



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
OCCUPATIONAL HEALTH CARE SERVICES IN DIRCO FOR TWO YEARS (24 MONTHS)**

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

1) PURPOSE

To invite proposals for the provision of occupational health care services in the Department of International Relations and Cooperation (DIRCO) for a period of 24 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 and those who are being transferred abroad.
- 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, pre-travel vaccination, etc. It is also envisaged that service will assist the DIRCO to comply with the Occupational Health and Safety Act, and enhance the wellbeing of DIRCO employees.
- 2.3 The Department employs 2334 employees, 1630 of these are based at Head Office in Pretoria while 704 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/s with an added qualification in occupational health.
- 3.2 Manage the on-site health facility and provide the primary health services on weekdays, from 08H30 to 16H00. Availability of the clinic/nurse after hours for any urgent vaccinations.
- 3.3 Handle occupational injuries and liaise with the relevant sections within the Department.
- 3.4 Administer pre-travel vaccines. It's estimated that +/- 1000 vaccinations would be needed per annum.
- 3.6 Administer individual health screenings on request.
- 3.7 Advise the Department on occupational health issues.
- 3.8 Assist EWC with health education and awareness sessions.
- 3.9 Follow up and monitor employees with chronic illnesses.
- 3.10 Refer for medical treatment in cases where further medical treatment is necessary (at the cost of an employee).
- 3.11 Provide monthly and quarterly statistical 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

All the bids received will be evaluated in the following phases:

4.1 Phase 1: 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 are:

Submission of a valid Tax Clearance Certificate;
Submission of all Standard Bid Documents (SBD1, 2, 3.1, 4, 6.1,8 and 9);

For the organisation:

- Company registration or practice number
- Indemnity insurance for the service provider and/or for the nurse to the value of R2million.

For the nurse/s:

- 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.
- Proof of current annual registration with the relevant Professional Body, South African Nursing Council (SANC).
- Indemnity insurance if not provided by the organisation.

Submission of completed pricing schedule as per attached Annexure A

Attendance of compulsory briefing sessions.

4.2 Phase 2: Functionality Criteria

1. 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;
2. A supplier that scores less than sixty (60%) percent in respect of "Functionality" will be disqualified;
3. The following criteria will be used to evaluate the supplier:

Criteria	Weight
1) Technical skills: <ul style="list-style-type: none"> Minimum of three (3) contactable references (Companies or Govt. Departments / Entities) of conducting health screenings in the workplace. <div style="border: 1px solid black; padding: 2px;"> Matrix: 3 references= 3 4 references= 4 5 references= 5 </div> Proof of minimum of two years of providing pre-travel medical consultation, and travel vaccinations / prophylaxes <div style="border: 1px solid black; padding: 2px;"> Matrix: 2yrs= 3 3yrs= 4 Above 3yrs= 5 </div> 	30 15 15
2) Knowledge and experience: <ul style="list-style-type: none"> (a) For the nurse- minimum of five (5) years' experience in the field of occupational health care. <div style="border: 1px solid black; padding: 2px;"> Matrix: 5yrs= 3 6yrs= 4 Above 6yrs= 5 </div> (b) For the organisation- minimum three (3) years in managing onsite health facilities, as well as provision of Primary and Occupational Health services <div style="border: 1px solid black; padding: 2px;"> Matrix: 3yrs= 3 4yrs= 4 Above 4yrs= 5 </div> (c) Illustrate professional system of Administration, filing and confidential record keeping, and reporting on services rendered (d) Illustrate the billing system for the accounts 	40 15 15 5 5
Organisational structure/ establishment <ul style="list-style-type: none"> Minimum of two Qualified and Registered Nurses on the company database and access to a Medical Doctor for referrals and emergencies. Network of travel clinics in all provinces (list of clinics to be attached), N.B Must have a network of Clinics in Cape Town, Durban, and Johannesburg. 	15 15
TOTAL	100

Values: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent

5 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

6 GENERAL CONDITIONS

The General Conditions of Contract will be applicable to this bid;

- 6.1 The Department of International Relations and Cooperation reserves the right to accept sponsorship for various services from one or more service providers without compromising the standard and quality of service required.
- 6.2 The Department of International Relations and Cooperation reserves the right to sign a service level agreement with the preferred bidder to supplement the General Conditions of Contract.
- 6.3 The Department of International Relations and Cooperation will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposal
- 6.4 Please take note that the Department of International Relations and Cooperation is not obliged to select any of the bidders submitting proposals.
- 6.5 Evaluation on functionality criteria can only be done on the basis of information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- 6.6 Shortlisted bidders will be taken through a process of vetting for security checking.

8. FEES AND PAYMENT SCHEDULE

- 8.1 Fees must be quoted in South African currency
- 8.2 All prices quoted must include VAT
- 8.3 Bidders should take note that the Department will pay within 30 days after the receipt of invoice and the service has been rendered.
- 8.4 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.

9 CONTACT PERSONS AND SUBMISSIONS

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. 012 351 1286/11928/10435

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

By hand

The Tender Box: At the Gate.
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
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The compulsory briefing session will be held at OR Tambo Building on the 18 June 2015 at 10:00. Submissions should be posted to be received or hand delivered to the mentioned addresses on or before **11:00 on the 03 July 2015.**

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

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