

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

DIRCO: 2012/2013: APPOINTMENT OF A SERVICE PROVIDER TO RENDER OCCUPATIONAL HEALTH CARE SERVICES IN DIRCO

02 January 2013 to 30 January 2015



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO RENDER OCCUPATIONAL HEALTH CARE SERVICES IN DIRCO

1. PURPOSE

To invite proposals for the implementation of occupational health care services in the Department of International Relations and Cooperation (DIRCO) for a period of 24 months, commencing on 02 January 2013 to 31 January 2015, with an option to extend for a further 12 months.

2. BACKGROUND

2.1. The Occupational Health and Safety Act No. 85 of 1993 stipulates that every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. In order to realise this legal requirement, the Department of International Relations and Cooperation (DIRCO) seeks to contract a reputable service provider to render occupational health care services to its employees at Head Office.

2.2. This service will augment the existing employee wellness and occupational health and safety components and ensure that employees receive the appropriate level of health care in cases of injury on duty, accidents, mild sickness, etc. It is also envisaged that it will minimise absenteeism due to ill-health.

2.3 The Department employs 2 364 employees. 1 672 of these are based at head office in Pretoria while 692 are deployed in SA Missions abroad.

3. SPECIFICATIONS

A suitable service provider/organisation will be required to provide the following:

- 3.1. A registered professional nurse with an added qualification in occupational health.
- 3.2. Manage the on-site health facility and provide the necessary services on weekdays, from 08H30 to 16H00
- 3.3. Handle occupational injuries and liaise with the relevant sections within the Department.

- 3.4. Administer travel vaccines. It is estimated that +/- 1000 vaccinations would be needed per annum.
- 3.5. Administer flu vaccines and individual health screening on request.
- 3.6. Advise the Department on occupational health issues.
- 3.7. Conduct health education and awareness sessions.
- 3.8. Follow-up and monitor employees with chronic illnesses.
- 3.9. Refer for medical treatment in cases where further medical treatment is necessary.
- 3.10. Provide quarterly reports.

A suitable service provider/organisation will enter into a Service Level Agreement (SLA) with the Department.

The nurse(s) will be subjected to a vetting process.

4 EVALUATION METHODOLOGY

The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO, OR TAMBO BUILDING, 460 Soutpansberg Road, Rietondale.

4.1 Phase 1:

To be considered for phase two (2) of the evaluation service providers must comply with the following special conditions or responsiveness criteria.

Responsive criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next stage of the evaluation process.

Requirements	Yes	No
Valid Tax Clearance Certificate submitted with bid documents Complete all SBD. (Standard Bid Documents)		
<u>For the organisation.</u>		
<ul style="list-style-type: none"> • Company registration or practice number. • Indemnity insurance for the service provider AND/OR for the nurse. 		

<p><u>For the nurse</u></p> <ul style="list-style-type: none"> • Dispensing license (Only schedule 1 medication will be dispensed) • Licence to administer travel vaccinations. • Educational qualifications (basic nurse plus occupational health) for the nurse • The Occupational Health nurse must be registered with the relevant Professional body. • Indemnity insurance if not provided by the organisation. 		
Submission of completed pricing schedule as per attached Annexure A		
Attendance of compulsory briefing session		

4.2 Phase 2: Split of points for evaluation

4.2.1 Price and preference

The applicable formula 90/10 will be utilised to evaluate the bid, of which ninety (90) points are allocated for price and functionality, and for the remaining ten (10) points certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms that must be completed in detail.

The Department is committed to the promotion of Black Economic Empowerment (BEE) and the PPPFA (Preferential Procurement Policy Framework Act 5 of 2000). Bidders are requested to provide information on their BEE status and how they will ensure fulfilment of the Broad Based Black Economic Empowerment objectives through this tender

4.2.2 Functionality and price

The following criteria will be used to evaluate the bids, apart from those prescribed in the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act of 2000.

A panel will evaluate all tenders received on a basis of functionality (100%). A bidder that scores less than sixty (60) points out of one hundred (100) in respect

of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified to compete at the last phase of evaluation i.e. price comparison and BBEE.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

Criteria	POINTS
Technical skills:	45
<ul style="list-style-type: none"> • Ability to conduct health screenings. 	15
<ul style="list-style-type: none"> • Ability to administer flu and travel vaccinations. 	15
<ul style="list-style-type: none"> • Availability of a nurse (back up when nurse is on leave) 	15
Knowledge and experience:	35
<ul style="list-style-type: none"> (a) <u>For the nurse</u> - Knowledge and a minimum of five (5) years experience in the field of occupational health care. 	15
<ul style="list-style-type: none"> (b) <u>For the organisation</u> - Proven track record of the service provider in establishing and managing onsite health facilities; as well as in the field of Employee Health, Wellness and Occupational Health. 	15
<ul style="list-style-type: none"> • Network of travel clinics in all provinces (Database of clinics to be attached). 	5
<ul style="list-style-type: none"> • Administration, filing and confidential record keeping system on all consultations and services rendered. 	10
<ul style="list-style-type: none"> • Organisational structure/establishment of the service provider 	10
TOTAL	100

5. GENERAL CONDITIONS

- 5.1 The General Conditions of Contract, will be applicable to this quote;
- 5.2 The Department of International Relations and Cooperation reserves the right to sign a service level agreement with the preferred service provider; to supplement the General Conditions of Contract.
- 5.3 The Department of International Relations and Cooperation will not be held responsible for any costs incurred by the service providers in the preparation and submission of quotations;
- 5.4 Please take note that the Department of International Relations and Cooperation is not obliged to select any of the firms submitting proposals.
- 5.5 Quotation evaluation can only be done on the basis of information, which was asked for. The comprehensiveness of the quotation can therefore be decisive in the awarding thereof.
- 5.6 It is compulsory for prospective service providers to attend a briefing session on the _____ 2012, at OR Tambo Bld, 460 Soutpansberg Road, Rietondale, 0084 Pretoria at _____.

6 FEES AND PAYMENT SCHEDULE

- 6.1 Fees must be quoted in South African currency.
- 6.2 All prices quoted must include VAT.
- 6.3 Bidder should take note that the Department will pay within 30 days after the receipt of invoice and the service has been rendered.
- 6.4 The format of the quotation/price list must be the same as the specification list attached to this document. (SBD3.1) Please do not submit in any other format.

7. CONTACT PERSONS AND SUBMISSIONS

7. All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 301 8538/ 8537/8594/8674

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

1st Floor, OR Tambo Building

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held at OR Tambo Building, 460 Soutpansberg Road, Rietondale Interested bidders are invited to attend.

Non compliance with any of the above conditions will result in your bid being disqualified.

Annex A

Price Schedule for Occupational Health services in DIRCO

Item	Price
1. Fixed cost for the services of an occupational health nurse per month:	
2. Vaccinations conducted outside DIRCO Head Office (Cape Town, Durban and all other provinces) <ul style="list-style-type: none"> - Consultation fee per person (including health education and advice) - Travel to offices per kilometer (where necessary) 	
3. Fee for pre-travel vaccinations (please indicate individual price).	
▪ Chickenpox (Varilrix)	
▪ Flu vaccine (Vaxigrip)	
▪ Hepatitis A (Havrix Adult 1440)	
▪ Hepatitis A (Havrix Paediatric 720)	
▪ Hepatitis A (Avaxim Adult)	
▪ Hepatitis A (Avaxim Paediatric)	
▪ Hepatitis A + B combination(Twinrix)	
▪ Hepatitis B (Engerix B Adult)	
▪ Hepatitis B (Engerix B Paediatric)	
▪ Hepatitis B (Heberbiovac)	
▪ Measles/Mumps/Rubella (Trimovax)	
▪ Meningitis (Mencevax)	
▪ Meningitis (Menomune ACYW 135)	
▪ Rabies (Verorab)	
▪ Tetanus (Tetavax)	
▪ Tetanus/Diphtheria/Polio/ Pertussis (Adacel Quadra)	
▪ Typhoid (Typhim)	
▪ Yellow Fever (Stamaril)	
4. Malaria Prophylaxis	
Per Tablets / Medication	Price
▪ Doxycycline	
▪ Malanil (Adult)	
▪ Malanil (Paediatric)	
▪ Mefloquine	

Any other fee not mentioned above. (Give description)	
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