

<b>TENDER DOCUMENT GOODS AND SERVICES</b>		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
<b>SUPPLY CHAIN MANAGEMENT</b>		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

**TENDER NO: 182S/2025/26****TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN****CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT**

<b>CLOSING DATE</b>	<b>20 April 2026</b>
<b>CLOSING TIME</b>	<b>10:00 am</b>
<b>TENDER BOX NUMBER</b>	<b>245</b>
<b>TENDER FEE</b>	<b>R 200.00</b>

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

<b>TENDERER</b>	
<b>NAME</b> of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
<b>TRADING AS</b> (if different from above)	
<b>Registration number of Tenderer</b>	
<b>Physical address and chosen domicilium citandi et executandi of Tenderer</b>	

<b>NATURE OF TENDER OFFER</b> (please indicate below)	
<b>Main Offer</b> (see clause 2.2.11.1)	
<b>Alternative Offer</b> (see clause 2.2.11.1)	

<b>TENDER SERIAL NO.:</b>
<b>SIGNATURES OF CCT OFFICIALS AT TENDER OPENING</b>
<b>1</b>
<b>2</b>
<b>3</b>

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# THE TENDER

## T.1 GENERAL TENDER INFORMATION

<b>TENDER ADVERTISED</b>	:	<b>20 March 2026</b>
<b>SITE VISIT/CLARIFICATION MEETING</b>	:	Time: <b>10:00 a.m.</b> on Date: <b>01 April 2026</b> (Not compulsory, but strongly recommended)
<b>VENUE FOR SITE VISIT/CLARIFICATION MEETING</b>	:	<a href="https://teams.microsoft.com/meet/39816192606591?p=1AKapfu1Dkl5iAgDCf">https://teams.microsoft.com/meet/39816192606591?p=1AKapfu1Dkl5iAgDCf</a> <b>Meeting ID:</b> 398 161 926 065 91 <b>Passcode:</b> eT9Tu9jn
<b>TENDER BOX &amp; ADDRESS</b>	:	<b>Tender Box as per front cover</b> at the <b>Tender &amp; Quotation Boxes Office</b> , 2 <sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.  : The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement <b>“TENDER NO. 182S/2025/26: - TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN”</b> , the tender box number, and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer’s responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
<b>CCT TENDER REPRESENTATIVE</b>	:	<b>Email:</b> <a href="mailto:HRTenders.Contracts@capetown.gov.za">HRTenders.Contracts@capetown.gov.za</a>

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS “OR EQUIVALENT”**

## T.2 CONDITIONS OF TENDER

### 2.1 General

#### 2.1.1 Actions

**2.1.1.1** The City of Cape Town (hereafter referred to as the “CCT”) and each tenderer submitting a tender offer (hereinafter referred to as the “tenderer” or the “supplier”) shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these “Conditions of Tender”). The tenderer and the CCT shall collectively hereinafter be referred to as the “Parties” and individually a “Party”). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

**The Parties agree that this Tender Document Goods and Services (hereinafter referred to as the “Tender” / “Tender Document”), its evaluation and acceptance and any resulting contract shall also be subject to the CCT’s Supply Chain Management Policy (‘SCM Policy’) that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the “Contract”), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT’s website.**

**Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the Contract and/or this tender and/or any applicable laws .**

**2.1.1.2** The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

**2.1.1.3** The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

#### 2.1.2 Interpretation

**2.1.2.1** The additional requirements contained in Annexure F to the contract (hereinafter referred to as the “returnable documents” / “Returnable Schedules”) are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

**2.1.2.2** These Conditions of Tender and returnable Documents which are required for CCT’s tender evaluation purposes herein, shall form part of the Contract arising from the CCT’s corresponding invitation to tender.

#### 2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

#### 2.1.4 The CCT’s right to accept or reject any tender offer

**2.1.4.1** The CCT may accept or reject any tender offer and may cancel the corresponding tender process or

reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested;  
or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

## **2.1.5 Procurement procedures**

### **2.1.5.1 General**

Section A, B and C will each be awarded separately. **Tenderers must complete and provide pricing for all line items within every section for which they submit a bid.**

The CCT intends to appoint one tenderer (the highest ranked tenderer (“the winner”)) per Section and in addition an “alternative tenderer” per Section for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a “winner-takes-all” basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer (“the winner”), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers.

The contract period shall be for a period of **36** months from the commencement date of the contract.

### **2.1.5.2 Proposal procedure using the two stage-system**

A two-stage system will not be followed.

### **2.1.5.3 Nomination of Standby Bidder**

“Standby Bidder” means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

## **2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court**

### **2.1.6.1 Disputes, objections, complaints and queries**

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

### **2.1.6.2 Appeals**

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
  - i. Must be in writing
  - ii. It must set out the reasons for the appeal

- iii. It must state in which way the Appellant's rights were affected by the decision;
  - iv. It must state the remedy sought; and
  - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

**2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000**

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

- 2.1.6.4** All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:  
**The City Manager** - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X918, Cape Town, 8000  
**Via email at:** [MSA.Appeals@capetown.gov.za](mailto:MSA.Appeals@capetown.gov.za)

- 2.1.6.5** All requests referring to clause 2.1.6.3 must be submitted in writing to:  
**The City Manager** - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X918, Cape Town, 8000  
**Via email at:** [Access2info.Act@capetown.gov.za](mailto:Access2info.Act@capetown.gov.za)

**2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).**

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:  
**The City Manager** - C/o the Information Officer, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X9181, Cape Town, 8000  
**Via email at:** [Popia@capetown.gov.za](mailto:Popia@capetown.gov.za).

**2.1.6.7 Compliance to the CCTs Appeals Policy.**

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.13: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account: CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as ½ (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender

price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

### 2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website [www.capetown.gov.za](http://www.capetown.gov.za) (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

### 2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

## 2.2 Tenderer's obligations

### 2.2.1 Eligibility Criteria

**2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.**

#### 2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

#### 2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);

- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders’ past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer’s tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

#### 2.2.1.1.3 Compulsory clarification meeting

Not Applicable

#### 2.2.1.1.4 Additional Eligibility Criteria

Not Applicable

#### 2.2.1.1.5 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

## Section A: Occupational Health Locum Services

Evaluation Criteria	Applicable values/points	Weight
<p><b>Company Track Record:</b></p> <p>Projects submitted to demonstrate components of an occupational health service (<b>Refer to Specifications</b>).</p> <p><b>NB. Various projects displaying elements of an occupational health service.</b></p> <p>Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13A</b></p>	<p><b>Number of Occupational Health projects implemented in the last 5 years:</b></p> <p>1 - 3 Occupational Health projects.....5 points                      4 - 6 Occupational Health projects.....10 points                      &gt; 6 Occupational Health projects.....15 points</p>	<p><b>15</b></p>
<p><b>Company Experience:</b></p> <p>Tenderers to demonstrate the number of years of experience in delivering Occupational Health Locum Services. Evidence submitted will be used to assess capability and depth of relevant operational experience. (<b>Refer to Specifications</b>)</p> <p><b>NB: Average score will be used dependent on the total number</b></p> <p>Tenderers to submit reference letters from previous or current clients confirming the nature and period of services rendered.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13B</b></p>	<p><b>Number of years demonstrated in providing Occupational Health Locum Services</b></p> <p>&lt; 1 year.....0 points                      1 - 3 years ..... 5 points                      4 - 5years .....10 points                      &gt; 5 years .....15 points</p> <p><b>Number of reference letters submitted as evidence of Occupational Health Locum Services rendered to clients</b></p> <p>No reference letters.....0 points                      1 - 3 reference letters .....5 points                      4 - 5 reference letters .....10 points                      &gt;5 reference letters .....15 points</p>	<p><b>15</b></p>

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<b>Number of Staff:</b>  Staff Complement for Occupational Health Locum Services ( <b>Refer to Specifications</b> )  The Curriculum Vitae of each resource identified to be provided.  <b>Complete Schedule F.13C.1 – F13.C.4</b>	<b>Number of Occupational Medicine Practitioners (OMPs):</b> 1 OMP.....5 points 2 OMPs.....10 points 3 or more OMPs.....15 points	<b>15</b>
	<b>Number of Occupational Health Nurse Practitioners (OHNPs):</b> 1 - 2 OHNPs.....5 points 3 OHNPs .....10 points 4 or more OHNPs.....15 points	<b>15</b>
	<b>Number of Professional Nurses:</b> 1 - 2 Professional Nurses .....5 points 3 or more Professional Nurses.....10 points	<b>10</b>
	<b>Number of Occupational Health Medical administrators:</b> 1 OH Medical Administrator.....5 points 2 OH Medical Administrators .....10 points 3 or more OH Medical Administrators.....15 points	<b>15</b>
	<b>Total</b>	<b>100</b>

**Definitions:**

**OH Project:** Is inclusive of *inter alia*: health risk assessments, OREPS and WASP compilation, medical surveillance programmes, fitness to drive medicals, fitness to work assessments, ill health incapacity assessments and driving assessments.

The City of Cape Town reserves the right to determine which functions fall within the definition of a project.

The minimum qualifying score for functionality is **60** out of a maximum of **100**

## Section B: Occupational Health and Vaccination Services

Evaluation Criteria	Applicable values/points	Weight
<p><b>Company Track Record:</b></p> <p>Projects submitted to demonstrate components of an occupational health service (<b>Refer to Specifications</b>).</p> <p>Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13D</b></p>	<p>Number of occupational health (OH) projects implemented in the <b>last 5 years:</b></p> <p>1 - 2 Occupational Health projects.....5 points            3 - 4 Occupational Health projects.....10 points            5 - 6 Occupational Health projects .....15 points            7 or more Occupational Health projects.....20 points</p>	<p><b>20</b></p>
<p><b>Company Experience:</b></p> <p>Tenderers to demonstrate the number of years of experience in providing Occupational Health and Vaccination Services. Evidence submitted will be used to assess capability and depth of relevant operational experience. (<b>Refer to Specifications</b>)</p> <p><b>NB: Average score will be used dependent on the total number</b></p> <p>Tenderers to submit reference letters from previous or current clients confirming the nature and period of services rendered.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13E</b></p>	<p><b>Number of years demonstrated in providing Occupational Health and Vaccination Services</b></p> <p>&lt;1 year.....0 points            1-3 years .....5 points            4-5years .....10 points            &gt;5 years .....15 points</p> <hr/> <p><b>Number of reference letters submitted as evidence of Occupational Health and Vaccination Services rendered to clients</b></p> <p>No reference letters.....0 points            1 - 3 reference letters .....5 point            4 - 5 reference letters .....10 points            &gt;5 reference letters .....15 points</p>	<p><b>15</b></p>

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<b>Number of Staff:</b>  Staff Complement for Occupational Health and Vaccination Services ( <b>Refer to Specifications</b> )  The Curriculum Vitae of each resource identified to be provided.  <b>Complete Schedule F.13F.1 to F13F.2</b>	<b>Number of Occupational Medicine Practitioners (OMPs):</b> 1 - 2 OMPs.....10 points 3 - 5 OMPs.....15 points 6 or more OMPs.....20 points	<b>20</b>
	<b>Number of Occupational Health Nurse Practitioners (OHNPs)</b> < 5 OHNPs.....0 points > 5 -10 OHNPs.....10 points >10 OHNPs.....15 points	<b>15</b>
	<b>Number of Occupational Health Technicians</b> 1 Occupational Health Technician.....5 points 2 – 3 Occupational Health Technicians.....10 points >4 Occupational Health Technicians.....15 points	<b>15</b>
	<b>Total</b>	<b>100</b>

**Definitions:**

**OH Project:** An OH project includes *inter alia*, health risk assessments, OREPS, WASPs, advocacy programmes, medical surveillance assessments, fitness for work medicals, fitness to drive medicals, vaccinations, OH specific evaluations and tests, biological monitoring and supporting clinical administration.

The City of Cape Town reserves the right to determine which functions fall within the definition of a project

The minimum qualifying score for functionality is **60** out of a maximum of **100**

**Section C: Occupational Health Clinic Establishment and Management, inclusive of Occupational Health Services**

Evaluation Criteria	Applicable values/points	Weight
<p><b>Company Track Record:</b></p> <p>Tenderers are required to demonstrate their track record in managing Occupational Health (OH) Clinics/ Occupational Health (OH) Service Contracts within the past five (5) years. <b>(Refer to specifications).</b></p> <p>Reference letters from previous clients for whom similar OH Clinic management or OH Service Contract services were rendered.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13G</b></p>	<p><b>Number of Client OH Clinics Managed/OH Service Contracts Delivered within the last 5 years:</b></p> <p>1 Client OH Clinic/OH Service Contract.....5 points                  2 – 3 Client OH Clinics/OH Service Contracts.....10 points                  4 – 6 Client OH Clinics/OH Service Contracts.....15 points                  7 or more Client OH Clinics/OH Service Contracts.20 points</p> <p><b>Number of reference letters submitted as evidence of Managing Client OH Clinics/OH Service Contracts</b></p> <p>1 Reference Letter.....5 points                  2 - 3 Reference Letters.....10 points                  4 - 5 Reference Letters.....15 points                  6 or more Reference Letters.....20 points</p>	<p><b>20</b></p> <p><b>20</b></p>
<p><b>Company Experience:</b></p> <p>Tenderers to demonstrate their years of experience in delivering Occupational Health (OH) services. <b>(Refer to specifications)</b></p> <p>Reference letters confirming the duration and scope of OH services rendered. Experience must relate specifically to OH services and not to general staff supply.</p> <p><b>NB: Reference Letters:</b></p> <ul style="list-style-type: none"> <li>• On a letterhead;</li> <li>• Dated;</li> <li>• Signed; and</li> <li>• Describe/list OH services provided/rendered.</li> </ul> <p><b>Complete Schedule F.13H</b></p>	<p><b>Number of years demonstrated in providing Occupational Health Services</b></p> <p>1-2 years.....10 points                  2-5 years.....20 points                  5-8 years.....30 points                  More than 8 years .....40 points</p> <p><b>Number of reference letters submitted as evidence of providing Occupational Health Services</b></p> <p>1 Reference Letter.....5 points                  2 - 3 Reference Letters.....10 points                  4 - 5 Reference Letters.....15 points                  6 or more Reference Letters.....20 points</p>	<p><b>40</b></p> <p><b>20</b></p>
<p><b>Total</b></p>		<p><b>100</b></p>

**Definitions:**

**OH Service Contracts:** Clients to whom OH services were rendered.

**OH Services:** Refer to specifications at C.5, Section C: 6.2: Health Advocacy Programme; 6.3: Medical Examinations/Assessments

The City of Cape Town reserves the right to determine which functions fall within the definition of a project.

The minimum qualifying score for functionality is **60** out of a maximum of **100**

Where the entity tendering is a Joint Venture, the tenderer's tender response should be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

#### **2.2.1.1.7 Provision of samples**

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive. **Not applicable to this tender.**

#### **2.2.2 Cost of tendering**

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

#### **2.2.3 Check documents**

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

#### **2.2.4 Confidentiality and copyright of documents**

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

#### **2.2.5 Reference documents**

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

#### **2.2.6 Acknowledge and comply with notices**

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

#### **2.2.7 Clarification meeting**

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

#### **2.2.8 Seek clarification**

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

**2.2.9 Pricing the tender offer**

**2.2.9.1** The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

**2.2.10 Alterations to documents**

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

**2.2.11 Alternative tender offers**

**2.2.11.1** Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

**2.2.11.2** Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

**2.2.12 Submitting a tender offer**

**2.2.12.1** The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

**2.2.12.2** The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**2.2.12.3** The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

**2.2.12.4** Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

**2.2.12.5** The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

**2.2.12.6** The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**2.2.12.7** Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

**2.2.12.8** By signing the offer part of the Form of Offer (**Section 5, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

**2.2.12.9** Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

**2.2.12.10** The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

### **2.2.13 Information and data to be completed in all respects**

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

### **2.2.14 Closing time**

**2.2.14.1** The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

**2.2.14.2** If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

**2.2.14.3** The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

### **2.2.15 Tender offer validity and withdrawal of tenders**

**2.2.15.1** The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

**2.2.15.2** Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bid Adjudication Committee ("BAC") for noting.

**2.2.15.3** A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the

reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

#### **2.2.16 Clarification of tender offer, or additional information, after submission**

Tenderer's shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

#### **2.2.17 Provide other material**

**2.2.17.1** Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

**2.2.17.2** The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

**2.2.17.3** Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

#### **2.2.18 Samples, Inspections, tests and analysis**

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as

provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

### **2.2.19 Certificates**

The tenderer must provide the CCT with all certificates as stated below:

#### **2.2.19.1. Preference Points for Specific Goals**

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

#### **2.2.19.2 Evidence of tax compliance**

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

### **2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993**

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

### **2.2.21 Claims arising from submission of tender**

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.

- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

## **2.3 The CCT's undertakings**

### **2.3.1 Respond to requests from the tenderer**

**2.3.1.1** Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

**2.3.1.2** The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

### **2.3.2 Issue Notices**

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

### **2.3.3 Opening of tender submissions**

**2.3.3.1** Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

**2.3.3.2** Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

**2.3.3.3** Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

### **2.3.4 two-envelope system**

**2.3.4.1** Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

**2.3.4.2** The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise

tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

### **2.3.5 Non-disclosure**

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **2.3.6 Grounds for rejection and disqualification**

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **2.3.7 Test for responsiveness**

**2.3.7.1** Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**2.3.7.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

### **2.3.8 Arithmetical errors, omissions and discrepancies**

**2.3.8.1** Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
  - ii) The summation of the prices; or
  - iii) Calculation of individual rates.

**2.3.8.2** The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required

by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

**2.3.8.3** In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

### **2.3.9 Clarification of a tender offer**

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

### **2.3.10 Evaluation of tender offers**

#### **2.3.10.1 General**

**2.3.10.1.1** The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

**2.3.10.1.2** For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b) If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c) If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

**2.3.10.1.3** Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be

added together and averaged to determine the final score.

**2.3.10.2 Decimal places**

Score financial offers, preferences and functionality, as relevant, to two decimal places.

**2.3.10.3 Scoring of tenders (price and preference)**

**2.3.10.3.1** Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Section 7)**:

- Based on the sum of the prices/rates in relation to the estimated quantities.

**2.3.10.3.2** Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

**2.3.10.3.3** The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

**2.3.10.3.4** Applicable formula:

The 80/20 preference point system will apply to this tender

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points. Price shall be scored as follows:

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

Where: P<sub>s</sub> is the number of points scored for price;  
 P<sub>t</sub> is the price of the tender under consideration;  
 P<sub>min</sub> is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

**Table B1: Awards above R750 000 and up to R50 mil (VAT Inclusive)**

#	Specific goals allocated points	Preference Points (80/20) <i>Equal/ below R50 mil</i>	Evidence	Additional Guidance
<i>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</i>				
1	<b>Gender are women (ownership)*</b>  >75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points	5	<ul style="list-style-type: none"> <li>Company Registration Certification</li> <li>Central Supplier Database report</li> </ul>	<ul style="list-style-type: none"> <li>Issued by the Companies and Intellectual Property Commission</li> <li>Report name: CSD Registration report</li> </ul>
2	<b>Race are black persons (ownership)*</b>  >75% - 100% black ownership: 5 points >50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points	5	<ul style="list-style-type: none"> <li>B-BBEE certificate;</li> <li>Company Registration Certification</li> </ul>	<ul style="list-style-type: none"> <li>South African National Accreditation System approved certificate or commissioned sworn affidavit</li> <li>Issued by the Companies and Intellectual Property Commission</li> </ul>

	<i>0% black ownership = 0 points</i>		<ul style="list-style-type: none"> <li>Central Supplier Database report</li> </ul>	<ul style="list-style-type: none"> <li>Report name: CSD Registration report</li> </ul>
3	<p><b>Disability are disabled persons (ownership)*</b></p> <p><i>WHO disability guideline</i>  <i>&gt;2% ownership: 3 points</i>  <i>&gt;0% - 2% ownership: 1.5 point</i>  <i>0% ownership = 0 points</i></p>	3	<ul style="list-style-type: none"> <li>Proof of disability</li> <li>Company Registration Certification</li> </ul>	<ul style="list-style-type: none"> <li>Medical certificate/ South African Revenue Services disability registration</li> <li>Issued by the Companies and Intellectual Property Commission</li> </ul>
<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>				
4	<p><b>Promotion of Micro and Small Enterprises</b></p> <p><i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i></p> <p><i>SME partnership, sub-contracting, joint venture or consortiums</i></p>	7	<ul style="list-style-type: none"> <li>B-BBEE status level of contributor;</li> <li>South African owned enterprises;</li> <li>Financial Statement to determine annual turnover</li> </ul>	<ul style="list-style-type: none"> <li>Specifically in line with the respective sector codes which the company operates,</li> <li>South African National Accreditation System approved certificate or commissioned sworn affidavit</li> <li>Certificate of incorporation or commissioned sworn affidavit</li> <li>Latest financial statements (1 Year)</li> </ul>
	<b>Total points</b>	20		

*\*Ownership: main tendering entity*

**2.3.10.5 Risk Analysis**

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

**2.3.11 Negotiations with preferred tenderers**

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and

- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

### **2.3.12 Acceptance of tender offer**

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

**2.3.12.1** Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

**2.3.12.2** Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

**2.3.12.3** Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

**2.3.12.4** The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

**2.3.12.5** The CCT reserves the right to nominate an Standby Bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award

of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy.

**2.3.13 Prepare contract documents**

**2.3.13.1** If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

**2.3.13.2 Complete** the schedule of deviations attached to the form of offer and acceptance, if any.

**2.3.14 Notice to successful and unsuccessful tenderers**

**2.3.14.1** Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

**2.3.14.2** The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

**2.3.15 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

<b>TENDER DOCUMENT GOODS AND SERVICES</b>		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
<b>SUPPLY CHAIN MANAGEMENT</b>		
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**TENDER NO: 182S/2025/26**

**TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN**

**CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT**

## THE CONTRACT

<b>THE CITY OF CAPE TOWN</b>	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended ("the Purchaser") herein represented by	
<b>AUTHORISED REPRESENTATIVE</b>	

AND

<b>SUPPLIER</b>	
<b>NAME</b> of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The "Supplier" / "tenderer")	
<b>TRADING AS</b> (if different from above)	
<b>REGISTRATION NUMBER</b>	
<b>PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER</b>	
<b>AUTHORISED REPRESENTATIVE</b>	
<b>CAPACITY OF AUTHORISED REPRESENTATIVE</b>	

(HEREINAFTER COLLECTIVELY REFERRED TO AS "THE PARTIES" AND INDIVIDUALLY A "PARTY")

<b>NATURE OF TENDER OFFER</b> (please indicate below)	
<b>Main Offer</b> (see clause 2.2.11.1)	
<b>Alternative Offer</b> (see clause 2.2.11.1)	



## C.2 FORM OF OFFER AND ACCEPTANCE

### TENDER NO: 182S/2025/26

## TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN

### C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

**HEREBY AGREES THAT** by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
  - 4.1 terms and conditions stipulated in this tender document;
  - 4.2 specifications stipulated in this tender document; and
  - 4.3 at the prices as set out in the **Price Schedule**.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT \_\_\_\_\_ (PLACE) ON THE \_\_\_\_\_ (DAY) OF \_\_\_\_\_ (MONTH AND YEAR)

\_\_\_\_\_  
For and on behalf of the Supplier  
(Duly Authorised)  
Name and Surname:

\_\_\_\_\_  
Witness 1 Signature  
Name and Surname:

\_\_\_\_\_  
Witness 2 Signature  
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

<b>FORM OF OFFER AND ACCEPTANCE (continued)</b>
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**TENDER NO: 182S/2025/26**

**TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH  
AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH  
SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN**

**C.2.2 Acceptance (To Be Completed by the CCT)**

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after contract commencement, contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Unless indicated otherwise in the Deviation Schedule, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

\_\_\_\_\_  
For and on behalf of the City of Cape Town  
(Duly Authorised)  
Name and Surname:

\_\_\_\_\_  
Witness 1 Signature  
Name and Surname:

\_\_\_\_\_  
Witness 2 Signature  
Name and Surname:

**FORM OF OFFER AND ACCEPTANCE (continued)**

**TENDER NO: 182S/2025/26**

**TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN**

**C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)**

**Notes:**

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject .....

Details .....

2 Subject .....

Details .....

3 Subject .....

Details .....

4 Subject .....

Details .....

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

**FORM OF OFFER AND ACCEPTANCE (continued)**

**TENDER NO: 182S/2025/26**

**TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN**

**C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)**

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s) .....

Name(s) .....

Capacity .....

Signature and name of witness:

Signature ..... Name .....

**ONLY TO BE COMPLETED AT ACCEPTANCE STAGE**

**C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**

**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT") AND**

.....  
(Supplier/Mandatory/Company/CC Name)

**IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.**

I, ....., representing

....., as an employer in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (hereafter "OHSA") and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number: .....

OR Compensation Insurer: ..... Policy No: .....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at ..... on the ..... day of ..... 20....

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mandatory

Signed at ..... on the ..... day of ..... 20 ....

\_\_\_\_\_  
Witness

\_\_\_\_\_  
for and on behalf of  
CCT

## C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trademark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'**

### Section A: Occupational Health *Locum* Services

**NB:** For a more detailed explanation of each item in the price schedule, please refer to the specifications.

ITEM	DESCRIPTION	UNIT	Firm Price (Excluding VAT) Year 1 (R)	Firm Price (Excluding VAT) Year 2 (R)	Firm Price (Excluding VAT) Year 3 (R)
<b>1</b>	<b>Occupational Medicine Practitioner: (as and when required)</b>				
1.1	Rate per hour	Hour			
1.2	Rate per week	Week			
1.3	Rate per month	Month			
<b>2</b>	<b>Occupational Health Nurse Practitioner: (as and when required)</b>				
2.1	Rate per hour	Hour			
2.2	Rate per week	Week			
2.3	Rate per month	Month			
<b>3.</b>	<b>Professional Nurse: (as and when required)</b>				
3.1	Rate per hour	Hour			
3.2	Rate per week	Week			
3.3	Rate per month	Month			
<b>4.</b>	<b>General Practitioner: (as and when required)</b>				
4.1	Rate per hour	Hour			
4.2	Rate per week	Week			
4.3	Rate per month	Month			
<b>5.</b>	<b>Occupational Health Medical Administrator: (as and when required)</b>				
5.1	Rate per hour	Hour			
5.2	Rate per week	Week			
5.3	Rate per month	Month			

<b>6.</b>	<b>Occupational Health Technician</b>				
6.1	Rate per hour	Hour			
6.2	Rate per week	Week			
6.3	Rate per month	Month			

## Section B: Occupational Health and Vaccination Services

**NB:** For a more detailed explanation of each item in the price schedule, please refer to the specifications

ITEM	DESCRIPTION	UNIT	Firm Price (excluding VAT) Year 1 (R)	Firm Price (excluding VAT) Year 2 (R)	Firm Price (excluding VAT) Year 3 (R)
<b>1.</b>	<b>Risk assessments/ Occupational Risk and Exposure Profiles (OREPS)/WASPS (as and when required)</b>				
1.1	<b>NEW</b> job specific risk assessment or hazard identification risk assessment (HIRA): for any job designation on request.	Price per assessment			
1.2	Draft and finalise <b>NEW</b> occupational risk & exposure profile (OREP) for any job designation on request	Price per OREP			
1.3	Draft and finalise a <b>NEW</b> worker allocated surveillance protocol (WASP) for any job designation on request.	Price per WASP			
1.4	<b>REVIEW any existing</b> job specific risk assessment or hazard identification risk assessment (HIRA): for any job designation on request	Price per assessment			
1.5	<b>REVIEW any existing</b> occupational risk & exposure profile (OREP) for any job designation on request	Price per OREP			
1.6	<b>REVIEW any existing</b> worker allocated surveillance protocol (WASP) on request.	Price per WASP			
<b>2.</b>	<b>Occupational Health Advocacy Programme (as and when required)</b>				
2.1	Occupational Health related advocacy sessions (as and when required as specified). (Minimum of ten persons per session)	Price per session			
<b>3.</b>	<b>Medical examinations, tests and assessments (as and when required)</b>				
3.1	Fitness to work medicals with physical examination component conducted by <b>Occupational Health Nurse practitioner (OHNP)</b> .	Price per assessment			

3.2	Fitness to work medicals with physical examination component conducted by <b>Occupational Medicine Practitioner (OMP)</b> :	Price per assessment			
3.3	Medical surveillance assessments with physical examination component conducted by <b>OHNP</b> : Baseline/Initial, periodic or exit medicals.	Price per assessment			
3.4	Medical surveillance assessments with physical examination component conducted by <b>OMP</b> :	Price per assessment			
3.5	Full Professional driving permit medical (PDP) with physical examination component conducted by an <b>OMP</b>	Price per assessment			
3.6	Full Professional driving permit medical (PDP) with physical examination component conducted by a <b>General Practitioner</b> .	Price per assessment			
3.7	Other driver medicals: valid PDP council authority (CA) or Non-PDP CA medicals with physical examination component conducted by an <b>OHNP</b> .	Price per assessment			
3.8	Other driver medicals: valid PDP council authority (CA) or Non-PDP CA medicals with physical examination component conducted by a <b>General Practitioner</b> .	Price per assessment			
3.9	Lifting equipment or driven machinery medical with physical examination component conducted by an <b>OHNP</b> .	Price per assessment			
3.10	Lifting equipment or driven machinery medical with physical examination component conducted by an <b>OMP</b> .	Price per assessment			
3.11	<b>All in one medical</b> for medical surveillance and/or fitness to drive/operate machinery/lifting equipment and/or fitness to work/construction worker medical (with physical examination component by <b>OHNP</b> ).	Price per assessment			
3.12	<b>All in one medical</b> for medical surveillance and/or fitness to drive/operate machinery/lifting equipment and/or fitness to work/construction worker medical (with physical examination component by <b>OMP</b> ).	Price per assessment			
3.13	Incapacity/ work ability/ ill health retirement medical assessments by <b>OMP</b>	Price per assessment			
3.14	Personal protective equipment (PPE)/ alternative or special safety footwear medical assessments by <b>OMP</b>	Price per assessment			

3.15	Medical assessment for occupational disease including diagnosis & management (including completion of all COIDA documentation if applicable) by OMP.	Price per assessment			
3.16	Follow up medical consult (with Certification if applicable) by OHNP	Price per assessment			
3.17	Follow up medical consult (with certification if applicable) by OMP	Price per assessment			
3.18	Follow up medical consult (with certification if applicable) by GP	Price per assessment			
3.19	Follow up medical surveillance consultation (with certification if applicable) by OMP	Price per assessment			
3.20	OMP folder review of medical and/or tests done by OHNP	Price per assessment			
3.21	OHNP referral to OMP for medical assessment and review of case (OMP to see client)	Price per assessment			
3.22	Audiometry testing: baseline only (which includes <b>2 screening tests</b> as per SANS 10083:2021 edition 6 or latest versions, choose better one)	Price per set of two			
3.23	Audiometry testing (initial, screening or exit as per SANS 10083:2021 edition 6 or latest versions)	Price per assessment			
3.24	Calibration of kudu wave audiometer or equivalent	Price per Kudu wave audiometry equipment or equivalent calibrated			
3.25	Diagnostic audiograms including reports. A set of 2 diagnostic audiograms are required)	Price per set of two			
3.26	Spirometry (lung function) testing (as per SANS 451:2008 or latest version) including spirometry interpretation by OHNP.	Price per assessment			
3.27	Calibration of spirometry equipment 3 litre syringe (must include all costs such as couriers, etc.)	Price per calibration			
3.28	Vision screening with automated machine such as Keystone or equivalent, etc. (including visual acuity, visual fields, depth perception, colour vision)	Price per assessment			
3.29	Calibration of automated vision screening machines (Keystones or equivalent). must include all costs)	Price per vision machine calibration			
3.30	Vision screening test: Manual [including visual acuity (Snellen's or equivalent), visual fields (confrontation tests or equivalent), and colour vision (Ishihara charts)]	Price per assessment			

3.31	Colour vision tests using Ishihara charts or equivalent	Price per test			
3.32	Radiology: Chest X-ray PA & Lateral with report and digital copy	Price per test			
3.33	Radiology: HRCT Chest: High resolution CT (Computerised Axial Tomography) scan of the chest	Price per scan			
3.34	Resting 12 lead ECG: Including interpretation by Occupational medicine practitioner (OMP)	Price per assessment			
3.35	Stress ECG with interpretation by OMP	Price per assessment			
3.36	Urine pregnancy test	Price per test			
3.37	Urine dipsticks test (analysis to include specific gravity, pH, leucocytes, blood/haemoglobin/Nitrites/ Ketones/ Bilirubin/ Urobilinogen/ Protein/ Glucose)	Price per test			
3.38	Blood pressure test	Price per test			
3.39	Fingerpick blood glucose test	Price per test			
3.40	Urine 5 panel multi drug screening test for Cocaine (COC), T1K (mAMP), Ecstasy (MDMA), Heroin (OPI) and cannabis (THC).	Price per test			
3.41	Oral fluid drug test for cannabis (THC)	Price per test			
3.42	Echocardiogram with written cardiologist interpretation and report	Price per test			
3.43	Diving Medical Examiner (Level 1): Medical for fitness to dive <b>Class III diver</b> (Medical consultation only without any special investigations)	Price per assessment			
3.44	Diving Medical Examiner (Level 1): Medical for fitness to dive <b>Class IV diver</b> (Medical consultation only without any special investigations)	Price per assessment			
3.45	Diving Medical Examiner (Level 1): Medical for fitness to dive <b>Class V diver</b> (Medical consultation only without any special investigations)	Price per assessment			
3.46	Diving Medical Examiner (Level 1): Medical for fitness to dive <b>Class VI diver</b> (Medical consultation only without any special investigations)	Price per assessment			
3.47	Designated Aviation Medical Examiner Medical for fitness to pilot drones <b>Class III</b> (Medical consultation only without any special investigations)	Price per assessment			

3.48	Designated Aviation Medical Examiner Medical for fitness to pilot drones <b>Class III</b> (Medical consultation with special investigations)	Price per assessment			
3.49	Other medical service or tests (Motivated by CCT OMP only)	Price per assessment to be quoted on request	Quote post award on request	Quote post award on request	Quote post award on request
<b>4.</b>	<b>Reports &amp; transport (as per specifications)</b>				
4.1	Medical surveillance feedback report to line management (Group feedback report).	Price per employee on the report			
4.2	Transport/ transfer of medical records/documents securely between service provider's office and CCT occupational health centre/clinics and/or any CCT workplace ( <b>As per Specifications</b> )	Per km	According to prevailing Automobile Association (AA) rates	According to prevailing Automobile Association (AA) rates	According to prevailing Automobile Association (AA) rates
4.3	Use of light motor vehicle (Code 8) to travel to client's facility to render services. ( <b>As per specifications</b> )	Per km	According to prevailing Automobile Association (AA) rates	According to prevailing Automobile Association (AA) rates	According to prevailing Automobile Association (AA) rates
<b>5</b>	<b>Vaccination Services</b>				
5.1	Hepatitis B Vaccination	Per vaccine			
5.2	Tetanus Toxoid Vaccination	Per vaccine			
5.3	Rabies Vaccination	Per vaccine			
5.4	Hepatitis A/ Hepatitis B combination vaccine	Per vaccine (with both components)			
5.5	Other vaccines (motivated by CCT OMP)	Price per vaccine to be quoted on request	Quote post award on request	Quote post award on request	Quote post award on request
5.6	Hepatitis A immunity blood test	Per test			
5.7	Hepatitis B immunity blood test	Per test			
5.8	Rabies immunity blood test	Per test			
<b>6.</b>	<b>Mobile Clinic</b>				
6.1	Hire of Mobile Clinic (full OH service including physical examination, spirometry, audiometry, vision testing and basic bedside tests/ vital signs) (all inclusive)	Per hour			

**Items 3.49 and 5.5: Any other medical assessment or test or vaccine not listed but required may be requested by a City Corporate OMP. A quote for that specific assessment or test or vaccine will be obtained prior to it being conducted. It will be at the City's discretion to proceed with the test based on the quotation received which should be in line with industry standard fees and/or market related. The City SCM Director or SCM BAC (where relevant) to approve any additional items post award.**

## Section C: Occupational Health Clinic Establishment and Management, Inclusive of Occupational Health Services

NB: To be completed with consideration to the specifications)

ITEM	DESCRIPTION	UNIT	Firm Price (excluding VAT) Year 1 (R)	Firm Price (excluding VAT) Year 2 (R)	Firm Price (excluding VAT) Year 3 (R)
<b>1.</b>	<b>Risk assessments/ Occupational Risk and Exposure Profiles (OREPS) (as and when required)</b>				
1.1	<b>NEW</b> job specific risk assessment or hazard identification risk assessment (HIRA): for any job designation on request	Price per assessment			
1.2	Draft and finalise <b>NEW</b> occupational risk & exposure profile (OREP) for any job designation on request (based on risk assessment and job specifications/description)	Price per OREP			
1.3	Draft and finalise a <b>NEW</b> worker allocated surveillance protocol (WASP) for any job designation on request. (To be based on the OREP & clearly state medical surveillance and/or fitness to work requirements) CCT Template may be provided or service provider template if authorised by CCT OHS.	Price per WASP			
1.4	<b>REVIEW any existing</b> job specific risk assessment or hazard identification risk assessment (HIRA): for any job designation on request	Price per assessment			
1.5	<b>REVIEW any existing</b> occupational risk & exposure profile (OREP) for any job designation on request (based on risk assessment and job specifications/description)	Price per OREP			
1.6	<b>REVIEW any existing</b> worker allocated surveillance protocol (WASP) on request. (based on the OREP & clearly state medical surveillance and/or fitness to work requirements)	Price per WASP			
<b>2.</b>	<b>Hazard education/ Risk Communication (as and when required)</b>				
2.1	Health Advocacy Programme, as specified. (minimum of 10 persons per session)	Price per session			
<b>3.</b>	<b>Medical assessments and tests</b>				
3.1	Fitness to work medicals with physical examination component conducted by Occupational Health Nurse practitioner (OHNP)	Price per assessment			
3.2	Fitness to work medicals with physical examination component conducted by Occupational Medicine Practitioner (OMP)	Price per assessment			
3.3	Medical surveillance assessments with physical examination component conducted by OHNP	Price per assessment			

3.4	Medical surveillance assessments with physical examination component conducted by OMP (E.g. Lead, Asbestos)	Price per assessment			
3.5	Driver/ Lifting equipment or driven machinery medical assessment by OHNP	Price per assessment			
3.6	Driver/ Lifting equipment or driven machinery medical assessment by OMP	Price per assessment			
3.7	All in one medical for medical surveillance and/or fitness to drive and/or fitness to work/construction worker medical (with physical examination component by <b>OHNP</b> ). Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required. One medical can be done for multiple outcomes and relevant certificates to be issued (driver fitness COF, Medical surveillance COF and/or fitness to work or construction workers COF or annexure 3)	Price per assessment			
3.8	All in one medical for medical surveillance and/or fitness to drive and/or fitness to work/construction worker medical (with physical examination component by <b>OMP</b> ). Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required. One medical can be done for multiple outcomes and relevant certificates to be issued (driver fitness COF, Medical surveillance COF and/or fitness to work or construction workers COF or annexure 3)	Price per assessment			
3.9	Incapacity/ work ability/ ill health retirement medical assessments by OMP	Price per assessment			
3.10	Personal protective equipment (PPE)/ alternative or special safety footwear medical assessments by OMP	Price per assessment			
3.11	Vision screening with automated machine such as Keystone or equivalent, etc. (including visual acuity, visual fields, depth perception, colour vision)	Price per assessment			
3.12	Audiometry testing: baseline only (which includes 2 screening tests as per SANS 10083:2021 edition 6 or latest versions, choose better one) with audiogram interpretation by OHNP	Price per assessment			
3.13	Audiometry testing (initial, screening or exit as per SANS 10083:2021 edition 6 or latest versions) with audiogram interpretation by OMP	Price per assessment			
3.14	Diagnostic audiograms including reports (as per circular instruction 171 and SANS 10083:2021 edition 6 or latest versions). A	Price per set of two			

	set of 2 diagnostic audiograms are required)				
3.15	Spirometry (lung function) testing (as per SANS 451:2008 or latest version) including spirometry interpretation by OHNP.	Price per assessment			
3.16	Radiology: Chest X-ray PA & Lateral with report and digital copy	Price per test			
3.17	Radiology: HRCT Chest: High resolution CT (Computerised Axial Tomography) scan of the chest	Price per scan			
3.18	Resting 12 lead ECG: Including interpretation by Occupational medicine practitioner (OMP)	Price per assessment			
3.19	Stress ECG with interpretation by OMP	Price per assessment			
3.20	Urine 5 panel multi drug screening test for Cocaine (COC), T1K (mAMP), Ecstasy p (MDMA), Heroin (OPI) and cannabis (THC).	Price per test			
3.21	Standard Urine pregnancy test	Price per test			
3.22	Oral fluid drug test for cannabis (THC)	Price per test			
<b>4</b>	<b>OH CLINIC MANAGEMENT &amp; OPERATION/OH CLINIC ESTABLISHMENT</b>				
4.1	OH Clinic Management & Operation: <ul style="list-style-type: none"> <li>Administrative Services</li> <li>Data capturing and monthly statistical reporting</li> <li>Removal of medical, and general waste, as per the specifications</li> </ul>	Price for entire service <b>per month</b>			
4.2	OH Clinic Establishment: <ul style="list-style-type: none"> <li>Installation and calibration of CCT/Service Provider equipment;</li> <li>Setting up of examination couch/es</li> <li>Provision of medical consumables</li> <li>Installation of computer equipment</li> </ul>	Per OH Clinic			

**Pricing Instructions:**

- 5.1 State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.
- 5.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 5.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 5.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 5.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.**
- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 5.8 **Tenderers must complete and provide pricing for all line items within every section for which they submit a bid.**

INITIALS OF CCT OFFICIALS		
1	2	3

## C.5 SPECIFICATION(S)

### GENERAL REQUIREMENTS:

The accounting, administration, and operational requirements set out hereinbelow shall apply to Sections A, B, and C, where relevant. These requirements must be read in conjunction with, and are complementary to, all corresponding accounting, administration, and operational provisions set out within each respective section.

### ACCOUNTS AND INVOICING:

- All invoices must comply with City of Cape Town (City) invoicing requirements.
- Billing shall only be authorised in terms of actual services rendered.
- Invoice prices must be in the units specified in the Price Schedule.
- The requirements for a valid invoice shall consist of/include, where applicable: Purchase Order (PO) Number, Date of Service, Nature of Service, Date of Receipt, Invoice Date, Invoice Number, unique serial number specific to the OH centre requesting the service, Quantity, relevant City OH Clinic/Centre served, City department/branch/depot that the employees vaccinated are from (this must correlate with the accompanying vaccine register), the locum name/surname and total hours worked.
- The Service Provider must submit detailed invoices at least bi-weekly, or as agreed, to [accountspayable.registry@capetown.gov.za](mailto:accountspayable.registry@capetown.gov.za).
- For verification purposes, invoices must also be submitted to the Corporate Occupational Health (OH) Unit or, where applicable, the relevant OH centre, relevant Line Department that requested the service or Facility Manager in the geographical area where the service was provided along with all required supporting documents.
- Relevant supporting documents, where applicable, must consist of:
  - Verified and signed timesheets,
  - test results,
  - medical certificates,
  - reports,
  - registers,
  - or records where applicable.
- Where applicable, all medical records/documents such as (a) vaccination register, b) questionnaire, c) record and d) consent/refusal forms are to be submitted to the relevant Corporate OH Centre as per above (if applicable) prior to the relevant invoice so that proper verification can be performed before invoices are processed for payment (for referrals from Corporate OH Unit only).
- Once invoices, and all supporting documents, are verified, such invoice will be submitted for payment.
- Employees who don't honour their appointments will be held liable for all costs incurred by the City.

### ADMINISTRATIVE REQUIREMENTS:

- Services are to be delivered within the City's standard operational service window (08:00–16:30), with the specific scheduling, allocation of personnel, and management of working hours remaining the responsibility of the Service Provider.
- The Service Provider shall provide all administration involved with providing any of the listed services in section B and C of the price schedule.
- The Service Provider is expected to, in respect of services rendered under Section B and C, schedule appointments with the relevant line departments upon request and/or if given a name list with required vaccinations from one of the Corporate OHCs (or line department if applicable). All appointment scheduling, follow ups, and vaccine related documentation to be completed by the service provider.
- The Service Provider shall provide all consumables, supplies, etc. that are necessary to provide the service.
- The Service Provider shall provide all medical uniforms to their staff (if relevant) and all personal protective equipment required in order for them to perform their function.
- The City will liaise with the Service Provider only and not with any 3<sup>rd</sup> party outsourced by the Service Provider to undertake or render any services to the City.

- Where the Service Provider engages any third party, the Service Provider retains full responsibility for all deliverables and documentation, which the Service Provider must submit directly to the City. The City will not make any payment until all required certificates, reports and evidence have been received and approved.
- A detailed monthly statistical report shall be compiled, presented and submitted for all projects undertaken by the service provider to Corporate OH Unit and/or relevant City department/branch/depot no later than the 5<sup>th</sup> working day of the following month or as requested.
- No confidential supporting medical records/documents may be distributed to any City Line Department or Directorate irrespective of whether the Line Department or Directorate sourced the required services (owner of Purchase Order).
- Where applicable, the Service Provider shall use its own medical equipment to render the services required. All equipment must be calibrated and maintained at the Service Providers own expense. Copies of valid calibration certificates to be provided as and when requested.
- City OH templates will be supplied (for the service provider to make copies at own cost). A copy of the templates will be provided, where deemed necessary, prior to implementation of the contract. No changes to these templates may be made without prior written approval.
- Where required, the Service Provider shall use all their own office and information technology (IT) equipment and IT systems.
- The Service Provider shall be responsible to complete in conjunction with Line Management all relevant documentation regarding occupational diseases. All additional documentation as required by the OHS Act will be completed by the Service Provider (if applicable) regarding occupational diseases.
- All occupational disease cases as listed in the COID Act will be recorded by the Service Provider on a database for statistical analysis (e.g. hearing loss cases, asbestosis etc.) and supplied to the CCT Corporate OH Unit and/or relevant Line Department in electronic format monthly or upon request.

**OPERATIONAL REQUIREMENTS:**

- The Service Provider will be required to primarily render their services from their own facility/ies (which must be within the City municipal boundaries).
- The Service Provider may/will be expected to visit City workplaces as and when required.
- The Service Provider will ensure that their staff compliment is maintained for efficient service delivery regardless of absenteeism due to leave, sick leave, training etc.

**OCCUPATIONAL HEALTH DOCUMENT SUBMISSION AND RECORD MANAGEMENT REQUIREMENTS:**

**Consent Requirements Prior to Service Delivery:**

- Prior to rendering any Occupational Health (OH) services or vaccinations, the Service Provider must explain to the employee the purpose, nature, and scope of the assessment or procedure.
- The Service Provider must ensure that the employee fully understands the information provided and must obtain the employee's signed informed consent before proceeding.
- Only consent forms supplied by the Corporate OH Unit may be used. These forms include all POPIA-compliant disclaimers and are standardised for all City engagements.
- No OH services or vaccinations may be provided or carried out without the employee's signed consent.
- If an employee refuses to provide consent, the Service Provider must not proceed and must immediately refer the matter to the inform the relevant Line Department and get the employee to sign a Refusal Form, which will be supplied by Corporate OH Unit.

**Record Management Responsibilities:**

- The Service Provider shall establish, manage, and maintain a centralised filing and record-keeping system for all Occupational Health (OH) related documentation generated under the contract.
- The system used must meet the minimum requirements set out in SASOHN's 'Guideline for Record Keeping and Retention of Records, SASOM's 'Guideline on Medical Records in Industry', and relevant HPCSA guidelines on patient recordkeeping.
- The Service Provider may retain copies of medical records for internal use; however, all original documents must be submitted to the Corporate OH Unit.

- All stored records (copies) must be securely backed up, archived, and protected in accordance with POPIA and applicable legislation.
- A site inspection may be conducted by the Corporate OH Unit to confirm that the Service Provider's record-keeping system complies with the minimum Occupational Health record-keeping standards prescribed by SASOHN, including the Guideline for Record Keeping and Retention of Records, and the SASOM Guideline on Medical Records in Industry, which outlines legal, ethical, retention, confidentiality, and lifecycle standards for occupational medical records. These standards constitute the minimum acceptable benchmark for compliance prior to contract award.

**Ownership and Handover of Records:**

- All records, documents, data, and templates generated during this contract remain the property of the City.
- Upon contract termination, the Service Provider must hand over all records, originals and copies as required, to the Corporate OH Unit or its appointed provider at no cost and within 14 working days.

**Submission of Medical Records and Documents:**

- All original medical certificates of fitness must be delivered to the respective referring Line Department in hard copy or electronically on the day of assessment or test.
- All other original medical records (reports, test results, vaccination documents, etc.) and a copy of the certificate of fitness must be submitted to Corporate OH Unit within 7 working days after service delivery.
- Where further medical investigation is required, an updated status report must be submitted within 10 working days after service.
- The Service Provider shall, in respect of vaccinations, supply the relevant Corporate Occupational Health (OH) Unit with the following medical records within 5 working days of providing the vaccination and for temporary staff only upon request:
  - Fully completed Consent/ Refusal forms for each employee treated, duly signed by the employee and witness;
  - Fully completed pre-vaccination patient Questionnaire duly signed by the employee and a vaccination record form (indicating the vaccine given, injection site, expiry date, batch number, health practitioner who administered the vaccine name/surname printed and signature) for each employee treated (questionnaire and record may be on one form).
  - Fully completed vaccination register confirming:
    - a) the name and surname of the employee vaccinated
    - b) staff/ID number
    - c) details of the Health Practitioner who administered the vaccine
    - d) vaccination site
    - e) Vaccination given (E.g. Hep. B 1st dose)
    - f) date of service
    - h) name of Department, Branch and Depot, contact number
    - i) an authorising City of Cape Town Occupational health clinic (or line department representative where applicable),
    - j) other relevant comments (i.e. complications, etc.) if applicable.

**Information Provided to Line Departments:**

- Line Departments may receive only the following information: consent/refusal forms, proof of vaccination, and immunity status ('immune'/'not immune').
- No detailed pathology results or clinical medical records may be shared with Line Departments.
- Additional medical records (e.g., vaccination questionnaires, assessment forms) must only be supplied to the relevant Occupational Health Centre.

**Transport and Submission of Documents:**

- The Service Provider must be able to transport all required original hardcopy medical documents to any OH Centre when instructed.
- Electronic copies may be submitted only with prior written approval from Corporate OH Unit and must comply with all confidentiality and data-protection requirements.

## Section A: Occupational Health Locum Services

The City of Cape Town (“the City”) requires a professional service provider to deliver complete, end-to-end occupational health locum services, on an as-needed basis, as a service output, and not as the provision of labour.

The Service Provider must supply qualified occupational health professionals who deliver the required clinical and technical services under their own management and professional responsibility, in accordance with all applicable legislation, City policies, and occupational health/medicine guidelines.

This is not a placement of temporary employees at the City and does not create any employment relationship between the City and any individual rendering the service.

Services may be required due to OH staff absenteeism, increased workload, special projects, and/or vacancies.

The provision of locum services to the City, on an as-needed basis and depending on the services required, shall include the following:

- a) Occupational Health Nurse Practitioner (OHNP);
- b) Occupational Medicine Practitioner (OMP);
- c) Professional Nurse;
- d) General Practitioner (GP);
- e) Occupational Health Medical administrator; and
- f) Occupational Health Technician.

These locum services will primarily be used by the Corporate Occupational Health (OH) Unit, as needed. However, this will be for transversal use by any City Directorate, as needed.

The locum services may be required at any of the following Occupational Health (OH) Centres locations:

- Cape Town CBD
- Bellville
- Grassy Park
- Gordon’s Bay
- or at any other suitable CCT work location, if required.

The appointed Service Provider shall provide a complete professional service, which includes all duties, outputs, documentation, and clinical responsibilities expected of qualified OH professionals. These services shall not be construed as the supply of employees or temporary staff.

**1. SERVICES THAT WILL/MAY BE REQUIRED FROM AN OCCUPATIONAL MEDICINE PRACTITIONER (OMP): (As and when required), SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**

- Locum services for the provision of an Occupational Medicine Practitioner for the time period as disclosed on receiving such request.
- Perform medical examinations, which may include pre-placement, initial, periodical, exit, fitness to work or drive and return to work medicals.
- Reviewing medical surveillance/tests results (E.g. spirometry, audiograms, blood results, etc.) and advise the City on necessary actions to be implemented.
- Evaluation of work-related injuries and occupational diseases with recommendations for suitable case management.
- Evaluation of special and vulnerable occupational health groups with recommendations for suitable case management.
- Assess, evaluate and advise on incapacity cases providing recommendations for suitable case management.
- All required medical certificates of fitness, reports, referrals, documents and/or other correspondence related to any assessments conducted where applicable.
- Assessments for alternative or special safety footwear or other personal protective equipment
- Draft, review and/or finalise risk assessments, occupational risk exposure profiles (OREPS) and/or worker allocated surveillance protocols (WASPS).
- Any other OMP based services that may be required shall form part of this tender.

- 2. SERVICES THAT WILL/MAY BE REQUIRED FROM AN OCCUPATIONAL HEALTH NURSE PRACTITIONER (OHNP), SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**
  - Locum services for the provision of an Occupational Health Nurse Practitioner for the time period as disclosed on receiving such request, as and when required.
  - Conducting occupational health medicals, either doing components thereof or the full medical including the physical examination. These may include medical surveillance medicals (pre-placement, periodical and exit), inclusive of the required record keeping and administration.
  - Performance of audiometry and spirometry as a certified provider.
  - Conduct vision screening tests (manual and automatic when required)
  - Conduct driver fitness to drive medicals (council authority/ lifting equipment/ driven machinery-excluding professional driving permits medicals)
  - Appropriate referral of clients to the occupational medicine practitioner where necessary.
  - All client preparation/vital signs/bedside tests as required.
  - Administer vaccinations inclusive of adequate record keeping.
  - All required medical certificates of fitness, reports, referrals, documents and/or other correspondence related to any assessments conducted where applicable.
  - Any other occupational health nurse based services, that may be required, shall form part of this tender.
  
- 3. SERVICES THAT WILL/MAY BE REQUIRED FROM A PROFESSIONAL NURSE, SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**
  - Locum services for the provision of a Professional Nurse for the time period as disclosed on receiving such request, as and when required.
  - Conduct vital signs measurements and monitoring and relevant data capturing.
  - Any other Professional Nurse based services, that may be required, shall form part of this tender.
  
- 4. SERVICES THAT WILL/MAY BE REQUIRED FROM A GENERAL PRACTITIONER, SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**
  - Locum services for the provision of a General Practitioner for the time period as disclosed on receiving such request, as and when required.
  - Perform medical examinations relating to Professional Driver Permit Assessments (PrDP)
  - Any other General Practitioner based services, that may be required, shall form part of this tender.
  
- 5. SERVICES THAT WILL/MAY BE REQUIRED FROM AN OCCUPATIONAL HEALTH MEDICAL ADMINISTRATOR, SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**
  - Locum services for the provision of an Occupational Health Medical administrator for the time period as disclosed on receiving such request, as and when required.
  - Co-ordinating all appointments for occupational health medicals, tests or vaccinations.
  - All administration related to providing an OH service.
  - All data capturing, reports, registers or stats related to the OH service.
  - **Any training required to use City SAP or other specific software will be provided where applicable by the City.**
  
- 6. SERVICES THAT WILL/MAY BE REQUIRED FROM AN OCCUPATIONAL HEALTH TECHNICIAN, SHALL BE INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING:**
  - Locum services for the provision of an Occupational Health Technicians for the time period as disclosed on receiving such request, as and when required.
  - Conducting audiometry testing
  - Conducting spirometry testing
  - Vision screening tests
  - Administration related to aforementioned tests.
  - Occupational Health technician may be required to conduct some or all the above mentioned tests.

## Section B: Occupational Health and Vaccination Services

### Administrative Requirements:

- The occupational health service provider shall provide all administration involved with providing any of the listed services in section B of the price schedule.

### Process Steps, Requirements and Prescribed Turnaround Times:

Process Step	Requirement	Turnaround Time
<b>Confirmation of Availability</b>	Service Provider must confirm in writing whether they can deliver the requested services (including locums, where applicable). If no confirmation or a decline is received, the secondary/alternate provider will be approached.	2 working days from receipt of the request.
<b>Scheduling – General Rule</b>	All scheduling must be coordinated between the Service Provider and the Line Department.	Must occur at least 2 weeks in advance.
<b>Scheduling – Small Groups (&lt;50 medicals)</b>	Scheduling of assessments for small groups.	5 working days response time
<b>Scheduling – Large Groups (&gt;50 medicals)</b>	Scheduling for large-volume assessments.	Up to 3 weeks response time
<b>Service Delivery</b>	Delivery of requested services following referral or confirmation and receipt of a valid City of Cape Town purchase order. For large projects (i.e. more than 50 medicals per week), arrangements will be discussed with the service provider at least 2 weeks in advance.	Within 7 working days

## I) OCCUPATIONAL HEALTH SERVICES

### 1. BACKGROUND INFORMATION

This specification provides for the provision of Occupational Health Services, as and when required. The Services shall in all respects comply with relevant South African related legislation (as amended from time to time).

### 2. SCOPE

All employees who drive a City vehicle require a driver medical. All at risk employees require a medical surveillance medical every 1 or 2 years. While most permanent employees will be serviced by the City internal Occupational Health Centres, capacity constraints will require an estimated number of permanent staff to also be seen by the external service provider.

There is, however, no guarantee of services as all services will be on as-required basis.

The service provider must ensure that before requests from Line Departments are quoted for, such requests must be approved by Corporate OH Unit representative.

The main demand for services shall include, but are not limited to the following:

- fitness to drive or work medicals,
- construction worker medicals,
- medical surveillance medicals for at risk staff (usually done 2 yearly and based on risk assessment);
- vaccination services.
- All other services as outlined in the pricing schedule.

### 3. SERVICES

#### 3.1 (Item 1) Risk assessments/ Occupational Risk and Exposure Profiles (OREPS) / Worker Allocated Surveillance Protocols (WASPS):

- 3.1.1 Review/update existing or conduct NEW job specific Risk Assessments (HRAs) or Hazard identification risk assessments (HIRAs).
- HRAs/HIRAs must be based on legislative requirements
  - Any occupational hygiene reports, legal reports, incident reports, audits
  - An onsite visit to the workplace is required by the occupational health practitioner
- 3.1.2 Draft and finalise NEW or review and update existing occupational risk & exposure profile (OREP) for any job designation on request (based on risk assessment and job specifications/ description).
- City OREP template to be used (unless otherwise agreed upon).
- 3.1.3 Draft and finalise a NEW or Review and update an existing worker allocated surveillance protocol (WASP) for any job designation on request.
- To be based on the OREP & clearly state medical surveillance and/or fitness to work requirements.
  - City templates to be used.
- 3.1.4 All risk assessments/HIRAS, OREPS and WASPS to be done by an **OMP**.
- 3.1.5 The tenderer needs to provide a feedback session within two (2) weeks after completion of assessment of each operational unit (unless otherwise agreed).
- 3.1.6 The HIRA and/or OREP and/or WASP to be presented in a formal feedback presentation session and a written report submission. This must be included in the rate quoted.
- 3.1.7 A status report will be provided every three (3) months and at the end of the contract respectively indicating progress made with the programme above.
- 3.1.8 OMP to provide advice and recommendations on reports of specialist studies, surveillance reports and hygiene surveys when required.
- 3.1.9 All the above requirement need to be considered when providing rates per assessment for price schedule items under 1.

#### 3.2 Advocacy Programme (Item 2)

- 3.2.1 Design an Occupational Health related advocacy programme on specific topics based on trends and/or risks identified in HIRAS/OREPs/WASPS, Medical Surveillance Programme, Injury of duty/COID data or any other OH related topic, as and when require)
- 3.2.2 The tenderer must on request go out to the workplaces/units to conduct these sessions. City will provide the training venue (unless otherwise agreed), while the tenderer will provide its own transportation to the venue.
- 3.2.3 The tenderer must advise on the requirements for material needed (i.e. audio-visuals, etc as required) beforehand if applicable.
- 3.2.4 The specific training materials utilised and/or handed out at these training sessions must be provided by the tenderer at their own cost.
- 3.2.5 A report and attendance register must be provided that will be used to reconcile the invoice. The invoice must be clearly indicating the number of sessions, including the content that was covered.
- 3.2.6 Trends/risks identified in the HRAs/OREPS that are generic to more than one workplace/ unit can be dealt with by means of combined training sessions at an appropriate venue.
- 3.2.7 A schedule of planned advocacy training interventions must be submitted before commencement of such schedule. It must be approved by the relevant department delegated official prior to commencement of any advocacy sessions.
- 3.2.8 Sessions will be conducted as and when required.
- 3.2.9 Each session must be a minimum of one (1) hour, but not exceeding 2 hours per session (unless otherwise agreed upon).
- 3.2.10 Rates given in the price schedule item 2 must consider all this.

#### 3.3 Medical examinations, tests and assessments (as and when required) (Item 3,4 & 5)

- 3.3.1 All medicals, assessments or tests must be conducted in accordance with relevant legislation, SANS codes, South African Society of Occupational Medicine guidelines and City policies or protocols.
- 3.3.2 When medicals are done on site at a City workplace, the service provider must provide all the necessary equipment, consumables and staff required to provide the services (This must be considered in the rates provided in the price schedule when quoting for mobile clinic use).
- 3.3.3 Specifications per item from 3 to 5:

Item no.	
3.1-3.10	<p>Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required and certificate of fitness [COF])</p> <p>All blood pressure machines and scales must have valid calibration certificates.</p> <p>This service may be outsourced if the tenderer does not have this resource internally. All costs related to this service must be included. This service is usually required annually, but must be requested as and when required.</p>
3.11-3.12	<p>Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required.</p> <p>One medical can be done for multiple outcomes and relevant certificates to be issued (driver fitness certificate of fitness (COF), Medical surveillance COF and/or fitness to work or construction workers COF or Annexure 3 Medical Certificate of Fitness).</p> <p>This may be longer than the usual medical assessment. Two or more certificates may need to be issued as written outcomes. E.g. Medical surveillance medical with driver medical resulting in medical surveillance feedback/certificate and driver medical certificate.</p>
3.13	<p>These assessments are related to ill health incapacity assessments. They will need to be done according to City systems and procedures and City Corporate OH guidelines.</p> <p>Line management input, treating doctor reports, job descriptions are usually provided. The staff member needs to be assessed by an OMP. This assessment can take up to 1 hour or longer with the client and then additional time is required for the feedback report to line management.</p> <p>Clients may have to be seen more than once, follow up sessions will be separate as per item 3.17.</p>
3.1.4	<p>These medical assessments are for when a staff member has a medical reason for not being able to wear the standard issued PPE and requires reasonable accommodation or special or "buy out" PPE. An assessment and recommendation is required from the OMP.</p>
3.15	<p>This only includes medical assessment and review of any available special investigations such as audiometry, spirometry or specialist reports. It does not include any special investigation costs or referral to a specialist.</p>
3.16	<p>Usually brief follow up consults after a previous initial visit. E.g. Driver follow up by OHNP etc. Includes certificate that need to be issued.</p>
3.17	<p>Usually brief follow up consults after a previous initial visit. E.g. Driver follow up by OMP etc. Includes certificate that need to be issued. This must be communicated to relevant line department and OH Services.</p>
3.18	<p>Usually brief follow up medical surveillance consultation after a previous initial visit. Includes certificate that need to be issued.</p>
3.19	<p>Abnormal findings detected during an all in one medical for medical surveillance and/or fitness to drive/operate machinery/lifting equipment and/or fitness to work/construction worker medical done by an OHNP requires folder review and sign off by an OMP (client not seen or assessed in person by OMP) or upon request of CCT OH Services. Please remember, this charge is in addition to the charge for the medical done by the OHNP (e.g. item 3.3)</p>
3.20	<p>When complete medical is done by OHNP, but referral to OMP is required for review and the OMP physically sees the client for assessment.</p>
3.21 & 3.22 3.23	<p>All audiometry testing must be done according to the SANS 10083:2021 edition (or later versions) and/or circular instructions 171 for noise induced hearing loss.</p> <p>All audiometry equipment must have a valid calibration certificate (Proof can be requested at any time).</p> <p>All abnormal results, must be reviewed by an OMP for necessary action.</p>
3.24	<p>This service may be outsourced if the tenderer does not have this resource internally. All costs related to this service must be included. This service is usually required annually, but will be requested as and when required. The person doing the calibration must be qualified to calibrate Kudu waves.</p>
3.25	<p>Must be done according to latest SANS codes and SASOM guidance. All infection prevention and control measures to be adhered to.</p> <p>All abnormal results to be reviewed by OMP for necessary action.</p>
3.26	<p>This service may be outsourced if the tenderer does not have this resource internally. All costs related to this service must be included. This service is usually required annually, but</p>

	will be requested as and when required. The person doing the calibration service must be qualified to calibrate spirometer syringes.
3.27	Vision screening with automated machine such as Keystone or equivalent, etc. Must include visual acuity, visual fields, depth perception, colour vision. A printed or written report required.
3.28	This service may be outsourced if the tenderer does not have this resource internally. All costs related to this service must be included. This service is usually required annually, but will be requested as and when required. The person doing the calibration service must be qualified to calibrate/ service vision testing machines such as Keystones or equivalent.
3.29	Manual Vision testing [including visual acuity (Snellen's or equivalent), visual fields (confrontation tests or equivalent), and colour vision (Ishihara charts or equivalent)]
3.31-3.32	Radiology services may be outsourced. A written report and digital copy of the images must be included.
3.33-3.34	Standard stress ECG protocol to be followed. All ECGs to be reviewed by OMP for necessary action. A written report/comment of the result for each ECG is required.
3.35	Standard urine pregnancy test
3.36	Urine dipsticks test with strips for urine analysis of specific gravity, pH, leucocytes, blood/haemoglobin/Nitrites/ Ketones/ Bilirubin/ Urobilinogen/ Protein/ Glucose.
3.37	Blood pressure test only. E.g. When a client needs to come for a follow up BP check only. Correct cuff size and calibrated equipment to be used at all times. Not be used if charge for follow up consult is used in item 3.17.
3.38	Fingerpick blood glucose test. E.g. When a client needs to come for a follow up HGT check only. Not be used if charge for follow up consult is used in item 3.17.
3.39	Screening drug test using urine. All required protocols to be followed to obtain an unadulterated specimen. Testing will be in alignment with City Substance Abuse System and procedure.
3.40	Screening drug test using oral fluid. All required protocols to be followed to obtain an unadulterated specimen. Testing will be in alignment with City Substance Abuse System and procedure
3.41	Echocardiogram test by qualified person and with interpretation and written report by cardiologist.
3.43 – 3.46	<ol style="list-style-type: none"> <li>1. Diving medical assessments:</li> <li>2. Must be performed by a registered and qualified Diving Medical Examiner (DME) level 1 or higher.</li> <li>3. Will be used to do any Diving classes 3-6 as and when required</li> <li>4. Must issue a Certificate of Fitness- same as what is forwarded to the SAUHMA registry (South African Underwater and Hyperbaric Medical Association)</li> <li>5. All paperwork/administration, included.</li> <li>6. All costs to be included (except for special investigations).</li> <li>7. Follow up consultations related to the initial visit as and when required</li> </ol>
3.47 – 3.38	<ol style="list-style-type: none"> <li>8. This medial assessment must be done by a Designated Aviation Medicine Examiner (DAME) registered with the Civic Aviation Authority. This may be outsourced if tenderer does not have this resource internally. Must be done within City boundaries.</li> <li>9. Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required and certificate of fitness [COF])</li> <li>10. Special investigations such as spirometry, audiometry, ECGs, CXRs are not included here, but can be done and charged for separately)</li> </ol>
4.1	All medical surveillance medicals conducted must be captured on a standard feedback template (City to supply), unless otherwise agreed. This feedback report is for Line Managers to see which staff had medical surveillance conducted, tests done and outcomes (where applicable) with required actions. This will serve as proof of medical surveillance done. The quote is per employee on the report. E.g. if 10 employees on the report, and rate quote is R10 per employee, then total payment for the report will be R100. Please quote per employee only.
4.2	This is for when hardcopies of medical records are required and need to be couriered to a relevant CCT OHC or CCT site.
4.3	The service provider must provide at least one adequately sized mobile clinic for onsite medicals, tests and / or vaccinations. All medical equipment, consumables and staffing

	required to provide medical assessments, audiometry, spirometry, vision testing, venepuncture and vaccination must be provided by the tenderer for onsite medicals and /or vaccination services.
5.1-5.5	All-inclusive cost of administering the relevant vaccine.
5.7-5.9	Immunity blood tests done by a pathology lab including a copy of the result

**II) VACCINATION SERVICES**

**1. REQUIRED SERVICE:**

- To provide a vaccination service to certain categories of employees within the City of Cape Town who are at risk due to their occupational risk exposure profile.
- To provide the necessary pathology immunity tests to certain categories of employees within the City of Cape Town who are at risk due to their occupational risk exposure profile.
- Vaccinations may be administered at the same time as medical surveillance medicals as and when required.
- The Service Provider is to vaccinate identified and referred City of Cape Town employee groups or individuals as needed in compliance with applicable legislative requirements and industry standards. As well as in accordance with the notification received from the relevant Corporate Occupational Health (OH) Centre or Line Department where applicable as to what vaccinations each employee requires.
- Vaccinations must be authorised to receive payment. Unauthorised or incorrect vaccinations given by the service provider will not be paid for.
- The Service Provider must be able to deliver the required service without unnecessary inconvenience or time delay, from their own fully functional operational premises and/or compliant mobile operational facility/unit (only in the case of 15 individuals or more) at a City premises/ workplace and/or at any suitable City workplace or premises (mobile nurse) as and when required.
- The operational premises shall have all the necessary medical equipment and emergency drugs in the event of an adverse reaction including anaphylactic reactions (medical emergency).
- Corporate Occupational Health (OH) Unit must give approval/authorisation to line departments/ branch/depots/ for a specific type of worker/ job designation to receive a specific vaccination and this will be based on an adequate occupational risk exposure profile (OREP) for that specific job. Corporate Occupational Health (OH) Unit may give a pre-authorised list of jobs.

**2. REGULATORY COMPLIANCE AND OPERATIONAL REQUIREMENTS**

- Service Providers must submit evidence of a Quality Management System for Vaccination Services which will indicate all relevant protocols and procedures.
- Service Providers must submit a valid Integrated Pollutant and Waster Information System (IPWIS) registration certificate issued by the Department of Environmental Affairs and Development Planning confirming their registration as a Medical Waste Generator.
- The Service Provider shall have a fully functional facility from where services will be conducted, vaccines are stored, vaccinations can be administered, OH Practitioners/ nursing staff operate from and where administration occurs, meeting the needs in terms of Section B.

**III) MOBILE CLINIC**

- The Service Provider shall have at least x1 fully functional mobile clinic to be used to deliver required services at City sites as may be required in terms of this tender.
- The Service Provider must have a fully functional mobile clinic (able to provide a full OH service including physical examination, spirometry, audiometry, vision testing and basic bedside tests/ vital signs) for onsite workplace service provision.
- Services may be required either off or on site or both at the same time as required. The City may also make space available for the service provider to use to provide the services if and when required.
- The mobile clinic shall have all the necessary medical equipment and emergency drugs in the event of an adverse reaction including anaphylactic reactions (medical emergency).
- The service provider's mobile clinic or staff member rendering the service on site at a suitable City workplace/premises must have resources/equipment with them to manage any potential anaphylactic or adverse reactions from administering vaccines.

## **Section C: Occupational Health Clinic Establishment and Management, inclusive of Occupational Health Services**

### **1. General Requirement**

The Service Provider shall provide a complete Occupational Health (OH) service at City-designated facilities in accordance with the Occupational Health and Safety Act (Act 85 of 1993), all associated regulations, and all applicable South African legislation, SABS/SANS standards, and approved City policies, processes and guidelines. All services shall be delivered as an outsourced, outcome-based service. for a period to be determined during contract operationalisation

### **2. Designated OH Centres**

The City will allocate a suitable fixed facility to be utilised as an Occupational Health Centre. The Service Provider shall establish, equip, operationalise, and manage the OH Centre in full compliance with the detailed specifications contained in this Section C.

### **3. Applicability to Other Directorates and Facilities**

Any Directorate or Department of the City may identify and allocate a fixed facility to function as an OH Centre. Where such a requirement arises, the Service Provider shall deliver a complete, fully managed OH service at the designated facility in the same manner and to the same standards as set out in this Section C.

These designated centres may be required on an as-and-when basis, month-to-month, or for a longer specified period.

The City shall provide two (2) calendar months' notice for the Service Provider to mobilise and establish the OH Centre at any site, unless the Service Provider agrees to a shorter mobilisation period.

All detailed specifications in this Section C shall apply equally to all OH Centres.

### **4. Turnkey Service Model**

The Service Provider shall deliver the OH Centre as a fully outsourced service.

This includes all resources, systems, governance, equipment, operational processes, reporting mechanisms, technology, consumables, tools, and expertise required to both establish and manage the OH Centre.

The Service Provider shall determine and provide whatever resourcing is necessary to meet the outcomes, performance standards, and operational requirements contained in this Section C.

### **5. Management Service Objective**

The Service Provider shall, where required, operate and manage the OH Centre as a complete, outcome-based service on an as-and-when basis, month-to-month, or for a longer specified period, ensuring availability, compliance, clinical quality, and reporting.

### **6. Management – Scope of Service**

#### **6.1.1 Occupational Health Services**

**Item 1: Risk assessments/ Occupational Risk and Exposure Profiles (OREPS)/ Worker allocated Surveillance Protocols (WASPS)-as and when required:**

6.1.1 Review existing/update or conduct NEW job specific Risk Assessments (HRAs) or Hazard identification risk assessments (HIRAs).

- HRAs/HIRAs must be based on legislative requirements
- Any occupational hygiene reports, legal reports, incident reports, audits
- An onsite visit to the workplace is required by the occupational health practitioner
- 6.1.2 Draft and finalise NEW or review and update existing occupational risk & exposure profile (OREP) for any job designation on request (based on risk assessment and job specifications/ description).
  - City OREP template to be used (unless otherwise agreed upon).
- 6.1.3 Draft and finalise a NEW or Review and update an existing worker allocated surveillance protocol (WASP) for any job designation on request.
  - To be based on the OREP & clearly state medical surveillance and/or fitness to work requirements.
  - City templates to be used (service provider template may be used, only if authorised by the City).

**Requirements:**

- 6.1.4 All risk assessments/HIRAS, OREPS and WASPS are to be undertaken by an OMP.
- 6.1.5 The Service Provider must provide the relevant Directorate with a programme (overview schedule) on how it will meet the programme requirement of that Directorate within at least 21 days after the contract has been concluded between the City and the Service Provider.
- 6.1.6 The Service Provider needs to provide a feedback session within two (2) weeks after completion of assessment of each Operational Unit and communicate in a formal feedback presentation session and a written report submission.
- 6.1.7 A status report will be provided after three (3) months and at the end of the contract respectively indicating progress made with the programme above.
- 6.1.8 All scheduling as required must be done by the Service Provider in accordance with the risk assessments and the medical surveillance programme to ensure compliance with legislation. All scheduling must take place 2 weeks in advance and with approval the relevant City official.
- 6.1.9 All reports and statistical analysis as required must be done by the Service Provider.
- 6.1.10 Provide advice and recommendations on reports of specialist studies, surveillance reports and hygiene surveys.

**6.2 Health Advocacy Programme**

- 6.2.1 Design an Occupational Health Risk Related Advocacy Programme that is specific to the trends identified in the outcomes of the relevant Directorate existing and new Risk Assessments/HIRA, OREPS, WASPS and the Medical Surveillance Programme or other occupational health related topic as and when required.
- 6.2.2 Establish and Implement the risk-based Health Advocacy Programme within the relevant Directorate.
- 6.2.3 The Service Provider must on request go out to the operational units to conduct these programmes. Directorates will provide the training venue while the tenderer will provide its own transportation to such operational unit.
- 6.2.4 The Service Provider must advise on the requirements for health advocacy material needed (i.e. audio-visuals, posters or signs as required) for utilisation by a Directorate or Department.
- 6.2.5 The specific training materials utilised and/or handed out at the advocacy training sessions must be provided by the Service Provider at its own cost.
- 6.2.6 Provide professional input on operational policies and safe work procedures.
- 6.2.7 A report must be provided monthly that will be used to reconcile the monthly invoice. The report must be clearly indicating the number of sessions, including the content that was covered.
- 6.2.8 Trends identified in the risk assessments that are generic to more than one operational unit will be dealt with by means of combined advocacy training sessions at an appropriate venue.
- 6.2.9 A three (3) monthly schedule of planned advocacy training interventions must be submitted before commencement of such schedule
- 6.2.10 Sessions will be conducted as and when required.
- 6.2.11 A minimum of one (1) hour, not exceeding 2 hours per session as and when requested and confirmed by the relevant City official.

**6.3. Medical Examinations/Assessments (Services will only be utilised as required)**

6.3.1 The medical surveillance program must be based on HIRAs/OREPS/WASPS

3.1-3.6	Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required and certificate of fitness [COF]
3.7-3.8	Medical to include history/ all questionnaires, psychological screen, weight, height, BMI (body mass index), blood pressure, pulse rate, fingerpick glucose, urine dipsticks, physical examination as required.  One medical can be done for multiple outcomes and relevant certificates to be issued (driver fitness COF, Medical surveillance COF and/or fitness to work or construction workers COF or annexure 3).  This may be a longer than the usual medical assessment. Two or more certificates may need to be issued as written outcomes. E.g. Medical surveillance medical with driver medical resulting in medical surveillance feedback/certificate and driver medical certificate.
3.9	These assessments are related to ill health incapacity assessments. They will need to be done according to CCT systems and procedures and CCT Corporate OH guidelines.  Line management input, treating doctor reports, job descriptions are usually provided. The staff member needs to be assessed by an OMP. This assessment can take up to 1 hour or longer with the client and then additional time is required for the feedback report to line management.
3.10	These medical assessments are for when a staff member has a medical reason for not being able to wear the standard issued PPE and requires reasonable accommodation or special or “buy out” PPE. An assessment and recommendation is required from the OMP. (Medical reports from the staff member’s treating medical practitioner and/or podiatrist to be submitted where applicable).
3.11	As a minimum must include visual acuity, visual fields, depth perception and colour vision.
3.12-3.14	All audiometry testing must be done according to the SANS 10083:2021 edition (or later versions) and/or circular instructions 171 for noise induced hearing loss.  All audiometry equipment must have a valid calibration certificate (Proof can be requested at any time). All abnormal results, must be reviewed by an OMP for necessary action.
3.15	Must be done according to latest SANS codes, SASOM guidance and international best practice. All infection prevention and control measures to be adhered to. All abnormal results to be reviewed by OMP for necessary action.
3.16-3.17	Radiology services may be subcontracted.
3.18-3.19	Standard stress ECG protocol to be followed. All abnormal ECGS to be reviewed by OMP for necessary action. A written report/comment of the result for each ECG is required
3.20	All required drug testing protocols to be followed to obtain an unadulterated specimen from clients for this screening urine test. City substance abuse system and procedure will apply.
3.21	Oral mouth swab test for cannabis. All required protocols to be followed. CCT substance abuse system and procedure will apply

Follow up visits will not be charged.

**6.4. Vaccinations**

4.1-4.4 All-inclusive cost of administering the relevant vaccine.

**6.5. Occupational and Administrative Service and Operation of the OH Centre**

**6.5.1 Occupational service:**

6.5.1.1 The OHS Centre shall be responsible to complete in conjunction with Line Management all relevant documentation regarding occupational diseases. All additional documentation as required by the OHS Act will be completed by the tenderer regarding occupational diseases.

- 6.5.1.2 All occupational disease cases as listed in the COID Act will be recorded by the OHS Clinic on a database for statistical analysis (e.g. hearing loss cases, asbestosis etc.). This does not include injury on duty cases.
- 6.5.1.3 The occupational health centre must be suitably staffed to meet the operational requirements:
- The Occupational Medicine Practitioner is required at the OHC for a minimum of sixteen (16) hours per working week.
  - At least one Occupational Health Nurse Practitioner is required at the OHC 40 hours per week.
  - The administrator is required at the OHC 40 hours per week.
- 6.5.2 Administrative service: All administrative services will be rendered at the OHC.**
- 6.5.2.1 OH Centre must have a personal file for each staff member participating in the medical surveillance programme, of the relevant Directorate, with staff's medical history.
- 6.5.2.2 Manage and maintain a centralised filing system.
- 6.5.2.3 Ensure all files are backed up and archived according to legislation.
- 6.5.2.4 All records shall remain the property of the City and will be formally handed over to the CCT or its service provider within 14 working days of termination of the contract at no cost.
- 6.5.2.5 Running the centre on a day-to-day basis will be the responsibility of the tenderer e.g. washing of linen, cleaning of OHC, consumables, cleaning chemicals, hand towels, paper towels etc.
- 6.5.2.6 The tenderer shall provide all consumables, supplies and stationery that are necessary to provide the services in the OHC. The tenderer shall hold and maintain sufficient stock of such supplies as are required for the continuous provision of the services.
- 6.5.2.7 The tenderer will be subject to monthly meetings with the Client and will be required to submit monthly reports that will include all medical surveillance data and statistics, attendance registers, as well as a non-attendance report.
- 6.5.2.8 All medical waste must be removed, disposed of and treated in accordance with legislation. The tenderer will utilise the services of a registered medical waste management company to remove, dispose of and treat medical waste and will provide proof of such disposal and treatment.
- 6.5.3 Statistical reports:**
- 6.5.3.1 The tenderer will update specific data pertaining to the medicals on the City of Cape Town's SAP EHS module (or any other software used by CCT) on a monthly basis before submission of the monthly invoice.
- 6.5.4. Assets, Equipment and Supplies:**
- 6.5.4.1 Any other directorate wanting to use this service, would need to provide their own suitable facility for the OHC for that directorate/department.
- 6.5.4.2 All equipment shall be operational during the specified period of the tender.
- 6.5.4.3 All medical equipment required to render the services, must be supplied, calibrated and maintained at tenderer's expense.
- 6.5.4.4 Any additional equipment or replacement equipment that might be required will be provided by the tenderer.
- 6.5.4.5 The tenderer shall be responsible for any loss or damage to any City property or equipment, whether such loss or damage is caused by the negligence or wilful conduct or breach of duty by the Service Provider, its employees, agents or suppliers.
- 6.5.5 Office equipment (i.e. computers, printers etc.):**
- 6.5.5.1 The City may provide computers, printers and copier equipment.
- 6.5.5.2 At least one dedicated single email account will be provided by the City. No dedicated email addresses will be provided to the Service Provider (unless otherwise agreed upon).
- 6.5.5.4 Medical equipment must be functional and available for use within ten (10) business days from date of contract commencement.
- 6.5.5.5 The Service Provider must ensure that all resources are proficient in the use of computer equipment and "MS Office" and will be subjected to training in the SAP EHS module (or any other relevant City software as required). Costs related to all relevant SAP EHS and CCT software training will be incurred by the City.

## 7. Work Plan

The Service Provider will submit a detailed work plan within one (1) month after date of contract commencement, describing how the Occupational Health Programme will be rolled out in a Directorate/Department. This programme will provide a description of how the following as a minimum (but not be restricted to it) will be conducted (where applicable):

- Occupational Health Advocacy programme for staff members based on the existing and new risk assessments (see item 2 above).
- The Service Provider must provide an explanation of how each of the following will be conducted:
- Occupational Health related assessments
- Occupational services
- Administrative services

## 8. No Employment or Labour-Broking Relationship

The services delivered under this contract are strictly outsourced, and nothing in this Section C or any resulting contract shall be interpreted as creating an employment, temporary employment, or labour-broking relationship between the City and any personnel utilised by the Service Provider.

The Service Provider retains full responsibility for employment obligations, labour law compliance, training, supervision, insurance, and professional registration of any personnel it appoints to deliver the service.

## [9] TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

## [10] EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

## [11] FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **[Not Applicable]** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

## C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

### 1. Definitions

*Insert new clause 1.1A with the following:*

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

*Delete Clause 1.15 and substitute with the following*

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

*Delete Clause 1.19 and substitute with the following*

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser’s SAP System.

*Delete Clause 1.21 and substitute with the following:*

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

*Add the following after Clause 1.25:*

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “contractor” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of South Africa).

### 3. General Obligations

*Delete Clause 3.2 in its entirety and replace with the following clauses.*

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.
- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction

regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.

- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
  - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
  - c) Initial delivery programme, and
  - d) Other requirements as detailed in the Contract.
- 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

**5. Use of contract documents and information; inspection, copyright, confidentiality, etc.**

*Add the following after clause 5.4:*

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 **Publicity and publication**  
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**  
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 **Intellectual Property**
  - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
  - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
  - 5.8.3 The Supplier shall, and warrants that it shall:
    - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
    - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;
    - 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any

Intellectual Property of the Purchaser;

- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clause 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

*Add the following after clause 5.8:*

**5.9 Protection of Personal Information Act of 2013**

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 **PERFORMANCE MONITORING**

5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

5.10.2 **Section A: Occupational Health Locum Services:**

KPA	Specification Reference	Performance Requirement	Penalty
<b>Locum availability</b>	Specification Section A – Locum Services Requirements	Provider must source a suitable locum within 7 calendar days of receiving the request.	5% deduction of the bi-weekly invoice if not met.
<b>Locum attendance reliability</b>	Specification Section A – Operational Requirements	Locum must arrive for scheduled work; cancellations require ≥48 hours written notice.	5% of the bi-weekly invoice for any no-show without required notice.
<b>Consent prior to service</b>	Specification – Consent and Administrative Requirements	Provider must explain consent, obtain signed consent using City-issued forms only, and refer refusals to Corporate OH.	Non-payment for assessment + formal warning; repeated cases trigger contract review.
<b>Turnaround time for service delivery</b>	Specification Section B – Process Steps (applies to Section A)	Requested services must be delivered within 7 working days of PO issuance.	R200/day per delayed service.
<b>Record keeping standards</b>	Contract Conditions + SASOHN & SASOM Requirements	All medical records must meet SASOHN & SASOM standards.	5– deduction for missing/incomplete records.
<b>Submission of original medical certificates</b>	Specification – 48 hour requirement	Original medical certificates must be delivered within 48 hours.	R200 penalty per late certificate.
<b>Submission of all other original medical records</b>	Specification – 7 working days requirement	All original medical records must be submitted within 7 working days.	R200/day late submission.
<b>Updated status reporting</b>	Specification – 10 working days requirement	Status reports must be submitted within 10 working days.	R200 deduction for late/no report.
<b>Monthly reporting</b>	Specification – Administrative Requirements	Monthly statistical report must be submitted by the 5th working day.	R200/day late reporting.
<b>Invoicing Accuracy &amp; Timeliness</b>	Specification – Accounts and Invoicing	Service provider must submit invoices that are complete, accurate, and on time, with no errors, omissions, or inconsistencies.	5% of the invoice value per incident of late, incorrect, or inaccurate invoicing.

5.10.3 **Section B: Occupational Health & Vaccination Services:**

KPA	Specification Reference	Performance Requirement	Penalty
<b>Scheduling – small groups</b>	Specification Section B – Process Steps	Scheduling for <50 medicals must be finalised within 5 working days.	5% penalty on biweekly invoice
<b>Scheduling – large groups</b>	Specification Section B – Process Steps	Scheduling for >50 medicals must be finalised within 3 weeks.	5% penalty on biweekly invoice
<b>Service delivery turnaround</b>	Specification Section B – Process Steps	All services must be delivered within 7 working days of PO.	5% penalty on biweekly invoice

<b>Consent requirements</b>	Specification – Consent Forms Provided by City	Provider must explain consent, obtain signatures, and never proceed without signed consent.	5% penalty on biweekly invoice for any instance of non-compliance within a payment cycle.
<b>Quality of medical surveillance</b>	Specification B – Medical Services Requirements	All medicals/tests must comply with SANS & SASOM guidelines.	5% deduction per non-compliant medical.
<b>Vaccination record compliance</b>	Specification B – Vaccination Requirements	Vaccination registers, immunity outcomes, and cold chain logs must be maintained.	5% deduction for missing register; no payment for cold chain breaches.
<b>Submission of original medical certificates</b>	Specification – 48 hour requirement	Original medical certificates must be delivered within 48 hours.	R200/day penalty per late certificate.
<b>Submission of all medical records</b>	Specification – 7 working days requirement	All original records must be submitted within 7 working days.	R200/day late submission.
<b>Updated status reporting</b>	Specification – 10 working days requirement	Status updates must be submitted within 10 working days.	R200/day late submission.
<b>Transport of records</b>	Specification – Record Transport Requirements	Provider must transport all records securely; electronic only by prior approval.	5% deduction per incident.
<b>Monthly reporting</b>	Specification – Administrative Requirements	Monthly OH reports due by the 5th working day.	R200/day late.
<b>Medical Records Quality &amp; Completeness</b>	Specification – Administrative Requirements	All medical records must be complete, accurate, and compliant with required formats and clinical/administrative standards, with no omissions in documentation.	5% of the invoice value per instance of incomplete or missing medical records.
<b>Completion of Required Tests &amp; Examinations</b>	Specifications	All required medical tests, screenings, and examinations must be performed, captured accurately, and completed as per scope of work and clinical standards.	10% of the total invoice value for failure to perform required tests or for incomplete/incorrect examinations.
<b>Referral of Staff Following Adverse Medical Findings</b>	Specifications	Service provider must refer employees for follow-up medical evaluation when adverse findings are identified, in line with SASOM Guidelines and the National Road Traffic Act.	10% of the invoice value per failure to refer an employee appropriately.
<b>Invoicing Accuracy &amp; Timeliness</b>	Specification – Accounts and Invoicing	Service provider must submit invoices that are complete, accurate, and on time, with no errors, omissions, or inconsistencies.	5% of the invoice value per incident of late, incorrect, or inaccurate invoicing.

## 7. Performance Security

Delete clause 7.1 to 7.4 and replace with the following:

Not Applicable. Tenderers must disregard the **Pro Forma Performance Security/ Guarantee** and are not required to furnish same.

## 8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

8.2 If it is a bid condition that Goods and/or Services 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 Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

## 10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.

10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

## 11. Insurance

Add the following after clause 11.1:

11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:

11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;

11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;

11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).

[11.2.4 In the case of Contracts for delivery of professional services, Professional indemnity insurance providing cover in an amount of not less than **[R5 million]** in respect of each and every claim during the contract period.]

11.2.5 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.

11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in

terms of this clause, shall be either in the form of an insurance broker’s warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker’s Warranty or copies of the insurance policies.

**15. Warranty**

*Add to Clause 15.2:*

15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.

**16. Payment**

*Delete Clause 16.1 in its entirety and replace with the following:*

16.1 Payment of invoices will be made:

16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

*Delete Clause 16.2 in its entirety and replace with the following:*

16.2 The Supplier shall furnish the purchaser’s Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

*Add the following after clause 16.4*

16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser’s Treasury Department.

16.6.1 The Advance Payment Schedule applicable to this Contract is set out below. The items of plant and materials which have been identified by the Purchaser as being suitable for advance payment in terms of this Contract are listed in the table below, and for which the Purchaser is prepared to make advance payment to the Supplier, subject to the conditions below. Should an item or items be added to the list at tender stage by a tenderer, no obligation to advance payment shall be incurred by the Purchaser, for such items added by the tenderer except as provided for herein.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third-party manufacturer/supplier, and which may be stored by the supplier:
NOT APPLICABLE	NOT APPLICABLE

16.6.2 The Supplier can only rely on advance payment being permitted by the Purchaser in respect of the plant and materials listed in the table above. The Purchaser may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the Supplier.

16.6.3 Advance payment for the purposes of deposits will only be provided up to a limit of **[NOT APPLICABLE]** of the value of any one item being claimed.

16.6.4 The Supplier shall provide the Purchaser with documentary evidence of the terms and conditions for which a deposit with order is required by a third-party manufacturer/supplier, together with the

advance payment guarantee.

- 16.6.5 The Supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the Supplier. The Supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the Purchaser upon request, for the whole value of the item.

## 17. Prices

*Add the following after clause 17.1*

17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.

17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.4 Prices are firm and not subject to adjustment.

## 18. Contract Amendments

*Delete the heading of clause 18 and replace with the following:*

### 18. Contract Amendments and Variations

*Add the following to clause 18.1:*

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

## 20. Subcontracts

*Add the following after clause 20.1:*

20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.

20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relieve the Supplier from any liability or obligation under the Contract.

## 21. Delays in the supplier's performance

*Delete Clause 21.2 in its entirety and replace with the following:*

21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to

payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

## 22. Penalties

**Delete clause 22.1 and replace with the following:**

22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be:

All performance criteria, measurements, and related penalties applicable to Section A and Section B in this contract must be read in conjunction with SCC Clause 5.10 – Performance Monitoring. Service Providers are required to refer to SCC 5.10 for the full breakdown of penalties that will be applied against the Performance Framework and the defined performance criteria.

**Section C:** A penalty of 1% of the purchase order will be raised if the tenderer did not update the specific data pertaining to the medicals on the City of Cape Town's SAP EHS module on a monthly basis before or on the submission of the monthly invoice.

22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

## 23. Termination for default

*Delete the heading of clause 23 and replace with the following:*

### **23. Termination**

*Add the following to the end of clause 23.1:*

If the Supplier fails to remedy the breach in terms of such notice.

*Add the following after clause 23.7:*

23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

23.8.2 If the Parties, by mutual agreement, terminate the Contract.

23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

- 23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

## 26. Termination for insolvency

*Delete clause 26.1 and replace with the following:*

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:

- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.

- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

## 27. Settlement of Disputes

*Amend clause 27.1 as follows:*

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

*Delete Clause 27.2 in its entirety and replace with the following:*

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

## 28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the Contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

## 31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the day delivery of delivery or the next Working Day,
- b) sent by registered mail – five (5) Working Days after mailing,
- c) sent by email or telefax – one (1) Working Day after transmission.

## 32. Taxes and Duties

*Delete the final sentence of 32.3 and replace with the following:*

. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

*Add the following after clause 32.3:*

32.4 The VAT registration number of the CCT is 4500193497.

## ADDITIONAL CONDITIONS OF CONTRACT

*Add the following Clause after Clause 34:*

## 35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

## 36. Personnel Competence and Fitness for Purpose

The Supplier shall ensure that all personnel assigned to perform any part of the Services under this Contract, whether permanent employees, contractors, or locums, are appropriately qualified, competent, and fit for purpose for the tasks they are required to perform.

## 37. Qualifications and Experience

37.1 All personnel supplied by the Supplier must possess:

37.1.1 Relevant professional qualifications appropriate to the nature, scope and level of the services they will render;

37.1.2 Sufficient practical experience to competently perform the services; and

37.1.3 The knowledge and skills reasonably expected of persons performing similar functions in the field of occupational health.

37.1.4 Proof of such professional qualifications and appropriate knowledge and skills shall be provided to the City on request or prior to deployment of such personnel.

37.2 The Supplier shall ensure that the level of experience of the personnel deployed is adequate to ensure safe, lawful and effective service delivery, having regard to the complexity and risk profile of the services required.

## 38. Registration and Authorisation Requirements

38.1 Where a category of work requires registration, certification, licensing or authorisation with a statutory or professional body, the Supplier shall ensure that:

38.1.1 All such personnel are duly registered, licensed, or certified;

38.1.2 All registrations remain current and valid for the duration of the Contract; and

38.1.3 Proof of such registration shall be provided to the City on request or prior to deployment of such personnel.

38.2 The Supplier shall immediately withdraw any personnel whose registration lapses, is suspended, or is otherwise invalid, and shall provide a compliant replacement in accordance with these Conditions.

## 39. Evidence of Competence

39.1 The Supplier shall, upon request, submit curriculum vitae or other supporting documentation for any personnel assigned to this Contract, demonstrating their:

39.1.1 training,

39.1.2 qualifications,

39.1.3 experience,

39.1.4 professional registration(s), and  
39.1.5 level of responsibility.

39.2 No personnel may commence work unless the City is reasonably satisfied that the above requirements are met.

#### **40. Substitution and Changes in Personnel**

40.1 Should the Supplier wish to replace any personnel during the performance of the Contract, it shall:

40.1.1 Notify the City in writing;

40.1.2 Provide full details confirming that the proposed replacement personnel meet the requirements as set out in clause 37; and

40.1.3 Obtain the City's written acceptance prior to the replacement personnel commencing work, unless otherwise agreed for operational reasons.

40.2 Where the Supplier is unable to supply personnel who meet these requirements, the City may obtain such services from an alternative provider without prejudice to any of its rights under the Contract.

#### **41. Performance and Accountability**

41.1 The Supplier shall be fully responsible and accountable for the performance, conduct and competence of all personnel it assigns, irrespective of whether they are employed directly or outsourced through locum arrangements.

#### **42. Confidentiality Requirements**

##### **42.1 Confidentiality Obligations of Health Professionals**

42.1.1 All Health Professionals supplied by the Service Provider must sign a confidentiality agreement prior to commencing any duties or delivering any services under this contract. The Service Provider shall ensure that no

42.1.2 Health Professional is deployed to perform work until such confidentiality agreement has been duly signed and submitted to the City.

##### **42.2. Confidentiality Obligations of the Service Provider**

42.2.1 The Service Provider shall enter into and sign a confidentiality agreement with the City within two (2) weeks of commencement of the contract. Failure to comply with this requirement shall constitute a material breach of contract and may result in remedial action, penalties, or termination as provided for in the contract.

## C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

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### 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 or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything 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 in which an enterprise abroad is subsidised 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 recognised 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 with 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 consignee's 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 markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are 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 organisation 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](http://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 as far as may be necessary for the 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 the use of the goods or any part thereof by the purchaser.

## 7. Performance Security

- 7.1 Within 30 (thirty) 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 the 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 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the 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 organisation acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such 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 analysed 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 the 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 the 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 the SCC.

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

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the 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 the 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 12 (twelve) 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 18 (eighteen) 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 the SCC.

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the 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 the 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 the SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in the 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 tendered by the supplier in his bid, with the exception of any price adjustments authorized in the 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 contract 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 the 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 or her 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 of supplies; or to have minor essential services executed if an emergency arises, or 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 cancelling 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) 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 5 (five) 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, Act 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 of 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 subsidised 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 or she 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 or her.

## **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 notify the purchaser promptly, 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 such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) 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 to the supplier.

## **28. Limitation of Liability**

28.1 Except in cases of criminal negligence or wilful 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 the 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, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence 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 (NIP) Programme**

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, Act 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, Act 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 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

**C.8 ANNEXURES**

**Annexure A – Pro Forma Insurance Broker’s Warranty**



*Letterhead of supplier’s Insurance Broker*

Date \_\_\_\_\_

CCT  
City Manager  
Civic Centre  
12 Hertzog Boulevard  
Cape Town  
8000

Dear Sir

**TENDER NO.:** 182S2025/26

**TENDER DESCRIPTION: THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN**

NAME OF SUPPLIER: \_\_\_\_\_

*I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.*

*I furthermore confirm that all premiums in the above regard have been paid.*

*Yours faithfully*

Signed: \_\_\_\_\_

For: \_\_\_\_\_ (Supplier’s Insurance Broker)



MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION



CONTRACT OR WORKS PROJECT NUMBER:		Year		Month		Sheet						
						1	of					
No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	(11) Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R - c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

0 0 R -

Declared by Contractor or Vendor to be true and correct:	Name	Signature
	Date	

Received by Employer's Agent / Representative:	Name	Signature
	Date	

## **Annexure C - Pro Forma Performance Security/ Guarantee**

### *GUARANTEE PERFORMANCE SECURITY*

**Not Applicable**

Approved Financial Institution as at [ ]:

Not Applicable

## **Annexure D - Pro Forma Advance Payment Guarantee**

**Not Applicable**

**Approved Financial Institution as at 28 February 2023:**

**Not applicable**

## Annexure F - Tender Returnable Documents

### Schedule F.1: Contract Price Adjustment

Prices are firm and not subject to adjustment

**Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums**

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms \_\_\_\_\_, of the authorised entity \_\_\_\_\_, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium’s behalf.
  
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
  - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
  - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:  
 Account Holder: \_\_\_\_\_  
 Financial Institution: \_\_\_\_\_  
 Branch Code: \_\_\_\_\_  
 Account No.: \_\_\_\_\_
  - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
  - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

**Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Tenderer Schedule*.**

**Schedule F.3: Declaration for Procurement above R10 million**

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

- (i) For the past three years, or
- (ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:


3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below


The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule F.4: Preference Points Claim Form In Terms Of the 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

The applicable preference point system for this tender is the 80/20 preference point system.

- 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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.

### 2. DEFINITIONS

The following definitions shall apply to this schedule:

- (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**

**POINTS AWARDED FOR PRICE**

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

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

80/20 or 90/10

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

**POINTS AWARDED FOR PRICE**

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

80/20 or 90/10

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**5. POINTS AWARDED FOR SPECIFIC GOALS**

5.1 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:

5.2 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	To be Completed by the Organ of State		To be Completed by the Tenderer	
	Number of points Allocated (90/10 system)	Number of points Allocated (80/20 system)	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)
Gender	3	5		
Race	3	5		
Disability	1	3		
Promotion of Micro and Small Enterprises	3	7		

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number: .....

5.5 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]

5.6 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 4.1 and 4.2, the Supplier 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 Supplier, 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.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.		
<b>SIGNATURE OF CCT OFFICIALS AT TENDER OPENING</b>		
1.	2.	3.

## Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
  - 1.1 persons in the service of the state<sup>1</sup>, or
  - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
  - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
  - 1.4 from an entity who has employed a former CCT employee who was at a level of T14 or higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
    - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
  - 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
    - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
    - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
    - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.
  
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
  
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of tenderer or his or her representative: \_\_\_\_\_
  - 3.2 Identity Number: \_\_\_\_\_
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_
  - 3.4 Company or Close Corporation Registration Number: \_\_\_\_\_
  - 3.5 Tax Reference Number: \_\_\_\_\_
  - 3.6 VAT Registration Number: \_\_\_\_\_
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
    - 3.8.1 If yes, furnish particulars: \_\_\_\_\_
  - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
    - 3.9.1 If yes, furnish particulars: \_\_\_\_\_
  - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
    - 3.10.1 If yes, furnish particulars: \_\_\_\_\_
  - 3.11 Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
    - 3.11.1 If yes, furnish particulars: \_\_\_\_\_
  - 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
    - 3.12.1 If yes, furnish particulars: \_\_\_\_\_

- 3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**  
 3.13.1 If yes, furnish particulars: \_\_\_\_\_
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**  
 3.14.1 If yes, furnish particulars: \_\_\_\_\_
- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**  
 3.15.1 If yes, furnish particulars: \_\_\_\_\_
- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT’s bid committees for this bid? **YES / NO**  
 3.16.1 If yes, furnish particulars: \_\_\_\_\_

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

**'MSCM Regulations: "in the service of the state" means to be –**

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**Schedule F.6: Conflict of Interest Declaration**

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

1.1 If yes, the tenderer is required to set out the particulars in the table below:


2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:


***Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:***

***The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)***

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**
- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
  - b) been convicted for fraud or corruption during the past five years;
  - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2.1	<p><b>Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p>Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p>Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3.1	If so, furnish particulars:		

**TENDER NO: 182S/2025/26**

Item	Question	Yes	No
2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract,, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: \_\_\_\_\_  
(Name of tenderer)

### RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **182S/2025/26** and tender description: **THE PROVISION OF OCCUPATIONAL HEALTH AND VACCINATION SERVICES TO SUPPORT THE CURRENT OH SERVICES RENDERED TO EMPLOYEES OF THE CITY OF CAPE TOWN** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ (Name of tenderer) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
  - (a) has been requested to submit a tender in response to this tender invitation;
  - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a tender;
  - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 89 of 1998, and/o/r 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

\_\_\_\_\_  
Signature

Print name:

On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

**(<sup>1</sup> Consortium: 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.)**



<b>Schedule F.11: List of Other Documents Attached By Tenderer</b>
--

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

<b>Schedule F.12: Record of Addenda to Tender Documents</b>
---

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Attach additional pages if more space is required.		

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

**Schedule F.13: Information to Be Provided With the Tender**

The following information shall be provided with the Tender

**I) Section A only:**

- Schedule F.13A: Company Track Record
- Schedule F.13B: Company Experience
- Schedule F.13C: Number of Staff

**II) Section B only:**

- Schedule F.13D: Company Track Record
- Schedule F.13E: Company Experience
- Schedule F.13F: Number of Staff

**III Section C only**

- Schedule F.13G Company Track Record
- Schedule F.13H Company Experience

Tenderers only to submit schedule relevant to the section they are bidding for

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F13.A: Company Track record

### SECTION A: OCCUPATIONAL HEALTH LOCUM SERVICES

The tenderer shall indicate in the table below, all similar Occupational Health Locum Services projects that have been implemented by the tendering entity in the last 5 (five) years.

**OH Project:** Is inclusive of inter alia: health risk assessments, OREPS and WASP compilation, medical surveillance programmes, fitness to drive medicals, fitness to work assessments, ill health incapacity assessments and driving assessments.

Where the entity tendering is a Partnership/ Joint Venture/ Consortium, the track record of each party to the joint venture must be set out in the table below or attached to in the same format. A score for each will be combined in proportion to the percentage contribution of each party to the Partnership/ Joint Venture/ Consortium.

Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.

**NB: Reference Letters:**

- **On a letterhead;**
- **Dated;**
- **Signed; and**
- **Describe/list OH services provided/rendered.**

COMPANY TRACK RECORD						
TITLE AND BRIEF DESCRIPTION OF PROJECT (specifically state service provided e.g. health risk assessments, OREPS and WASP compilation, medical surveillance programmes, fitness to work assessments, ill health incapacity assessments and driving assessments)	VALUE OF PROJECT	CLIENT ORGANISATION NAME	CLIENT CONTACT PERSON	CLIENT CONTACT PERSON TELEPHONE NUMBER	CLIENT CONTACT PERSON E-MAIL ADDRESS	PROJECT PERIOD



**Schedule F13.B: Company Experience**

**SECTION A: OCCUPATIONAL HEALTH LOCUM SERVICES**

Tenderers shall demonstrate the number of years of experience in delivering Occupational Health Locum Services. Evidence submitted will be used to assess capability and depth of relevant operational experience.

Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.

**NB: Reference Letters:**

- On a letterhead;
- Dated;
- Signed; and
- Describe/list OH services provided/rendered.

COMPANY EXPERIENCE					
CLIENT COMPANY NAME	CLIENT REFERENCE NAME AND SURNAME	REFERENCE DESIGNATION	REFERENCE CONTACT NUMBER	REFERENCE E-MAIL ADDRESS	PROJECT PERIOD

**SIGNED ON BEHALF OF TENDERER:** .....



<b>F13.C.2 - PERSONNEL: OCCUPATIONAL HEALTH NURSE PRACTITIONER (OHNP)</b>			
<b>OHNP NAME &amp; SURNAME</b>	<b>PROFESSIONAL REGISTRATION NUMBER (SANC)</b>	<b>QUALIFICATION</b>	<b>YEARS OF EXPERIENCE</b>







## Schedule F.13D: Company Track record

### SECTION B: OCCUPATIONAL HEALTH AND VACCINATION SERVICES

The tenderer shall indicate in the table below, all similar projects that have been successfully completed by the tendering entity in the past five (5) years.

**OH Project:** An OH project includes inter alia, health risk assessments, OREPS, WASPs, advocacy programmes, medical surveillance assessments, fitness for work medicals , fitness to drive medicals, vaccinations, OH specific evaluations and tests, biological monitoring and supporting clinical administration.

Where the entity tendering is a Partnership/ Joint Venture/ Consortium, the track record of each party to the joint venture must be set out in the table below or attached to in the same format. A score for each will be combined in proportion to the percentage contribution of each party to the Partnership/ Joint Venture/ Consortium.

Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.

**NB: Reference Letters:**

- On a letterhead;
- Dated;
- Signed; and
- Describe/list OH services provided/rendered.

COMPANY TRACK RECORD						
TITLE AND BRIEF DESCRIPTION OF PROJECT (specifically state service provided, e.g. health risk assessments, OREPS, WASPs, advocacy programmes, medical surveillance assessments, vaccinations, evaluations and tests, biological monitoring and supporting clinical administration)	VALUE OF PROJECT	CLIENT ORGANISATION NAME	CLIENT CONTACT PERSON	CLIENT CONTACT PERSON TELEPHONE NUMBER	CLIENT CONTACT PERSON E-MAIL ADDRESS	PROJECT PERIOD



**Schedule F.13.E: Company Experience**

**SECTION B: OCCUPATIONAL HEALTH AND VACCINATION SERVICES**

Tenderers shall demonstrate the number of years of experience in delivering Occupational Health and Vaccination Services. Evidence submitted will be used to assess capability and depth of relevant operational experience.

Tenderers shall submit reference letters from previous or current clients confirming the nature and period of services rendered.

**NB: Reference Letters:**

- On a letterhead;
- Dated;
- Signed; and
- Describe/list OH services provided/rendered.

COMPANY EXPERIENCE					
COMPANY NAME	REFERENCE NAME AND SURNAME	REFERENCE DESIGNATION	REFERENCE CONTACT NUMBER	REFERENCE E-MAIL ADDRESS	PROJECT PERIOD

**SIGNED ON BEHALF OF TENDERER:** .....



F.13F.2 - PERSONNEL: OCCUPATIONAL HEALTH NURSE PRACTITIONER			
OHNP NAME & SURNAME	PROFESSIONAL REGISTRATION NUMBER (SANC)	QUALIFICATION	YEARS OF EXPERIENCE

**SIGNED ON BEHALF OF TENDERER:** .....

**Schedule F.13G: Company Track Record**

**SECTION C: OCCUPATIONAL HEALTH CLINIC ESTABLISHMENT AND MANAGEMENT, INCLUSIVE OF OCCUPATIONAL HEALTH SERVICES**

Tenderers are required to demonstrate their track record in managing Occupational Health (OH) Clinics/ Occupational Health (OH) Service Contracts within the past five (5) years. (Refer to specifications).

Reference letters from previous clients for whom similar OH Clinic management or OH Service Contract services were rendered.

**NB: Reference Letters:**

- On a letterhead;
- Dated;
- Signed; and
- Describe/list OH services provided/rendered.

COMPANY TRACK RECORD					
Name of OH Clinic	Name of Client	Client Contact Person Name and Surname	Client Contact Telephone Number	Client Contact E-mail address	Contract Period

**SIGNED ON BEHALF OF TENDERER:** .....

**Schedule F13.H: Company Experience**

**SECTION C: OCCUPATIONAL HEALTH CLINIC ESTABLISHMENT AND MANAGEMENT, INCLUSIVE OF OCCUPATIONAL HEALTH SERVICES**

Tenderers to demonstrate the number of years of experience in delivering Occupational Health (OH) services. (Refer to specifications). Evidence submitted will be used to assess capability and depth of relevant operational experience.

Tenderers to submit reference letters from previous or current clients confirming the nature and period of services rendered.

**NB: Reference Letters:**

- On a letterhead;
- Dated;
- Signed; and
- Describe/list OH services provided/rendered.

COMPANY EXPERIENCE					
CLIENT COMPANY NAME	REFERENCE NAME AND SURNAME	REFERENCE DESIGNATION	REFERENCE CONTACT NUMBER	REFERENCE E-MAIL ADDRESS	PROJECT PERIOD

## Schedule F.14: Appeal Application

**OFFICIAL RECEIPT**  
(Valid only if printed  
by official cash  
receipting machine)

**IRISITI ESESIKWENI**  
(Isemthethweni kuphela  
xa ishicilelwe  
ngumatshini wokukhupa  
**irisiti osesikweni.**)

**AMPTELIKE KWITANSIE**  
(Geldig alleenlik indien deur  
amptelike kontantvangs  
masjien gedruk.)

**GL DATA CAPTURE RECEIPT**  
(CASHIER TO RETAIN A COPY)

RECEIPT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**SAP GL:**

8	1	0	1	0	0
---	---	---	---	---	---

**PROFIT CENTRE:**

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

**NAME/COMPANY NAME:**

**AMOUNT:**

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

**SERVICE DEPARTMENT DETAILS-**

**DEPARTMENT:** LEGAL SERVICES: APPEALS UNIT

**EMAIL;** [MSA.Appeals@capetown.gov.za](mailto:MSA.Appeals@capetown.gov.za)

**CIVIC CENTRE    IZIKO LOLUNTU    BURGERSENTRUM**

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[www.capetown.gov.za](http://www.capetown.gov.za)

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