



TENDER DOCUMENT: HPCSA 02/2021

REQUEST FOR PROPOSAL FOR RFP SOLUTIONS ARCHITECT AND A BUSINESS INTELLIGENCE ENGINEER SERVICES FOR A PERIOD OF TEN (10) MONTHS.

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 24 June 2021 at 12H00
(South African Standard Time)**

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1. PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	28 May 2021
TENDER CLOSING DATE/TIME	24 June 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 24 June 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 02/2021 RFP SOLUTIONS ARCHITECT AND A BUSINESS INTELLIGENCE ENGINEER 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:

- 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 02/2021 RFP SOLUTIONS ARCHITECT AND A BUSINESS INTELLIGENCE ENGINEER 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 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 Solutions Architect and a Business Intelligence Engineer services. The HPCSA intends to appoint a suitably qualified service provider for a period of ten (10) months.

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 02/2021**"

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.;

Description	Fixed Hourly Rate (VAT Excl)	Total cost per month	Total cost for 10 months (VAT Excl)
Solutions Architect (At 80 hours per month for 10 months)			
Business Intelligence Engineer (At 40 hours per month for 10 months)			
Sub-Total (Excl VAT)			
VAT			
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.

SOLUTIONS ARCHITECT

The HPCSA is embarking on a modernisation project which requires automation of core business processes. This automation requires utilisation of various IT tools and platforms, viz. Oracle EBS, Oracle Services Cloud, Oracle Cloud Integration, Webcentre, Payment engine, etc.

The HPCSA is seeking the services of a Solutions Architect which has been identified as a critical role in the ICT organisational structure, albeit not full time but according to business requirements.

BUSINESS INTELLIGENCE ENGINEER

The HPCSA has deployed a Corporate Dashboard solution based on the Microsoft Power Business Intelligence platform. The HPCSA Corporate Dashboard is used to visualise monthly, quarterly and yearly corporate performance information. There is a need for constant albeit not full time Technical Maintenance and Support for the solution which also includes enhancements as the Monitoring and Evaluation practice within the HPCSA sees the need.

The HPCSA is therefore seeking the services of a Microsoft Power Business Intelligence Engineer which is viewed as a critical role in the ICT organisational structure to provide the mentioned maintenance and support.

5.2 Scope of work

TECHNICAL REQUIREMENTS FOR THE SOLUTIONS ARCHITECT AND THE BUSINESS INTELLIGENCE ENGINEER/PROFESSIONAL SERVICES:

1. Solutions Architect

Primary role

Responsible for transforming the requirements created by the Functional Analysts into a set of architecture and design documents that can be used by the rest of the team to develop the required solution.

The Solutions Architect is typically responsible for matching technologies to the problem being solved.

Minimum requirements

- Degree/Diploma in IT/Engineering/Business
- 8 years hands on -experience in Solutions Architecture or Technical Architecture or Software Architecture role:
- 5 - 8 years hands of experience in DevOps and or Cloud Development and or Business Systems Analysis.
- Attained ICT Architecture certification (for example Togaf; Axelos, CA, AWS, Microsoft, Google, etc)

Experience

- Minimum 10 years working experience in one or multiple ICT environments
- ICT infrastructure and Cloud Development
- Engineering and Solutions architecture designs
- Business Systems Analysis
- DevOps
- Experience with software design patterns and object-oriented design
- System/API integration experience (REST. JSON-RPC and XML-RPC. SOAP)

Responsibilities

- Analysis of the global technology environment
- Analysis of enterprise specific technology environment
- Analysis of Business and Systems Requirements
- Setting collaboration framework
- Creating solution prototype
- Solution development control
- Interfacing techniques between modules, systems and components
- Guides the Development Team(s).
- Conduct solution and or system architecture evaluation and or validation
- Leads processes for integrating ICT systems to meet the HPCSA's ICT capability requirements.
- Defining features, phases and solution requirements

- Providing solution and or system's specification according to the Business Requirements.
- Define non-functional requirements of a solution
- Design, and at times develop, programs for databases, applications, tools, network, etc.
- Documenting solutions and their implementation
- Quality assure developed solution

Attributes

- Deep Analysis Skills
- Impeccable Communicator
- Stakeholder Management Savvy
- Tech Savvy
- Strong Collaboration Skills
- Self-Starter

2. Business Intelligence Engineer/Professional

Requirements of the role

Business Intelligence Engineer/Professional will support the HPCSA's Corporate Performance Management initiative by supporting the CPM Framework, Power BI Technical design, Power BI Implementation and Execution.

Responsibilities includes:

- Leveraging the HPCSA's Power BI platform to deliver insights and analysis to inform decision making.
- Assist in the definition of and lead the support and maintenance project for continued development and delivery of BI, reporting, discovery, analysis, and analytics.
- Use advanced statistical, machine learning, graph computing and data mining techniques to analyze various data points and statistics for all HPCSA important reportable data points.
- Interface with other internal development teams to extract, transform, and load data from a wide variety of APIs and data sources using relevant tools including but not restricted to Microsoft Power BI.
- Perform analysis and test hypotheses to accelerate development of performance tracking metrics, measurement, and reporting.
- Coordinate with internal technology team to further establish and govern data hygiene standards.
- Support, Maintain and Improve the design as well as the implementation of the current dashboard, user interface and reporting scheme tailored to key business stakeholders.
- Generate automated reporting and implement systems to readily output Ad-Hoc queries and reports based on emerging business requirements.
- Assist the HPCSA to achieve CPM Maturity Level improvements.

Desired Skills & Experience

- Business Intelligence and Data Warehousing experience preferably Microsoft's Power BI platform and attendant tools.
- Prior experience in developing and maintaining business intelligence systems.
- Communication (verbal and written) and interpersonal skills.
- Ability to recognize and surmount technical dependencies that may impact BI analytics and reporting such as API quota limits, internet access bandwidth limitations, MySQL and hardware limitations and cloud vs. local implications.
- Experience with performance and scalability design.
- Knowledge and experience with Microsoft Platform.

Minimum Educational Credential

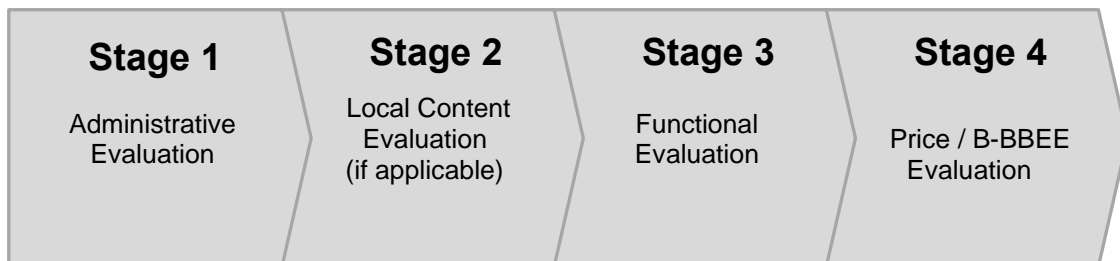
- Degree in Computer Science, Information Technology plus 5 years relevant hands-on experience or,
- Diploma in Information Technology/Information Systems plus 7 years relevant hands-on experience.
- Microsoft Power BI Certification (Microsoft Data Analyst Associate).
- Microsoft Power Apps

5.3 Duration of contract

The Service Provider would be required to enter into a service level agreement for a period of ten (10) 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	
A Company Profile	
Bidder's three (3) years audited financial statement or proof from the Financial Institution/ bank, not older than thirty (30) days, that the company has the financial stability to successfully execute the contract.	
Proof that the bidder's tax affairs are in order with SARS (e.g. 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 applicable for this Tender.

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>Solution Architect (Service Provider is required to provide CVs and Certification):</p> <ul style="list-style-type: none"> • Degree/Diploma in IT/Engineering/Business • 8 years hands on -experience in Solutions Architecture or Technical Architecture or Software Architecture role: • 5 - 8 years hands of experience in DevOps and or Cloud Development and or Business Systems Analysis. • Attained ICT Architecture certification (for example Togaf; Axelos, CA, AWS, Microsoft, Google, etc) • Minimum 10 years working experience in one or multiple ICT environments. 		
<p>Business Intelligence Engineer/Professional (Service Provider is required to provide CVs and Certification):</p> <ul style="list-style-type: none"> • Degree in Computer Science, Information Technology plus 5 years relevant hands-on experience or Diploma in Information Technology/Information Systems plus 7 years relevant hands-on experience. • Microsoft Power BI Certification (Microsoft Data Analyst Associate). • Microsoft Power Apps 		

Stage 3B 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: Service Providers must submit signed contactable reference letters for Solution Architect services.				25
3-5 years	5 – 7 years	Above 7 years		
10	20	25		
Company Experience: Service Providers must submit signed contactable reference letters for Business Intelligence Engineer services.				25
3-5 years	5 – 7 years	Above 7 years		
10	20	25		
Bench Capacity: Solution Architect services (provide a list of resources with compliance to minimum requirements)				25
1 – 3 Resources	3- 6 Resources	Above 6 Resources		
10	20	25		
Bench Capacity: Business Intelligence Engineer services (provide a list of resources with compliance to minimum requirements)				25
1 – 3 Resources	3- 6 Resources	Above 6 Resources		
10	20	25		
TOTAL				100

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

6.4 Stage 4: Price and B-BBEE

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

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
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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 - 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

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)