

REQUEST FOR WEBTENDER:

Quotation Number:	ERW2020006/013		
Description:	OCCUPATIONAL HEALTH MEDICAL PRACTITIONER (OHMP) TO OFFER SERVICES FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF TWELVE (12) MONTHS		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	6 July 2020 @12:00pm		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	ERWAT Head Office. Hartebeestfontein Office Park		
Contact Person	Sr. Malindy Mthembu		
Contact Number	011 929-7000	e-mail	webtenders@erwat.co.za
Bidders prices must be valid for a period of 30 days from closing	Only firm prices will be accepted		
Non-firm prices	In the case of prices not being firm due to rate of exchange factors, the MBD 3.2 form must be completed and attached to this document.		

Accredited, experienced and registered Service providers are hereby invited to submit bids for OCCUPATIONAL HEALTH MEDICAL PRACTITIONER (OHMP) TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF TWELVE (12) MONTHS

SCOPE OF WORKS:

SCOPE OF WORK FOR OCCUPATION HEALTH MEDICAL PRACTITIONER (OHMP)

1. **BACKGROUND**

In terms of the Occupational health and safety Act, 85 OF 1993, ERWAT is requested to ensure that its employees undergo medical examination (initial, routine and exit) and be immunised.

Given the nature of business done in ERWAT, to understand the impact of work environment on the health of the employees and to detect sub-clinical diseases so as to mitigate the extension of diseases, an Occupational Health Medical Practitioner (OHMP) plays a very important role to be part of the team in assisting ERWAT.

ERWAT currently employs an estimate of ±800 staff members and applicable to ERWAT employees only. Therefore, to enable ERWAT to comply with such, suitably accredited, authorised, registered and experienced Occupational Health Medical Practitioner (OHMP) is hereby invited to submit a bid for rendering the occupational health services as set out under the Deliverables section.

2. **MANDATORY REQUIREMENTS:**

- 2.1 Qualification of MBCHB and Diploma in Occupational Health (DOH).
- 2.2 The Occupational Health Medical Practitioner must submit proof of registration with the Health Professions Council of South Africa (HPCSA), failure to provide the requested documents will result in disqualification.

3. **DELIVERABLES:**

- 3.1 Occupational Health Services:

- 3.1.1 Medical Screening/Surveillance pre-employment, annual & exit together with baseline for all employees.
- 3.1.2 Assist in x-rays, lung function test & audiometry interpretation, if abnormality is identified so as to refer those employees to the relevant institution.
- 3.1.3 Assist in risk assessments.
- 3.1.4 Advise on acute, chronic disease and injury on duty related matters.
- 3.1.5 Liaise with the outside health professionals.
- 3.1.6 Issue Medical Certificate of Fitness to employees working at heights.
- 3.1.7 Issue Medical Certificate of Fitness to employees working in confined spaces.
- 3.2 Primary Health Care:
 - 3.2.1 Advise on preventative measures with regard to vaccinations & other health related issues/matters.
- 3.3 Employee Wellness.
 - 3.3.1 Assist employees with social, emotional problems together with those who abuse/misuse alcohol & substances, if need arises then refer those individuals to relevant professional recognized & registered institutions.

DELIVERY POINT

ERWAT Head Office. Hartebeestfontein Office Park, Bapsfontein Road (R25) Kempton Park

AWARD OF BID:

ERWAT reserves the right to accept any bid or part thereof, to award the bid to more than one bidder and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed.

EVALUATION CRITERIA followed to evaluate quotations:

FUNCTIONALITY

Technical Evaluation

All candidates with a functionality result of less than 75% will automatically be disqualified. Candidates require a minimum of 75% Functionality scoring to be considered for further evaluation.

– Functionality Scoring

CRITERION	CRITERION DETAILS	POINTS	SCORE
<i>Experience in conducting occupational medical examinations</i>	<p>The Occupational Medical Practitioner must provide proof of experience of a minimum of 5 years in the field of conducting occupational medical examinations on Executive and senior staff levels. Bidders are required to attach reference letters of such services:</p> <ul style="list-style-type: none"> • None attached = 0 points • 1 – 2 letters = 20 points • 3 – 5 letters = 30 points • More than 5 letters = 40 points 	40	

Methodology	<p>Method in conducting the medical examinations:</p> <ol style="list-style-type: none"> I. Employee History II. Pre-valuation III. Examination IV. Identify abnormalities then make recommendations V. Encourage good health habits VI. Report VII. Follow-up sessions <ul style="list-style-type: none"> • Bidders submitting a methodology covering all aspects above = 30 • Bidders methodology covering 4 out of the above aspects = 20 • Bidders methodology covering 3 out of the above aspects = 10 • Bidders methodology covering less than 3 aspects as set out above or no submission = 0 	30	
Monetary benefit -	<p>Methodology for strategic enterprise development:</p> <p>a) Identify enterprise development within the ERWAT/EMM area;</p>	20	
Enterprise development	<ol style="list-style-type: none"> b) Project Objective c) Time Frames d) Standards e) Level of skills transfer f) Level of Enterprise development within the bidding company's structure g) Funding/financial resources h) Expected outcomes vs actual successes achieved i) Reporting <ul style="list-style-type: none"> • Non submission or bidder has submitted an incomplete methodology to achieving the above criteria and it is anticipated that between 0% and 4% of the contract value will be spent on enterprise development objectives = 0 • Bidder has submitted a methodology to achieving the above criteria and it is anticipated that between 5% to 10% of the contract value will be spent on enterprise development objectives = 5 • Bidder has submitted a methodology to achieving the above criteria and it is anticipated that between 11% to 15% of the contract value will be spent on enterprise development objectives = 10 • Bidder has submitted a methodology to achieving the above criteria and it is anticipated that between 16% to 19% of the contract value will be spent on enterprise development objectives = 15 • Bidder has submitted a comprehensive methodology to achieve the above criteria and it is anticipated that 20% and more of the contract value will be spent on enterprise development objectives = 20 		

Skills development	<p>Methodology for skills development and transfer:</p> <ul style="list-style-type: none"> a) Identify suitably accredited/experienced/trained persons within the ERWAT/EMM area; b) Project Objective c) Time Frames d) Standards e) Level of skills transfer f) Level of skills development within the bidding company's structure g) Funding/financial resources h) Expected outcomes vs actual successes achieved i) Reporting <ul style="list-style-type: none"> • Non submission or bidder has submitted an incomplete methodology to achieving the above criteria and it is anticipated that between 0 and 4% will be spent on skills development objectives = 0 • Bidder has submitted a methodology to achieving the above criteria and it is anticipated that between 5 and 9% of the contract value will be spent on skills development objectives = 5 • Bidder has submitted a comprehensive methodology to achieve the above criteria and it is anticipated that 10% and more of the contract value will be spent on skills development objectives = 10 	10	
TOTAL	Bidder must score a minimum of <u>75</u> points to be considered for further evaluation	100	

**** All medical practitioners will be required to comply and conform to all the COVID 19 provisions as issued by the department of Health and or National Treasury.**

Pricing:

1. A monthly all-inclusive figure must be quoted as a retainer.
2. All services and goods specified must be included.
3. No costs will be allowed in excess of the monthly retainer.

4. Quotation pricing submitted in a format that differs from that specified below will result in disqualification.

Pricing schedule:

Monthly retainer (Excl. VAT): R_____

Value added tax: R_____

Monthly retainer (Incl. VAT) R_____

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min})/P)$ Where Ps = Points scored for price of bid under consideration. Pt = Rand value of bid under consideration. P min = Rand value of lowest acceptable bid.	<input type="checkbox"/> Bidders may be subjected to a precompliance stage and functionality scoring and only bidders who score the stipulate minimum points will be illegible to proceed to PPPFA evaluation. <input type="checkbox"/> Maximum of 20 points may be awarded for BEE level. Bidders are required to tick the relevant box in the table below to claim their points according to their BEE level. <input type="checkbox"/> Above points must be added to points scored for price. <input type="checkbox"/> Only bidder scoring the highest points will be selected for award.

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Kindly tick the applicable level and points
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black

ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

QUOTATION REQUIREMENTS:

Work offered that **DO NOT** comply with the specifications will not be evaluated. Any works completed will

PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION

- Valid Certified copy or original BBBEE Compliance Certificate to verify the above claimed points;
- Valid Tax Clearance Pin issued by SARS on e-filing Bidders are required to submit their SARS pin and certificate as prescribed by SARS effective from 01 April 2016. Please visit www.sars.gov.za or ERWAT Website: www.erwat.co.za/procurement for more information;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration).
- Bidders must be registered with National Treasury's Centralised Supplier Database (CSD) and can visit www.csd.org.za for more information and registration procedures.
- **CSD Registration Number: MAAA_____**
- Valid Construction Industry Development Board Registration (CIDB): **Valid CRS number: _____**

GENERAL NOTES

SUBMISSION OF BIDS:

WEB TENDER BOXES SUBMISSION SITUATED AT ERWAT HEAD OFFICE:

Completed tenders / quotations must be in a **sealed envelope** clearly marked with **bid number and description** may be hand delivered and deposited in the stipulated **TENDER BOX** (marked Monday, Tuesday, Wednesday, Thursday, Friday) at ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road, Kempton Park. No faxed bids/proposals shall be accepted. In the event of uncertainty, kindly visit the receptionist situated at the FOYER of the main building for clarity.

Please note that bids not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Complete quotations with supporting documents must be sealed and externally endorsed with **BID NUMBER** and marked with the full **DESCRIPTION** and placed in the relevant Bid Box as stipulated in the advertisement and/or bidding document.

Bidders may attend the web-tender opening sessions in the event of submitting a tender in the webtender boxes.

ELECTRONIC SUBMISSIONS:

- Bidders may submit their web-bids via e-mail: webtenders@erwat.co.za in a **PDF format only**.
- **Bidders must complete the SUBJECT BOX with the relevant web-tender number and full description as advertised.**
- **Failure to include this may render your bid invalid.**
- **Please note that bids submitted electronically must be in the above e-mail address on or before 12:00 of the stipulated closing date. No electronic submissions received after 12:00:00 will be considered for recording and or evaluation.**
- Bidders may submit documents and attachments up to 10MB.
- Bidders will be required to compress their file to a **compact PDF format**.
- In the event that larger files are sent to the e-mail address, it will be received in ERWAT's Mimecast site.
- **Bidders must please note that the Mimecast does not accept zipped files, only PDF files.**
- **In the event that bidders are required to submit samples, it is advised that they submit electronically and submit in the tender boxes and attend the opening session.**

PLEASE NOTE:

MIMECAST ONLY RETAINS THE MAILS RECEIVED WITH ATTACHMENTS LARGER THAN 10MB FOR 3 DAYS. PLEASE ENSURE THAT YOUR SUBMISSION FALLS WITHIN ACCESS TO SUCH WITHIN THIS TIMEFRAME.

NB. In the event that an electronic version and a hard copy is delivered for a respective bid, the signed hard copy submitted in the tender box will prevail and the electronic copy will be disregarded.

Please note that the web-tender boxes will be opened first and recorded in the web-tender register on the date and time stipulated in the advertisement and or bid documents. The relevant buyer responsible for the placement of the ad on the web-tender folder will directly thereafter peruse the web-tender e-mail and download the relevant web-tender, print and record such in the same register.

ERWAT will access the e-mail thread from the individual e-mail responses received for audit trail that will be attached to the relevant bidder's response received.