

Title	Request for Quotation: Occupational <b>Health Medical Software solution</b>
PROPOSAL	SP 0017-25
Validity Period	90 days
PROPOSAL Open	22 April 2026
PROPOSAL Closes	05 May 2026
SAAT Business Unit	Industrial Safety
E-Mail	mmapitsokhoetha@flysaa.com

**SAAT requests your quotation for Occupational Health Medical Software solution-Please furnish all information as requested and return your quote on/before the date stipulated. Late and incomplete submissions may invalidate the quote submitted.**

NAME OF VENDOR: .....

POSTAL ADDRESS: .....

TELEPHONE NO.: .....

CELL NO: .....

E MAIL ADDRESS: .....

CONTACT PERSON: .....

**This PROPOSAL (Request for Quotation) will be evaluated on Critical, Functional and Pricing and BBEE criteria as per paragraph 2.**

**1. REQUIRED DOCUMENTATION TO BE ATTACHED**

- a) **SARS Tax Clearance Certificate (or proof of application for same where applicable)**  
*Please note new National Treasury instruction for national and international Service Providers' compliance:*

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Treasury%20Instruction%20of%202014%202015%20on%20Tax%20Clearance%20Certificates.pdf>

- b) [SBD 1 Form](#)  
[SBD 4 Form](#)

- c) Service Provider are to provide relevant documentation in support to the Evaluation Criteria.

## 2. CONDITIONS

- The final terms and conditions are subject to negotiations and issuance of an offer to purchase to the successful Service Provider.
- Final payment terms will be negotiated with the successful Service Provider before awarding the PROPOSAL.
- The Service Provider shall provide its best price in the PROPOSAL. This price will be considered together with all other relevant criteria in the quote. The validity period will be 24months.
- The PROPOSAL shall be awarded, whether in whole or in part, at the sole and absolute discretion of SAAT. SAAT hereby represents that it is not obliged to award this PROPOSAL to any Service Provider. SAAT is entitled to retract this PROPOSAL at any time as from the date of issue. SAAT is not obliged to award this PROPOSAL to the Service Provider that quotes the best price. In the event, that SAAT does make an award and should the successful Service Provider then fail to honor its quote, such Service Provider shall be liable to SAAT for any damages SAAT may incur as, a result of such breach.
- The Service Provider shall be disqualified from quoting if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of SAAT regarding this PROPOSAL from the date the offer is submitted until the date of award of the PROPOSAL.
- SAAT will adjust any arithmetical errors found in the Quotation and shall advise the Service Provider accordingly.
- Quotations and any information contained within will be treated as confidential and will not be disclosed to any third party - including other Service Providers.

### The successful Service Provider shall:

- Provide services in accordance with the scope of services, at the negotiated prices and in accordance with the agreed timeline;

- Enter into a non-exclusive agreement when requested to do so by SAAT within the stipulated period;
- Be liable for all additional expenses incurred by SAAT in having to call for Proposals afresh and/ or accepting any less favorable Quote in the event that the Service Provider fails to enter into an agreement with SAAT timeously.
- The PROPOSAL will be evaluated in line with the “Preferential Procurement Policy Framework Act Regulations of 2017”

The following preference point systems are applicable to all PROPOSALS:

- the 80/20 system for requirements with a Rand value of up to R4 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R4 000 000 (all applicable taxes included).

Preference points for this PROPOSAL shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution

## **BACKGROUND**

The purpose of this Request for Quotation (RFQ) is to identify and procure a comprehensive Occupational Health Medical Software solution that meets the needs of our organization’s employee health management systems. The organization seeks qualified vendors capable of delivering a robust, secure, and user-friendly Occupational Health Medical Software that can be customized to align with existing operational workflows and integrated with other enterprise systems where necessary.

As workplace health and safety regulations continue to evolve, there is an increasing need for an integrated digital solution that supports efficient administration, improves compliance,

enhances data accuracy, and streamlines workflows within the Occupational Health department.

Currently, the organization relies on fragmented, manual, or legacy systems to manage employee medical records, health screenings, incident reporting, immunization tracking, fitness-for-duty assessments, and regulatory reporting requirements. These systems have demonstrated limitations in scalability, interoperability, reporting capabilities, and user experience, leading to inefficiencies, delayed decision-making, and potential compliance risks.

The Occupational Health Medical Software to be procured is expected to provide a centralized platform that supports electronic health records (EHR) tailored to occupational settings, automates routine processes, facilitates secure data management, and enables real-time reporting and analytics. This solution will serve internal stakeholders including Occupational Health professionals, Human Resources, and Safety teams, ensuring seamless coordination of employee health programs, incident tracking, and compliance with industry standards and legal obligations.

The Organization thereby is seeking a reliable Software solution that can assist in solving the problem.

## **SCOPE OF WORK**

SAAT hereby invites suitably qualified and experienced service providers to submit quotations for the provision, implementation, and support of an **Occupational Health Medical Software Solution**.

The solution must support the effective management of occupational health surveillance and employee medical assessments in compliance with South African legislation.

The system is required to support the management of occupational health surveillance and medical assessments, including but not limited to:

- Spirometry
- Audiogram
- Vision/eyesight testing

- Other statutory and routine medical tests
- Secure storage and management of employee medical records

In addition, the system must have the following user and functional core occupational health features:

- Electronic Medical Records (EMR) module
- Medical fitness tracking
- Immunization and TB screening tracking
- Periodic medical surveillance scheduling
- Risk-factor based medical alerts
- Exposure data logging
- Case management workflows (injury, incident, follow-up)
- Fitness-for-duty certification management
- Ability to assign fitness categories aligned to job risk profiles.

To ensure suitability and compliance, the software should meet the following minimum technical and functional requirements:

1. **Compliance:** Aligns with the Occupational Health and Safety Act 85 of 1993 and related health surveillance regulations.
2. **Data Security:** Secure storage of medical data with role-based access controls and compliance with POPIA (Protection of Personal Information Act).
3. **Integration:** Ability to integrate with existing HR/ERP systems for employee data synchronization.
4. **Reporting:** Automated reporting capability for statutory compliance, trend analysis, and management dashboards.
5. **Scheduling:** Functionality to schedule, track, and notify for periodic medicals and follow-ups.
6. **Usability:** User-friendly interface suitable for occupational health practitioners and administrative staff.
7. **Scalability:** Ability to accommodate future growth in employee numbers and additional medical test modules.
8. **Accessibility:** Preferably web-based/cloud-based with remote secure access.
9. **Support:** Availability of local technical support, system updates, and training.

**Privacy** - System allows collection of personal information only for specific, defined purposes.  
 Explicit consent mechanisms or lawful basis for processing sensitive health data  
 Transparent notification to employees about the collection and use of their medical information

**PHASE 3: Price and BBBEE Evaluation**

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	Bidders are required to provide a comprehensive approach and methodology that clearly outlines how the project will be executed.	
2.	<p>Must support compliance with South African occupational health regulations including but not limited to:</p> <ul style="list-style-type: none"> <li>• OHS Act (Occupational Health and Safety Act 85 of 1993)</li> <li>• Compensation for Occupational Injuries and Diseases Act (COIDA)</li> <li>• Department of Labour Medical Surveillance requirements</li> <li>• Applicable Civil Aviation Regulations relating to medical fitness for maintenance personnel</li> </ul> <p>Configurable to align with national reporting standards and regulatory updates.</p> <p>Provide any form of certification stating compliance with the above regulatory framework.</p>	
3.	<p><b>Record Retention</b></p> <p>System must support statutory occupational health surveillance requirements by ensuring the following is configured:</p> <ul style="list-style-type: none"> <li>• Medical records stored in compliance with South African legal retention periods.</li> <li>• Audit trail for all record changes (who/when/what).</li> </ul>	

	Provide a demo or information brochure showing retention rules or similar	
4	<p><b>Security</b></p> <p>Provide proof of Conformance to the following Protection of Personal Information Act (POPIA)</p> <p>Role-based access control</p> <p>Encryption at rest and in transit</p> <p>Secure user authentication (2FA/MFA)</p> <p>Provide a signed declaration explaining how the system aligns with POPIA principles</p>	

**Phase 2 – Functional Criteria**

NO.	DESCRIPTION	SCORE/WEIGHT
1.	<p><b>Contingency Plan:</b></p> <p>The bidder must provide a contingency plan in place to ensure operational continuity and regulatory compliance during unforeseen disruptions. A robust and practical contingency plan tailored to the specific risks of the repair facility must be submitted with the response to the request for proposal (RFP).</p> <p>A well-documented business continuity plan 50 points</p> <p>No well documented business continuity plan 0 points</p>	<b>50 points</b>
2.	<p><b>Three years' Experience</b></p> <p>Demonstrated experience and expertise in Occupational Health Medical Software</p> <p>Bidder must provide at least a minimum of three contactable references where similar projects have been done.</p> <p>Four references provided 50 points</p>	<b>50 points</b>

	Three references provided 30 points	
Total		100
<b>THRESHOLD</b>		80

**PHASE 3: Price and BBBEE Evaluation**

PRICE	80
SPECIFIC GOALS	20
<b>TOTAL</b>	<b>100</b>

PHASE 3: PRICE AND PREFERENTIAL PROCUREMENT POINTS		ALLOCATION OF POINTS
PRICE		80
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of race	100% Black ownership	10
	75% - 99% Black ownership	8
	60% - 74% Black ownership	6
	50% - 51% Black ownership	3
	Below 50% Black ownership	0
Total points		10
SPECIFIC GOAL 2.	ACHIEVEMENT LEVEL	POINTS

Person's historically disadvantaged based on disability	100% owned by person's living with disabilities	5
	75% - 99% owned by person's living with disabilities	3
	60% - 74% owned by person's living with disabilities	2
	51% - 59% owned by person's living with disabilities	1
	Below 50% owned by person's living with disabilities	0
Total points		5
SPECIFIC GOAL 3.	ACHIEVEMENT LEVEL	POINTS
Person's historically disadvantaged based on gender	100% Woman ownership	5
	99% - 75% Woman ownership	3
	74% - 60% Woman ownership	2
	50% - 51% Woman ownership	1
	Below 50% Woman ownership	0
Total points		5
<b>GRAND TOTAL - PRICE &amp; PREFERENCIAL PROCUREMENT POINTS</b>		<b>100 points</b>

### 3. PRICING

Please submit a breakdown of your pricing an excel format.

Bidders must provide a detailed breakdown including:

Software licensing fees.

Implementation costs.

Training costs.

Integration costs.

Annual maintenance/support fees.

Optional modules (if any).

Pricing must clearly indicate once-off costs and recurring costs.

#### **4. SUBMISSION OF PROPOSAL**

The PROPOSAL pricing and required documents must be **clearly addressed via e-mail to: [mmapitsokhoetha@flysaa.com](mailto:mmapitsokhoetha@flysaa.com)** , not later than, Tuesday, 05 May 2026 at 16H00. **(GMT + 2 hours)**

All the questions should be forwarded to the Project Manager not later than 30 May 2026 at the following address: [mmapitsokhoetha@flysaa.com](mailto:mmapitsokhoetha@flysaa.com).

#### **5. GENERAL TERMS AND CONDITIONS PROPOSAL**

##### **a. Indemnify SAAT**

SAAT shall not be responsible for payment of wages and or any other emoluments to the staff/workers of the Service Provider so deployed and it shall be the sole responsibility of the Service Provider to make payment to the said staff/workers in time and the Service Provider shall at all-time keep SAAT indemnified against any claim from its staff/workers in this regard.

The Service Provider shall indemnify SAAT to make good any claim/penalty/loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including labour laws governing the Service Provider's employees or contractors. In case of failure to make good above losses/expenses to SAAT, the same shall be claimed from the Service Provider.

**b. Arbitration Clause**

Any dispute which arises between the Service Provider and SAAT shall be negotiated with each other in good faith and shall use commercially reasonable endeavours to resolve such dispute within 15 (fifteen) business days of the dispute being declared. Should the Service Provider and SAAT be unable to resolve a dispute in accordance with the foregoing, any one of the parties may refer the matter to arbitration.

The arbitration will be held as an expedited arbitration in Johannesburg in accordance with the AFSA Rules for Expedited Arbitrations by 1 (one) arbitrator appointed by written agreement between the parties, including any appeal against the arbitrator's decision. If the parties cannot agree on the arbitrator or appeal arbitrators within a period of 10 (ten) business days after the referral of the dispute to arbitration, the arbitrator and appeal arbitrators shall be appointed by the Secretariat of AFSA, who shall administer and manage the arbitration proceedings.

**c. JURISDICTION**

This Agreement will in all respects be governed by and construed under the laws of the Republic of South Africa.

**Submissions to reach SAAT by 16h00 am on Tuesday, 05 May 2026. (GMT + 2 hours)**

SIGNATURE OF Service Provider: \_\_\_\_\_

CAPACITY: \_\_\_\_\_