



health

Department:

Health

REPUBLIC OF SOUTH AFRICA

NDoH-29 (2024/2025)

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE
PHYSICAL, ELECTRONIC STORAGE AND ELECTRONIC
RETRIEVAL OF ADMINISTRATIVE, CLAIMANT AND
REVENUE FILES OF THE MBOD/CCOD FOR A PERIOD OF
FIVE (5) YEARS**

BID VALIDITY PERIOD: 120 DAYS

DATE ISSUED: 27 JANUARY 2025

CLOSING DATE AND TIME OF THE BID:

20 FEBRUARY 2025 AT 11H00AM

COMPULSORY BRIEFING SESSION:

DATE: 06 FEBRUARY 2025 AT 11:00AM

VENUE: Medical bureau for occupational diseases (MBOD) building (3rd
floor lecture room) -144 de Korte street
Braamfontein, Johannesburg (2001)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL DEPARTMENT OF HEALTH (NDOH)					
BID NUMBER:	NDoH-29(2024/2025)	CLOSING DATE:	20 FEBRUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PHYSICAL, ELECTRONIC STORAGE AND ELECTRONIC RETRIEVAL OF CLAIMANT AND REVENUE FILES OF THE MBOD/CCOD FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL DEPARTMENT OF HEALTH					
1112 VOORTREKKER ROAD					
DR AB XUMA BUILDING (PREVIOUSLY EXXARO BUILDING) IN THABA TSHWANE					
PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	tenders@health.gov.za	E-MAIL ADDRESS		tenders@health.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>

2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(NB: Proof of authority must be submitted e.g. company resolution)

DATE:

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.

“Only authorized signatories may sign the original and all copies of the bid where required.

In the case of a **ONE-PERSON CONCERN** submitting a bid, this shall be clearly stated.

In case of a **COMPANY** submitting a bid, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a bid, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member’s behalf.

In the case of a **PARTNERSHIP** submitting a bid, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the bid.

In the case of a **JOINT VENTURE** submitting a bid, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

Accept that failure to submit proof of Authorization to sign the bid may result in the bid being declared non-responsive.

AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

ZETHMBE TRADERS (Pty) Ltd	
By resolution of the Board of Directors taken on <i>01 AUGUST 2000</i> ,	
MR M BONAKELE	
has been duly authorised to sign all documents in connection with	
Contract no NDoH-01/2023/2024, and any contract which may arise	
there from, on behalf of <i>Mabel House (Pty) Ltd.</i>	
SIGNED ON BEHALF OF THE COMPANY:	(Signature of Managing Director)
IN HIS CAPACITY AS:	Managing Director
DATE:	<i>01 AUGUST 2000</i>
SIGNATURE OF SIGNATORY:	(Signature of <i>M Bonakele</i>)
As witnesses:	
1.
2.
Signature of person authorised to sign the bid:	
Date:	

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number **NDoH-29/2024/2025**

20 FEBRUARY 2025 @ 11:00AM

Name of bidder.....

Postal address

.....

Signature.....

Name (in print).....

Date.....

Js475wc

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor noted or document as evidence of the disability.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	8		
Women	6		
People with Disabilities	2		
Promotion of SMMEs	2		
Promotion of South African owned enterprises	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

NDOH29-2024/2025: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PHYSICAL, ELECTRONIC STORAGE AND ELECTRONIC RETRIEVAL OF ADMINISTRATIVE, CLAIMANT AND REVENUE FILES OF THE MBOD/CCOD FOR A PERIOD OF FIVE (5) YEARS

January 2025

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1. INTRODUCTION

The National Department of Health is inviting bids for offsite physical storage and archiving, scanning and electronic storage of the administrative, claimant and revenue files of the MBOD/CCOD (Medical Bureau for Occupational Diseases / Compensation Commissioner for Occupational Diseases).

2. BACKGROUND

The MBOD/CCOD based in Braamfontein, Johannesburg provides medical assessments and compensation services to workers and ex-workers in controlled mines and works that have hazardous work exposures. There are currently approximately 1.2 million physical files containing biographic, demographic and health records of claimant files stored **offsite** and 5 000 administrative files, and 1 000 revenue files stored **on-site**. The MBOD/CCOD embarked on a digitisation project with 300 000 files digitised to date and there is a need for an additional 100 000 physical files to be digitised.

A registry of files in electronic format is of vital importance as well as reports about the location of the file at the storage area off-site and within the MBOD/CCOD where still applicable.

There is a move towards electronic storage of the files (and their content) as well as electronic submission of claimant details and health records. Thus, scanning of the files and their contents onto an electronic database with a prescribed format will be of importance in the management of files (Annexure A). No new physical files will be created.

Note that the Department of Health or designated agency, organisation or institute has ownership of all physical files, electronic files and any data and information arising out of storage and movement of such files. Access rights will be granted on written approval by the Compensation Commissioner or the Director of the Medical Bureau for Occupational Diseases.

3. SCOPE OF WORK

3.1 The NDoH will appoint a service provider to render the **following services:**

- 3.1.1 Take on and physical storage of approximately one million, one hundred and fifty thousand (1 150 000) claimant files.
- 3.1.2 Take on and physical storage of approximately ten thousand (10 000) miscellaneous files – mainly index cards.
- 3.1.3 Take on and physical storage of approximately five thousand (5 000) administrative files.
- 3.1.4 Take on and physical storage of approximately one thousand (1 000) revenue files.
- 3.1.5 Take on and physical storage of approximately thirty thousand (30 000) payment files.
- 3.1.6 Note that the storage of the above files to be indexed for location and retrieval, when necessary, by MBOD/CCOD.
- 3.1.7 Take on the incorporation of current electronic records into an operational file/record management database.

3.2 Digitisation of MBOD/CCOD files

- 3.2.1 Splitting, scanning and capturing of demographic details for three thousand (3 000) non digitised files per month (to a maximum of 100 000 files) to an electronic database with a minimum of fourteen (14) document types (Annexure A), noting that special scanning software/hardware is needed for Chest X-rays (analogue) and Digital X-rays in the DICOM format. The file comprises between twenty (20) to forty (40) pages including diagnostic tests such as Chest X-rays (analog and digital), lung function tests, TB tests, pathology reports and in some instances audiograms.
- 3.2.2 Scan on request approximately fifty (50) files per week to an electronic database for viewing on an online platform.
- 3.2.3 On demand splitting and scanning of approximately five (5) urgent files per day to an electronic database with seventeen (17) document types with a one-hour turn-around time based on authorised user requests.

3.3 One hundred (100) web user licenses to view files online and inclusive of training of the users on the web access. Access should be configurable on an individual user basis. The vendor must demonstrate that USER access rights can be allocated based on a minimum of CREATE, EDIT, FILE REQUEST and online viewing of information. The vendor must submit technical specifications and listing of the functionality of the system.

- 3.4 Hosting, security and maintenance of the online viewing platform including authentication before encrypted file retrieval.
- 3.5 Special access rights for the Compensation Commissioner (CCOD) and Medical Director (MBOD).
- 3.6 Training and Access to on-site super user/administrator to enable location of files and user management. The local administrator must be able to CREATE USERS and provide reports on system usage.
- 3.7 Access to the Database of all claimant files.
- 3.8 Access to the Database of miscellaneous files.
- 3.9 Access to the Database of administrative files.
- 3.10 Access to the Database of revenue files.
- 3.11 Access to the Database of payment files.
- 3.12 Reports of system usage
User audit log for file access
- 3.13 The Department of Health to conduct two audits annually with access to the storage premises of the vendor.
- 3.14 Use of an information technology platform
 - 3.14.1 For the registry of files as a master index of claimant, miscellaneous and revenue files searchable with the following index fields - Full Name, Surname, ID Number, Passport Number, Industry number and Bureau number
 - 3.14.2 For scanned documents including Chest X-rays within the physical file.
 - 3.14.3 For electronic linkage software (API) with electronic file submissions, retrieval and eViewing with software being used by the MBOD/CCOD with the following basic functionality:
 - i. Creation of files and document types
 - ii. Soft updates of files or documents
 - iii. Soft deletion of documents
 - iv. Attaching documents
 - v. Searching
 - vi. Viewing
 - 3.14.4 For access to the master index database; the scanned document database; the electronic document database and the scanner linkage (File Movement) database.
 - 3.14.5 The MBOD/CCOD data shall be kept in a separate database
 - 3.14.6 Backups of the electronic database should be provided to the MBOD/CCOD on a Quarterly basis
 - 3.14.7 No file or document will be deleted unless notified by the Compensation Commissioner. A new version will be added to the person record when modified.
- 3.15 Retrieval on request of a limited number of physical files and electronic files for internal and external audit or legal purposes and the actuarial

- valuation other than the audit in 1.14. (This will be approximately 2000 files).
- 3.16 Note that some files will be designated as **ARCHIVE** files if the files have been closed by authorised personnel of the MBOD/CCOD and as such exception reports will be needed by authorised personnel covering access and retrieval of such files by users.
 - 3.17 Provision of training to users of the documentation management system and web access in Year 1 and ensure a train-the-trainer programme for 10 staff members in Year 1 who will continue with the training of other staff in subsequent years.
 - 3.18 Disposal of physical files will only be through a written memo to the vendor from the Compensation Commissioner with records being kept of the disposal covering date, time, number and type of documents disposed and method of disposal.

4. COSTING MODEL (Use Pricing Schedule which must be inserted in a separate price envelope - ZAR)

Objective	Once off total Cost				
Take-on of 1 150 000 physical and electronic files					
Take-on of 10 000 miscellaneous files					
Take-on of 5 000 administrative files					
Take-on of 1 000 revenue files					
Take on of approximately 30 000 payment files					
Objective	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost
Physical Storage of 1 150 000 physical files					
Physical Storage of 10 000 miscellaneous files					
Physical Storage of 5 000 administrative files					
Physical Storage of 1 000 revenue files					

Objective	Usage/ recurring Cost				
Physical Storage of approximately 30 000 payment files.					
Electronic storage and hosting of claimant files					
Scanning 2 000 files per month up to a maximum of 100 000 files as per specification					
Scanning on request 50 claimant files per week (if not digitised) as per specification					
Scanning on request 5 urgent claimant files per day as per specification					
Provision of an API to MBOD/CCOD information systems as per specification					
Access to the electronic files including licensing fees					
Access to the information technology platforms and dashboards					
Costs of audit files will be ad-hoc as it is not known how many files will be requested by internal and external auditors and valuers					
Costs of disposal of files will be on an ad-hoc basis					
Costs of training of personnel in the Johannesburg area and the train-the trainer programme		NA			
Total Cost					

5. ADMINISTRATION REQUIREMENT FOR CONTRACT TERMINATION

The vendor will provide the following on contract termination:

- 5.19 Closure report with respect to:
 - 5.19.1 Number of files in physical storage
 - 5.19.2 Number of files with electronic images including X-rays captured
 - 5.19.3 File movement report for the duration of the contract

- 5.20 Transfer of data from the vendor database in a format prescribed by the MBOD/CCOD
 - 5.20.1 File reference including header information as per the database
 - 5.20.2 Electronic images scanned as at the end of contract
 - 5.20.3 X-rays scanned as at the end of contract

- 5.21 Physical files should be ready for collection by the MBOD/CCOD or its duly appointed agent within 3 months after end of contract.

- 5.22 No permanent withdrawal fee will be applicable at the end of contract.

6. BID EVALUATION CRITERIA

6.1 Bid evaluation stages

As part of the normal procurement process, the evaluation of a tender consists of the following stages.

- Phase 1:** None-Mandatory and Mandatory requirements (Supply Chain Management and Technical requirements)
- Phase 2:** Functionality evaluation (Paper based)
- Phase 3:** Physical Site Inspection by Bid Evaluation Committee
- Phase 4:** Price Evaluation and Specific Goals Evaluation

6.2 Supply Chain Management Non-Mandatory requirements

6.2.1	Submission of tax compliance status pin or CSD report
Bidding conditions	Compliance with all Tax Compliance requirements: Attach Tax Compliance Status Pin, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Compliance status pin or CSD report.

6.2.2	Two envelope bidding system
Bidding conditions	Separate the bid proposal from the pricing schedule. Bidders are requested to submit a set of bid documents according to the instruction below:
The Hard Copy (constitutes the legally binding bid document)	
<p>All SBD and Bid Response forms must be completed in black typescript. All fields must be completed. Where no electronic entry field is provided, bidders must complete the forms in black ink, handwritten in capital letters. Where information as requested is not relevant, this should be indicated with N/A. After completion, the full PDF document and the Bid Response document must be printed. Bidders must submit their complete bid in hard copy format (paper document). The signed hard copy of the bid document will serve as the legal bid document.</p> <p>The duly authorised designee of the entity submitting the bid must attach his/her official signature were indicated on the documents. All pages in the bid submission must be initialled by the same person with black ink. The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled. Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.</p>	

6.2.3	Submission of central supplier database report.
Bidding conditions	Bidder must submit proof of registration with the Central Supplier Database (CSD) (i.e., MAAA..... number)

6.2.3	Resolution Letter
Bidding conditions	A resolution authorising a particular person to sign the bid documents. The letter should be in the letterhead of the company where applicable and should be duly signed. The resolution does not apply to one-man concern business; however, the ownership will be verified against CIPC or CSD reports respectively

6.3 Supply Chain Management Mandatory requirements

The following documents/requirements will be mandatory during the bid pre-screening stage. Failure by bidders to comply with the requirements may render

their bid incomplete and they will be eliminated from participation in further evaluation stages.

6.3.1	Submission of bid response document on time
Bidding conditions	Bidder must submit the bid response at the correct place within the stipulated date and time.

***Late submission of bid documents will lead to the disqualification of the bidder. Incomplete bids and pricing schedules will be deemed non-responsive.**

6.3.2	Compulsory Briefing Session
Bidding conditions	<p>A Compulsory briefing session will be held as follows:</p> <p>Date: 6 February 2025 Time: 11:00am Venue: MBOD (Medical Bureau for Occupational Diseases) building (Lecture Hall, 3rd Floor) 144 De Korte St, Braamfontein, Johannesburg, 2001</p>

6.4 Technical Mandatory requirements

6.4.1 Site specifications as follows:

- 6.4.1.1 Bidder to provide documentation of verified site storage cubic meterage (the minimum storage must be 5 000 m³)
- 6.4.1.2 Bidder to provide documentation of verified site file preparation and operations area square meterage (minimum of 250 m²).
- 6.4.1.3 Bidder to provide the following certificates / documentation from **accredited service providers** for their premises:
 - 6.4.1.3.1 Rodent certificate/ documents,
 - 6.4.1.3.2 Fire certificate/ documents and
 - 6.4.1.3.3 Security documents/ certificates
- 6.4.1.4 Bidder to provide verification of cubic metres and square meters of their premises by providing the following evidence:
 - 6.4.1.4.1 Photographs,
 - 6.4.1.4.2 Floor plan and
 - 6.4.1.4.3 Municipal account (for overall storage facility).

6.4.2 **Technology specifications** are noted in the functionality criteria (below)

7. Functionality evaluation criteria to be used together with weighting

7.1 Criteria for Functionality and Points Weight Allocation for physical and electronic storage of claimant files of the MBOD/CCOD and daily retrieval of claimant files

No	Criteria	Points Weight Allocation (100 points)
Elements and weighting for functionality (100 points)		
A	Documentation and Experience (80 points)	
	<p>1. Documentation showing compliance with requirements for file storage and management of health records including both physical and electronic storage and management of files as well as meeting POPIA requirements.</p> <p>Bidder to provide all of the following documentation as listed below:</p> <ul style="list-style-type: none"> a. Data Protection Policy. b. Application, Software or Website Privacy Policy. c. Operator Agreement / Data Processing Agreement. d. Registration of an Information Officer. e. PAIA Manual (Promotion of Access to Information) f. Data Breach Policy <p>*If all of the above documentations are not provided as listed a score of zero (0) points will be allocated for this criterion.</p>	20
<p>2. Bidder to provide all technical documentations on the following:</p> <ul style="list-style-type: none"> a. scanning software and b. scanning hardware (photographs to be provided) and c. electronic information systems including covering Chest X-rays to be scanned and retrieved in DICOM format. <p>The documentation required must cover scanning equipment and software currently in use by the bidder (on site) and will be verified during the site visit if a bidder makes it to Phase C. Bidder to provide information on how the scanning process will be done from start to finish including scanning and retrieval in DICOM format)</p> <p>*If all of the above documentations are not provided as listed a score of</p>	40	

No	Criteria	Points Weight Allocation (100 points)																								
Elements and weighting for functionality (100 points)																										
	zero (0) points will be allocated for this criterion.																									
	<p>3. Bidder to provide documentation on hosting platforms and software that facilitates use of electronic documents. (Hosting platforms such as virtual private or dedicated or cloud etc; software such as web server and operating system for hosting and database management system and web front end)</p> <p>*If no documentation is provided as stated above 0 points will be allocated</p>	10																								
	<p>4. CV and bachelor's degree / NQF level 7 post qualification experience for Key Account Manager and Information Technology Manager personnel assigned to this activity. Qualification must be supported by a CV.</p> <p>Key Account manager qualification requirement – NQF level 7 in Archives/ Record Management / Information Management or related qualification</p> <p>Information Technology Manager qualification requirement – NQF level 7 in Information Technology or related qualification</p> <table border="1" data-bbox="418 1087 1279 1402"> <thead> <tr> <th colspan="2" data-bbox="418 1087 1279 1119">Key Account Manager experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1119 992 1182">5 years or more experience with relevant educational qualifications.</td> <td data-bbox="992 1119 1279 1182">5 points</td> </tr> <tr> <td data-bbox="418 1182 992 1245">3 to 4 years' experience with relevant educational qualifications.</td> <td data-bbox="992 1182 1279 1245">4 points</td> </tr> <tr> <td data-bbox="418 1245 992 1308">2 years' experience with relevant educational qualifications.</td> <td data-bbox="992 1245 1279 1308">3 points</td> </tr> <tr> <td data-bbox="418 1308 992 1371">1 year experience with relevant educational qualifications.</td> <td data-bbox="992 1308 1279 1371">2 points</td> </tr> <tr> <td data-bbox="418 1371 992 1402">No experience / No qualification</td> <td data-bbox="992 1371 1279 1402">0 points</td> </tr> </tbody> </table> <table border="1" data-bbox="418 1434 1279 1812"> <thead> <tr> <th colspan="2" data-bbox="418 1434 1279 1465">Information Technology Manager experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1465 850 1560">5 years or more experience with relevant educational qualifications.</td> <td data-bbox="850 1465 1279 1560">5 points</td> </tr> <tr> <td data-bbox="418 1560 850 1654">3 to 4 years' experience with relevant educational qualifications.</td> <td data-bbox="850 1560 1279 1654">4 points</td> </tr> <tr> <td data-bbox="418 1654 850 1717">2 years' experience with relevant educational qualifications.</td> <td data-bbox="850 1654 1279 1717">3 points</td> </tr> <tr> <td data-bbox="418 1717 850 1780">1 year experience with relevant educational qualifications.</td> <td data-bbox="850 1717 1279 1780">2 points</td> </tr> <tr> <td data-bbox="418 1780 850 1812">No experience / No qualification</td> <td data-bbox="850 1780 1279 1812">0 points</td> </tr> </tbody> </table>	Key Account Manager experience		5 years or more experience with relevant educational qualifications.	5 points	3 to 4 years' experience with relevant educational qualifications.	4 points	2 years' experience with relevant educational qualifications.	3 points	1 year experience with relevant educational qualifications.	2 points	No experience / No qualification	0 points	Information Technology Manager experience		5 years or more experience with relevant educational qualifications.	5 points	3 to 4 years' experience with relevant educational qualifications.	4 points	2 years' experience with relevant educational qualifications.	3 points	1 year experience with relevant educational qualifications.	2 points	No experience / No qualification	0 points	10
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No experience / No qualification	0 points																									
B	<p>References (20 points)</p> <p>The Prospective bidders must provide signed reference letters from their clients for File</p>																									

No	Criteria	Points Weight Allocation (100 points)										
Elements and weighting for functionality (100 points)												
	<p>storage and Record management services with a letterhead if available or applicable.</p> <p>1. A total of four (4) signed reference letters by contactable clients of the prospective bidder for file storage and record management services undertaken in the last ten (10) years with a minimum of two (2) reference letters being for health record storage and management services including both electronic and physical storage of files with the following requirements:</p> <ul style="list-style-type: none"> • Name of the client • Contact person at client, telephone number/s, e-mail address, and physical address. • Date(s) work was performed • Type of work conducted • Value of contract or attach signed appointment letter as proof of contract value. <table border="1" data-bbox="418 936 1179 1556"> <tr> <td data-bbox="418 936 1016 1031">2 Health storage reference letters and 2 other storage and record management services reference letters</td> <td data-bbox="1016 936 1179 1031">20 points</td> </tr> <tr> <td data-bbox="418 1031 1016 1213">2 Health storage reference letters and 1 other storage and record management services reference letter OR 1 Health storage reference letters and 2 other storage and record management services reference letters</td> <td data-bbox="1016 1031 1179 1213">15 points</td> </tr> <tr> <td data-bbox="418 1213 1016 1430">2 other storage reference letters and record management services reference letters OR 2 health storage reference letters and record management services reference letters OR 1 Health storage reference letter and 1 other storage and record management services reference letter</td> <td data-bbox="1016 1213 1179 1430">10 points</td> </tr> <tr> <td data-bbox="418 1430 1016 1524">1 health storage reference letter OR 1 other storage and record management services reference letter</td> <td data-bbox="1016 1430 1179 1524">5 points</td> </tr> <tr> <td data-bbox="418 1524 1016 1556">No reference letter</td> <td data-bbox="1016 1524 1179 1556">0 points</td> </tr> </table>	2 Health storage reference letters and 2 other storage and record management services reference letters	20 points	2 Health storage reference letters and 1 other storage and record management services reference letter OR 1 Health storage reference letters and 2 other storage and record management services reference letters	15 points	2 other storage reference letters and record management services reference letters OR 2 health storage reference letters and record management services reference letters OR 1 Health storage reference letter and 1 other storage and record management services reference letter	10 points	1 health storage reference letter OR 1 other storage and record management services reference letter	5 points	No reference letter	0 points	20
2 Health storage reference letters and 2 other storage and record management services reference letters	20 points											
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2 other storage reference letters and record management services reference letters OR 2 health storage reference letters and record management services reference letters OR 1 Health storage reference letter and 1 other storage and record management services reference letter	10 points											
1 health storage reference letter OR 1 other storage and record management services reference letter	5 points											
No reference letter	0 points											

Note that the minimum threshold is 70 points out of possible 100 points in order to advance to the physical site inspection phase or C evaluation stage.

C	SITE INSPECTION (100 POINTS)		
	<p>Note that the minimum threshold is 90 points to advance to the final evaluation stage of Price and Specific goals (Price + Preference Points system).</p>		
	1. VERIFICATION OF PREMISES		45
	1.1	Site inspection verifying the storage space of minimum of 5000 m ³	10
	1.2	File preparation / operations area of minimum of 250 m ²	10
	1.3	Rodent proofing	10
	1.4	Fireproofing systems and alarms	10
	1.5	Security of premises (physical and access)	5
	2. VERIFICATION OF TECHNOLOGY		55
	2.1	Digital management user interface	10
	2.2	Digitisation, data capture & quality control of documents	10
	2.3	Quality of scanned X-rays in DICOM format	15
	2.4	Functionality of integration with other systems by API	10
	2.5	Cybersecurity testing and penetration	10
	<p>*If verification for any of the above mentioned is not met the bidder will score 0 points.</p>		

Annexure A

Database document types for electronic storage

No	Document Type	Image Y/N	Image Details	Index, Type, & Properties	Naming Format	Critical	Processing comments
1	Complete and signed Benefit Medical Examination (BME) Forms	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date Examination Date: Date Picker	#ExaminationDate#	Y	-Index and image all individual Complete and signed BME forms separately -For deceased persons the Autopsy Report will be processed as the BME document -Duplex imaging
2	MBOD Certificate (Old/New)	Y	100 dpi Color image	Capture Date: Date Picker Auto populate as "Todays" date Examination Date: Date Picker	#ExaminationDate#	Y	-Image each MBOD Certificate separately -Image in color -Even if the documents are crossed out (to indicate it is cancelled) process the document. - Quality check required

No	Document Type	Image Y/N	Image Details	Index, Type, & Properties	Naming Format	Critical	Processing comments
3	X-ray	Y	DICOM	Capture Date: Date Picker Auto populate as "Todays" date X-Ray Date: Date Picker	#X-RayDate#	Y	-Index and image each X-Ray separately -X-Ray on CD's drag and drop images onto e-Tracker from the CD, each document to be indexed separately -X-Ray Date: if the date is visible add to the index, if not index as 1900-01-01
4	Other diagnostic tests such as Lung Function Test, audiometry, TB test and pathology report	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	-Index and image all individual Lung Function Test forms separately -Duplex imaging
5	CCOD Application Form GW 24/78 or GW 24/80 (old/new)	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	-Duplex Imaging, cut in half -Scan all CCOD application forms documents as a batch, with the newest date on the top
6	ID Document	Y	100 dpi	Capture Date:	#Certifiedverificati	Y	-Index and image all individual ID documents separately

No	Document Type	Image Y/N	Image Details	Index, Type, & Properties	Naming Format	Critical	Processing comments
			Grey Scale	Date Picker Auto populate as "Todays" date Certified Verification check Tick Box ID Number: Text box Double Blind Capture	oncheck#IDnumber #		-if there are multiple copies of the same individuals ID documents batch and image them as one document -Have a Double blind capture for the ID number index field Scan ID barcodes where possible
7	Record of Service / Industry Number	Y	100 dpi Grey scale	Capture Date: Date Picker Auto populate as "Todays" date Industry Number: TextBox	#IndustryNumber# CaptureDate#	Y	-TEBA Employees will have an industry number, non TEBA employees must use the employee number in the capture field. -Batch all Record of Service documents and image as one, with the latest document on the top

No	Document Type	Image Y/N	Image Details	Index, Type, & Properties	Naming Format	Critical	Processing comments
8	Payment Advise / Opdrag 3	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date Certificate / Examination Date: Date Picker	#Dateofcertificate/ examination#	Y	-Batch all Payment Advise together with the latest on the top -Index using the latest date
9	Bank Details	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	-Batch and image all Bank details documents together this includes: <ul style="list-style-type: none"> • Bank Details V.47 • Bank Statement • Letter from Bank • Account Verification Document
10	Master of High Court Confirmation / Letter of Authority	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	-Batch and image all Letter of Authority documents together with the latest on the top

No	Document Type	Image Y/N	Image Details	Index, Type, & Properties	Naming Format	Critical	Processing comments
11	Marriage Certificate	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	-Batch and image all Marriage Certificates documents together with the latest on the top
12	Death Certificate	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	Y	Batch and image all Death Certificate document together with the latest on the top
13	Correspondence	Y	100 dpi Grey scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	N	-Batch all other documents together (that are not identified per document type)
14	Prep Pack	Y	100 dpi Grey Scale	Capture Date: Date Picker Auto populate as "Todays" date	#CaptureDate#	N	-This pack will be found in the CCOD (green or brown folder) file type, under the second tab, -Batch all other documents together (that are not identified per document type)

8. BID AND SPECIFIC GOALS EVALUATION

8.1 Price points scoring system

Phase 1: Testing compliance to the eligibility criteria (mandatory requirements) mentioned in the preceding paragraphs.

Phase 2: Bidders that have satisfied the mandatory requirements will be assessed against the technical evaluation criteria as indicated below. The service provider must achieve a minimum of **70 points** to proceed to the next phase of site inspection; bids that fail to achieve the minimum threshold required points will be disqualified and consequently not be considered for further evaluation.

Phase 3: The bidder is required to achieve a minimum of **90 points** to proceed to the final stage which is price and specific goals; bids that fail to achieve the minimum threshold required points will be disqualified and consequently not be considered for further evaluation; and

Phase 4: In this Phase, bids will be evaluated on price.

80: Price (VAT Inclusive). It is the responsibility of each bidder to ensure that all applicable taxes are included in the offer. Bidders must ensure that they factor in VAT for offers above R1 million as it is a compulsory requirement of the VAT Administration Act. If an entity not registered as a VAT vendor is awarded a bid, it is expected to register for VAT within 21 days of being awarded a contract and produce such proof of registration to the NDoH.

As a rule, the NDoH is not responsible for making any payment towards VAT for bidders that were awarded contracts without the inclusion VAT at the time of the bid closure.

20: Preference Points In this Phase bids will be based on Preference Points System (Specific Goals).

SPECIFIC GOALS

Points awarded for specific goals.

1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

In line with the PPPFA requirements, this bid will be evaluated in accordance with the following preferential points scoring system (please mark with “X”):

80/20 scoring system	90/10 scoring system
X	

The table below depicts the point allocation for HDI.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	8		
Women	6		
People with Disabilities	2		
Promotion of SMMEs	2		

Promotion of South African owned enterprises	2		
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To safeguard the integrity of the bidding process, the technical and financial proposals **must be submitted in separate sealed envelopes**, as per “National Treasury: Supply Chain Management a guide for Accounting Officers / Authorities, 2004”, section 5.9.4.

Note:

- **PRICING.** The total price must be **VAT inclusive** and be quoted in South African Rand (ZAR) – **separate document**
- **TOTAL PRICE**
 - (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
 - (b) The cost of delivery, labour, S&T, overtime, etc must be included in this bid.
 - (c) All additional costs must be clearly specified.
- Bidder must complete the pricing as per table below.
- Line Prices are all VAT EXCLUDING, and TOTAL PRICE is VAT INCLUSIVE

9. DURATION OF THE PROJECT

The contract will be for a period of five (5) years, NDoH will conduct performance assessments quarterly and review after twelve (12) months based on performance in line with the service level agreement (SLA) to be entered into with the successful Service Provider.

The scope of work that is envisaged has been detailed in the preceding paragraphs based on the project implementation plan to be finalized after the inception meeting at the contracting stage.

10. SPECIAL CONDITIONS

Submit a bid proposal and project work plan and a separate cost document. The plan also needs to show the different phases of the project and output per phase.

The conditions set out in the Government Procurement General Conditions Contract will apply.

Bid proposals and Cost documents must be delivered in separate sealed envelopes to the Department of Health on or before the closing date for the bid.

The department reserves the right to award the bid in whole or in part. The department reserves the right to award the bid to more than one bid. The department reserve the right not to award this bid at all.

11. SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. During the due diligence process, the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof or terminate the contract due misrepresentation in competing for this bid.

The Department of Health reserves the right to reject any service that is not compliant with the specifications and any other legislative framework.

The Department reserves the right to terminate the contract at any stage if there is substantive proof of inefficiency in the delivery of the services.