

INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER FOR OCCUPATIONAL HEALTH SERVICES AT THE COEGA DEVELOPMENT CORPORATION WELLNESS CENTRE

CONTRACT NO: CDC/178/25

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transhipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.

INVITATION AND SCOPE OF SERVICES

The Coega Development Corporation was issued Environmental Authorizations (EAs) for the change in land-use (Reference no. A24/29/3/20/7 and Reference no. 12/12/20/628/7/4) by the Department of Environmental Affairs. One of the conditions of these EAs is that the CDC must comply with all provisions of the Occupational Health & Safety Act (Act No. 85 of 1993). In compliance with this condition, the National Health Act and the OHS Act as a whole, the CDC is legally required to perform medical surveillance on employees exposed to substances or conditions that may be hazardous to their health within the Coega Special Economic Zone (SEZ) and the Implementing Agent Services.

The CDC thus is looking for a Service Provider that will provide Occupational Health Services in the Coega SEZ and Satellite Offices (East London, Pretoria, Cape Town, Mthatha and Durban) for a duration of five (5) years.

The Occupational Health Services requires the screening of employees to ensure that their health is on a satisfactory standard to carry out the job for which they are appointed for. The services will also include support and advice to those who may already be off sick from work and are returning to their normal duties. The service required includes further promoting a healthy lifestyle to employees, to minimise the occurrence of physical and psychological illnesses and provide medical services to the Contractors working in the Coega SEZ.

SCOPE OF WORK

Competent Service Providers are required to propose a methodology for achieving the required objectives stated below.

- The Preferred Service Provider will be required to develop a Health Surveillance Program that will be reviewed or modified annually, as appropriate depending on work conditions and exposures concerned, which is inclusive of:
 - Establishing the employee's state of health before starting employment to collect baseline data for future reference, to ensure correct placement of personnel and to determine suitability for the job for which they applied.
 - Establishing and maintaining employees' state of health through periodic employment health examinations in line with established processes, procedures and practices -- for all CDC employees in Gqeberha including satellite offices (including satellite offices i.e. East London, Durban, Pretoria, Cape Town and Mthatha).
 - Establishing the employees' state of health when leaving employment (exit), thereby ensuring all work-related health issues are documented fully, and the employer's obligations are understood.
 - Promote optimal health status of employees through identifying
 - Treatable medical conditions that may render them temporarily unable to work;
 - Chronic illnesses that may have no bearing on their fitness to work, but which threaten their personal long-term health, by referring them for remediation.
 - Develop a monthly progress report as prescribed by CDC
 - Issuing of medical certificates of fitness by the Occupational Medical Practitioner(s)/Occupational Health Nurse Practitioners.
 - The existing surveillance program must be reviewed for implementation and updated as and when the legislation changes.
 - The Occupational Health Services shall be carried out in line with but not be limited to the Occupational Health and Safety Act No. 85 of 1993, National Health Act No. 56 of 1974 and other relevant legislation:
 - Once Service Provider is operational, compliance to specific conditions/requirements is expected.
- To conduct health risk assessments, document findings, preventative and/or corrective action plans for implementation within the CDC.
- Determine what categories of exposures are present at the workplace, with the potential to cause illness. (i.e. biological, chemical, ergonomic, physical, psychosocial).
- Review the health risk assessments annually and when legislative and/or CDC operational changes occur.
- Propose and manage record keeping programme for all health surveillances, comply with applicable legislative requirements, implement CDC procedures for record keeping and ensure that all files are safe, accessible, and available at all times to relevant personnel
- Monthly reports of record-keeping programme to be submitted to the CDC.
- Develop and implement an annual awareness programme for all CDC (including satellite offices i.e. East London, Durban, Pretoria, Cape Town and Mthatha).
- Provide assistance on treatment and referral of all injury on duty (IOD), of all the cases that need further management, partake in Occupational Diseases or IOD investigations, and maintain monthly reporting of all confirmed cases for submission to the CDC.
- Provide Primary Health Care considering the identified health trends obtained from the current and previous health statistical data and submit a report of all Primary Health Care cases to the CDC on a monthly basis.
- Provide a programme for monitoring and management of the chronic diseases, as per approved protocols, SANS 16001 and best practices: Hypertension; Diabetes Mellitus; Asthma; Epilepsy; HIV/AIDS and TB. Develop and submit a monthly progress report of the programme to the CDC.
- Provide assistance in ensuring that SANS 16001: 2013 is implemented and maintained accordingly, as and when required.
- Conduct HIV/AIDS counselling and appropriate referral system to ensure adequate management of employees as per SANS 16001: 2013. Furthermore, educate affected employees on the benefits of disclosing HIV status to their respective employers for proper support and assistance. Develop and submit a consolidated report of all referrals to the CDC on a quarterly basis.
- Assist the CDC in the management of communicable disease outbreaks as per legislative requirements, when necessary.
- Ensure management of resources by implementing the following:
 - To provide staff with the technical credibility, competence, and statutory registrations required to provide the daily health care services.
 - Ensure that all relevant personnel managing the day-to-day clinic services are professionally indemnified.
 - Ensure operations of the day-to-day clinic services are managed through a booking system that complies with the CDC standards, with a monthly report of all bookings to be submitted to the CDC.
 - To ensure that the minimum necessary equipment required for executing the clinic services is specified and made available including emergency equipment and services as and when necessary
 - Ensure that the CDC asset register is updated upon purchasing the necessary equipment for the health care services and develop a maintenance plan for servicing the equipment. The maintenance plan shall be reviewed and modified annually and/or when necessary.
 - To provide a detailed schedule of the work to be executed and the relevant time frames. The schedule will be reviewed and modified annually, with each revision submitted to the CDC.
 - Key personnel with the relevant qualification(s), professional registrations, and required minimum experience. Professional registration certificates are to be submitted annually to prove/verify validity throughout the duration of the Contract.
 - Occupational Medical Practitioner – Post grad Diploma in Occupational Medicine, MB ChB, HPCSA registration as medical practitioner, Dispensing license, & minimum of 3 years' experience
 - Occupational Health Nursing Practitioner (OHNP) – SANC registration as Occupational Health Nurse Specialist and registration with any other voluntary organisation, Dispensing license/qualification, Audiometry certificate/qualification, Spirometry certificate/qualification, and minimum of 3 years' experience.
- The Service Provider must ensure continuity of service by a suitably qualified and registered locum occupational medical practitioner and locum occupational health nurse practitioner in instances when they will be required as per specifications.
- In order to manage any conflict of interest, the preferred bidder would be required to recuse himself/herself from consulting privately with all CDC employees, SEZ Tenants and Contractors providing /that will be providing a service at the SEZ.
- The operating days and hours of the CDC Wellness Centre shall be weekly from Monday – Friday, 08H00 – 16H00.
- The Service Provider must ensure availability of Ambulance Services for all CDC events.

CONDITIONS OF TENDER

- The CDC's Procurement Policy and Procedures shall apply.
- The following shall apply:
 - Public Finance Management Act (PFMA);
 - National Treasury Regulations;
 - Preferential Procurement Policy Framework Act, 2000;
 - Preferential Procurement Regulations, 2022;
 - National Qualifications Framework Amendment Act, (12 of 2019);
 - Skills Development Act, (97 of 1998);
 - Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - Compensation for Occupational injuries and disease Act (130 of 1993);
 - B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
 - NEMA National Environmental Management Act (107 of 1998);
 - Disaster Management Act (57 of 2002);
 - Protection of Personal Information Act, (Act No. 4 of 2013);
 - National Health Act No. 56 of 1974 as Amended;
 - Nursing Act No. 33 of 2005 as Amended;
 - Employment Equity Act (Act 55 of 1998);
 - The National Road traffic Act (Act 93 of 1996) and Regulations;
 - Labour Relations Act No. 66 of 1995;
 - Basic Conditions of Employment Act No. 75 of 1995;
 - Medicines and Related Substances Act No. 101 of 1965 as Amended;
 - National Environmental Waste Management Act No. 59 of 2008;
 - Civil Aviation Act No. 13 of 2009;
 - Merchant Shipping Act No. 57 of 1951 (Eyesight and Medical Examination Regulations, 2004);
 - National Archives of SA Act No. 43 of 1996;
 - Health Professions Act No. 56 of 1974 as amended;
 - Promotion of Access to Information Act No. 2 of 2000. Provincial by-laws where applicable;
 - Relevant SANS on sterilisation of medical equipment; and
 - Any other regulations.
- The **80/20** preference point system will be used where points allocation will be as follows:
 - Price - **80**
 - Specific goals - **20**
- Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA.
- CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
- Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
- Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
- The CDC will not award more than five (5) active projects to one bidder, unless three (3) projects have reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded five (5) contracts.
- Bidders will be evaluated on functionality and are expected to meet a minimum of 60 points threshold to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided under Table A1 & A2 of the RFP document.
- The successful bidder will be required to comply with the National Archives and Services Act, (43 of 1996) for document control and records management, Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), Disaster Management Act, Act (57 of 2002), Protection of Personal Information Act, (Act No. 4 of 2013), National Health Act No. 56 of 1974 as Amended, Health Professions Act No. 56 of 1974 as amended, Basic Conditions of Employment Act No. 75 of 1995 and, all other relevant and applicable legislations throughout the duration of the contract.
- Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
- In case of JVs/Consortia the Bidder must include the JV Agreement to enter into a JV/Consortium Agreement.
- It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC on a part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- Bidders are requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders/ arch liver files and/or heavy-duty staplers to bind their bid document. Submission with loose papers shall be rejected.
- The CDC reserves the right, in its sole discretion, to reject any bid where it appears to the Employer/Client that the bidder does not comply with any of the requirements set out above.
- The tender validity period for this contract is **twelve (12) weeks** from closing date.

The RFP documents can be downloaded free of charge from the CDC Website: www.coega.co.za or National Treasury e-tender portal publication, Eastern Cape Provincial portal from **12h00 on 11 July 2025** at no cost. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages

A **Mandatory briefing Meeting** will be held on **Monday, 21 July 2025 from 10H00** to the following address: **Coega Development Corporation Main Office (Enkundleni Boardroom), Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ, Gqeberha, 6001.**

Briefing notes will be shared with potential bidders who attended the mandatory briefing meeting.

Queries relating to this RFP must be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: tenderscdc17825@coega.co.za between the period of **11 July 2025 to 28 July 2025**. No new queries received **after 28 July 2025** will be considered.

The **closing date** and time for the receipt of complete bid documents is **Monday, 04 August 2025 at 12H00**.

One original completed bid document shall be placed in a sealed envelope clearly marked with:

“CONTRACT NUMBER: CDC/178/25 - APPOINTMENT OF A SERVICE PROVIDER FOR OCCUPATIONAL HEALTH SERVICES AT THE COEGA DEVELOPMENT CORPORATION WELLNESS CENTRE.”

Bids are lodged and submitted at Document Control office the Coega Development Corporation Main Office, Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ. RFP documents will not be opened in public; and no late submissions will be considered.

Incomplete RFP Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tipped, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any CDC member of staff, other than the individual named above, relating to this request for tender will be permitted.

All enquiries regarding this tender must be in writing only, and must be directed to:

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: tenderscdc17825@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

TIP-OFFS ANONYMOUS HOTLINE:
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BLACKMAIL / INTIMIDATION
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ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2022

