXURE D SBD 9

(Attached separately)

ANNEXURE E SBD 6.1

(Attached separately)