

## **SASSA: 19-22-GA-NC**

### **INVITATION TO BID**

**SASSA: 19-22-GA-NC EXPRESSION OF INTEREST FOR HEALTH PROFESSIONALS (MEDICAL PRACTITIONERS) AND FIRMS OF HEALTH PROFESSIONALS (MEDICAL MANAGEMENT FIRMS) TO BE LISTED ON SASSA NORTHERN CAPE DATABASE AND CONTRACTED TO PERFORM DISABILITY ASSESSMENTS ON BEHALF OF SASSA: NORTHERN CAPE FOR A PERIOD OF 36 MONTHS.**

A **COMPULSORY BRIEFING SESSION** will be held on **21 SEPTEMBER 2022**, the compulsory briefing session will be held at the SASSA Regional Office; M-Floor Perm Building at 11:00.

#### **PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

**: SASSA Northern Cape Regional Office  
Ground Floor  
Permanent 'Perm' Building  
No: 33 Du Toitspan Road  
(Cnr. Du Toitspan Road & Phakamile Mabija)  
Kimberley  
8301**

**CLOSING DATE : 04 October 2022  
TIME : 11:00**

#### **TECHNICAL ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT PERSON : Mr Dennis Steenkamp  
CONTACT NUMBER : 053 8024947**

#### **SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT PERSON : MR KAGISHO TSOMAGAE  
CONTACT NUMBER : 053 802 4915**

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Call 0800 60 10 11/ 0800 701 701**



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at the right time and place. NJALO! ]*

South African Social Security Agency  
Northern Cape Region

SASSA REGIONAL OFFICE • 33 Du Toitspan Road  
Cnr Du Toit Span Road & Phakamile Mabija  
Permanent Perm Building  
Kimberley 8301

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SASSA: 19-22-GA-NC	CLOSING DATE: 04 OCTOBER 2022	CLOSING TIME:	11:00	
DESCRIPTION	EXPRESSION OF INTEREST FOR HEALTH PROFESSIONALS (MEDICAL PRACTITIONERS) AND FIRMS OF HEALTH PROFESSIONALS (MEDICAL MANAGEMENT FIRMS) TO BE LISTED ON SASSA NORTHERN CAPE DATABASE AND CONTRACTED TO PERFORM DISABILITY ASSESSMENTS ON BEHALF OF SASSA: NORTHERN CAPE FOR A PERIOD OF 36 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor, Permanent 'Perm' Building (Cnr. Du Toitspan Road & Phakamile Mabija) Kimberley, 8301					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Kagisho Tsomagae		CONTACT PERSON	Mr D. Steenkamp	
TELEPHONE NUMBER	053 802 4915		TELEPHONE NUMBER	053 802 4947	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kagishot@sassa.gov.za		E-MAIL ADDRESS	DennisS@sassa.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.			
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>			
<b>2. TAX COMPLIANCE REQUIREMENTS</b>			
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.			
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.			
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.			
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.			
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.			
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."			
<b>SIGNATURE OF BIDDER:</b>	.....	<b>DATE</b>	.....
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>	

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

DATE:

.....

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number...SASSA: 19-22-GA-NC
Closing Time 11:00	Closing date...04 October 2022.....

**OFFER TO BE VALID FOR...90 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- |   |  |                          |
|---|--|--------------------------|
| - | Required by:                                     |                          |
| - | At:  |                          |
| - | Brand and model                                  |                          |
| - | Country of origin                                |                          |
| - | Does the offer comply with the specification(s)? | *YES/NO                  |
| - | If not to specification, indicate deviation(s)   |                          |
| - | Period required for delivery                     |                          |
|   |  | *Delivery: Firm/not firm |
| - | Delivery basis                                   |                          |

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

\*Delete if not applicable

## STANDARD BIDDING DOCUMENT (SBD) 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



## STANDARD BIDDING DOCUMENT (SBD) 4

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....

.....

.....

.....

.....

.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....

.....

.....

.....

.....

### 3. DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

## **STANDARD BIDDING DOCUMENT (SBD) 4**

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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<sup>2</sup> 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.



**STANDARD BIDDING DOCUMENT (SBD) 4**

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or 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 ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS  
1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT  
AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM  
INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING  
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD  
THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

### **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 contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing 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 where an enterprise abroad is subsidized 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 recognized 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 of 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 consignees 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 market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is 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 organization 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 so far as may be necessary for 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 use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) 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 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 thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in 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 organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention 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



analyzed 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 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 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 SCC.
- 10.2 Documents to be submitted by the supplier are specified in 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 SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for 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 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 twelve (12) 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 eighteen (18) 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 SCC.

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

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

**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 promptly notify the purchaser 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 amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) 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 the supplier.

**28. Limitation of  
liability**

- 28.1 Except in cases of criminal negligence or willful 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.
<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	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.
<b>32. Taxes and duties</b>	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license 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.
<b>33. National Industrial Participation Programme (NIP)</b>	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.
<b>34. Prohibition of Restrictive practices</b>	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 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 No. 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 ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)





**TERMS OF REFERENCE FOR  
*EXPRESSION OF INTEREST* FOR  
HEALTH PROFESSIONALS (MEDICAL  
PRACTITIONERS) AND FIRMS OF  
HEALTH PROFESSIONALS (MEDICAL  
MANAGEMENT FIRMS) TO BE LISTED  
ON SASSA NORTHERN CAPE  
DATABASE AND CONTRACTED TO  
PERFORM DISABILITY ASSESSMENTS  
ON BEHALF OF SASSA**

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# 1 OBJECTIVE

To solicit an Expression of Interest from suitably qualified **Health Professionals (Medical Practitioners)** and **Firms of Health Professionals (to act as Agents on behalf of Medical Doctors)**, in order to establish a database from which approved Health Professionals and firms of Health Professionals can be contracted to conduct medical assessments on behalf of the South African Social Security Agency (SASSA) so as to;

- Improve access to disability related grants; and
- Improve the quality of conducting medical assessments

# 2 BACKGROUND

- 2.1** SASSA was established in terms of the South African Social Security Agency Act of 2004 (Act no. 9 of 2004) as a Schedule 3A Entity according to the Public Finance Management Act (PFMA) Act 1 of 1999 as amended, to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004).
- 2.2** The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.
- 2.3** SASSA Northern Cape operates in 5 districts; viz. Frances Baard, Pixley Ka-Seme, Namakwa, ZF Mgcawu and John Taolo Gaetsewe districts and local offices within these districts. Each district office and local offices are responsible for the efficient and effective administration and management of social assistance. **(Annexure A: List of offices per district)**
- 2.4** A disability related grant is a type of Social Assistance for any person who is, owing to a physical or mental disability unfit to obtain by virtue of, is unable to



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provide a service, obtain employment or profession, i.e. the means needed to enable him or her to provide for his or her maintenance. The following disability grants are available to potential beneficiaries

- Disability Grant;
- Care Dependency grant; and
- Grant -in -aid

**2.5** This grant can be awarded on a permanent or temporary basis. On a **temporary basis** the grant is for a period of between 6 or 12 months after which the grant is lapsed. **Permanently** awarded disability grants are those in which the disability is expected to last for longer than 12 consecutive months and may be reviewed after (5) years.

**2.6** This expression of interest invites Health Professionals (Medical Practitioners) and Firms of Health Professionals (to act as Agents on behalf of Medical Practitioners) to express their interest to be listed on a database of SASSA Northern Cape to perform medical assessments on clients wishing to apply for related disability grants.

### 3 COMPULSORY BRIEFING SESSION

A **COMPULSORY BRIEFING SESSION** will be held on 21 September 2022 at 11h00. The compulsory briefing session is an essential part of this bidding process, as it promotes efficiency, transparency and equality, which are important principles in any Supply Chain Management process. The briefing session further affords prospective bidders an opportunity to clearly understand the services required, the environment in which the service will be rendered and the compliance requirements.

**Failure to attend the compulsory Briefing session will disqualify bidder's proposal.**



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## 4 SCOPE OF THE PROJECT

The approved **Health Professionals (Medical Practitioners & Firms of Medical Practitioners)** listed on the SASSA Northern Cape database will be required to conduct medical assessments at least weekly on clients booked by SASSA who present themselves at the designated assessment site. Each medical practitioner will be limited to 40 assessments per assessment site for the duration of the contract.

The following health professionals are eligible to apply for the expression of interest:

1. Medical Practitioners
2. Clinical Associates
3. Occupational Therapists
4. Physiotherapists
5. Audiologists
6. Speech Therapists
7. Optometrists and
8. Psychologists

## 5 MANDATORY REQUIREMENT

**5.1 Health Professionals and Firms of Health Professionals should possess the following qualities:**

- The ability to conduct assessments at NC SASSA designated sites.
- An understanding of disability issues.
- Must not have been convicted in the courts of law for Social Grants related fraud.
- Must not have use health professionals who have been excluded or suspended from conducting medical evaluations for SASSA/ Department of Health/ Department of Transport (RAF)/ Correctional Services.
- Must not have been found guilty of misconduct or facing disciplinary charges by the Medical and Dental Council.
- Must not have been excluded from rendering services to any other Government institution



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- Must contract with Health Professionals who have the ability and experience in the analysis of clinical information for the purpose of determining plausibility.
- The firm of health professionals must have ability/capacity to act as an agent for health professionals to obtain professional work for health professionals and to obtain contracts for such professionals.

**5.2 It is mandatory for each medical practitioner and firm of medical practitioners to comply with the following criteria in order to be listed on the accredited database. Non-submission of valid information will lead to disqualification:**

MANDATORY REQUIREMENTS	YES/NO	COMMENTS OF BIDDER
Proof of registration with Health Professionals Council of South Africa (HPCSA).		
Proof of membership in good standing with HPCSA (Annual Membership Renewal).		
Certified copies of qualifications and CV/Profile of medical practitioners. A medical practitioner MUST have with a minimum of 3 years clinical experience. Ability and experience in the analysis of clinical information for the purpose of determining plausibility.		
Proof of company registration (CIPC)		
Certified copies of identity document, and for all shareholders in the case of entities		
Proof of business address and residence address		
Certified copy of work permit (In the case of non-residence)		



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MANDATORY REQUIREMENTS	YES/NO	COMMENTS OF BIDDER
<p>Proof of registration on the National Treasury Central Supplier Database (CSD) report.</p> <p>If a bidder is not registered, he/she should proceed to complete the registration of the company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain a vendor number.</p> <p>Submit proof of registration and CSD Master Registration Number (MAAA...)</p>		
Submit approved Remunerative Work Outside Public Service (RWOPS) if employed by any state institution		
Submission and full completion of SBD 1,3.1 and 4		
The accredited supplier must be tax compliant. A tax pin certificate to verify tax compliance of a bidder must be submitted. Bidders must be Tax compliant at the award stage of the tender. Proof of company registration (CIPC)		
Must not have been convicted in the courts of law for Social Grants related fraud.		
Must not have been excluded or suspended from conducting medical evaluations for SASSA/ Department of Health/ Department of Transport (RAF)/ Correctional Services.		



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## 6 RESPONSIBILITIES

### 6.1 The Health Professionals (Medical Practitioners) and The Firms of Health Professionals shall:

- 6.1.1 Conduct business in a courteous and professional manner.
- 6.1.2 Attend compulsory training conducted by SASSA.
- 6.1.3 Interrogate completed medical referral forms
- 6.1.4 Immediately return completed assessment forms to a designated SASSA official servicing the assessment site.
- 6.1.5 Refer clients for additional required services, e.g. at health for treatment optimization, for Social Relief of Distress applications, etc.
- 6.1.6 Bill the Agency for completed medical assessments on monthly basis.
- 6.1.7 Maintain confidentiality information over disability related assessment.
- 6.1.8 Conduct business in a courteous and professional manner.
- 6.1.9 From time to time, medical practitioners will be expected to do home visits to assess applicants who are bed-ridden and unable to visit SASSA's offices.
- 6.1.10 Every practitioner will maintain a full register of all applicants and/or beneficiaries examined and assessed.
- 6.1.11 Comply with SASSA Travel Management Policy and procedures and the Financial Misconduct Policy.
- 6.1.12 Ensure that all statutory documents are updated timeously
- 6.1.13 Submit a copy of the register which will be used to compare against the time sheet of the medical practitioner.

### 6.2 The following are specific responsibilities of Firms of Health Professionals over and above requirements of paragraph 61.:

- 6.2.1 Source medical practitioners and have an alternate team of Health Professionals to replace those who absent themselves from duty
- 6.2.2 Ensure proper contracts are drawn up
- 6.2.3 Ensure that the medical practitioners are properly qualified and can render the services as expected in a professional manner and that they maintain confidentiality over information.



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- 6.2.4 Ensure that the medical practitioners understand their duties, including the assessment process, the remuneration process and where they will operate. Check each medical practitioner's time sheet, draw up a consolidated invoice for all doctors concerned and render the signed invoice timeously to SASSA.
- 6.2.5 Responsible for the payment for each medical practitioners for the hours they work in the previous month based on the invoice submitted.
- 6.2.6 Ensure that the medical practitioners attend all training sessions necessary for them to follow correct procedures.

**The onus is on the service provider to familiarize themselves with the distance between the districts where the assessments will be performed.**

### **6.3 SASSA shall:**

- 6.3.1 Manage the contracts with the medical practitioner in a professional manner.
- 6.3.2 Profiling of the doctors assessments with respect to number of assessments conducted, diagnoses made, payments received, etc.
- 6.3.3 Quality assuring of completed medical assessment forms by SASSA employed doctors
- 6.3.4 Provision of training or retraining whenever this is required.
- 6.3.5 Manage and ensure medical practitioners adhere to the agreed time frames as set by SASSA.
- 6.3.6 Ensure an alternative doctor is deployed immediately to the site in case where the medical practitioners scheduled cannot honour their scheduled appointment.
- 6.3.7 Implement measures that will monitor quality of work done by medical practitioners. These may include, random samplings of completed medical assessment forms to evaluate if the forms are properly completed, assessing the statistics of the various medical practitioners and any other quality assurance measure deemed fit to preserve high quality outcome assessments.
- 6.3.8 Not be involved in the management of unfair labour practices between service provider and staff that happen during the execution of the process.
- 6.3.9 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.



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## 7 EVALUATION OF THE EXPRESSION OF INTEREST

7.1 The expression of interest will not be subjected to a functionality evaluation due to the specific requirements from Medical Professionals. All bidders should comply with the requirement listed in paragraph 5. Furthermore, no price evaluation will be conducted as medical professionals will be paid a predetermined rate as explained in Fees and Payment Terms paragraph.

7.2 Bid documents will therefore be reviewed for compliance with Mandatory Requirements listed in paragraph 5.

## 8 SPECIAL CONDITIONS OF THE EXPRESSION OF INTEREST

8.1 The short listed bidders shall be subjected to the security clearance process. Only bidder(s) who are cleared during security clearance process shall be considered for appointment.

8.2 The Agency will enter into a single contract with a single entity for the delivery of the work set out in these Terms of Reference.

8.3 The Agency reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Agency decide not to proceed with the process.

8.4 The Agency also reserves the right to appoint any other person to undertake any part of the tasks.

8.5 Should the contract between the Agency and the service provider be terminated by either party due to reasons not attributed to the service provider, the service provider will be remunerated for work completed.

8.6 Copyright of all documents and electronics aids, software programmes prepared or developed in terms of this appointment shall vest in the Agency.

8.7 Interested parties may ask for clarification of these Terms of Reference up to a date that will be indicated in the briefing session. Any request for clarification must be submitted by e-mail or telephonically to Mr K. Tsomagae and Mr D. Steenkamp as indicated below.



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- 8.8** The Agency reserves the right to return late Expressions of Interest submissions unopened.
- 8.9** SASSA will enter into Service Level Agreement(s) with the successful bidder(s).
- 8.10** The Agency will not be held liable for any expenses incurred by bidders during this bid process.
- 8.11** Bids containing misrepresentation of facts will upon discovery be immediately disqualified. SASSA reserves the right to cancel the contract of the bidder/s if this misrepresentation is discovered.
- 8.12** Bidders are advised to familiarize themselves with the rights and obligations of all parties involved when doing business with government through the General Conditions of Contract issued by National Treasury.

## 9 FEES AND PAYMENT TERMS

- 9.1** SASSA undertakes to pay in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim.
- 9.2** No payment will be made where there is outstanding information/work not submitted by the Medical Practitioner/s until that outstanding information is submitted.
- 9.3** The Medical Practitioners will be paid according to the approved SASSA tariffs as per completed disability assessments (Vat inclusive), the current approved disability assessments tariff for the financial year 2022/22 is R169.68 (**Vat inclusive.**) However, non-VAT vendors will be paid at the rate of less **Vat, i.e. R147.55.**

## 10 CONDITIONS OF CONTRACTING

- 10.1** All completed medical assessment forms, information and assessment books remain the property of SASSA.
- 10.2** Health Professionals must provide own transport to the assessment venue.



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- 10.3** The service provider must provide their own medical equipment, e.g. ENT set, stethoscope, etc. In the case of the firm of health professionals, firms must ensure that health professionals have their own medical equipment.
- 10.4** It is advisable that each service provider should have an assistant to assist with flow management of the clients on assessment days.
- 10.5** All information, documents and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Agency.
- 10.6** The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Agency.
- 10.7** The service provider will be expected to formally hand over completed task/work to the relevant official of the Agency.
- 10.8** The Agency will become the owner of all information, documents, programmes, advice and reports collected and compiled by the Service provider in the execution of this agreement.
- 10.9** The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Agency and may not be reproduced or distributed or made available in any other way without the written consent of the Agency.

## **11 CONTRACT ADMINISTRATION**

- 11.1** Meetings between SASSA and service providers will be held as and when required, by mutual consent at the local office, to address any issues of interest.
- 11.2** Successful bidders must advise the Disability Management Unit immediately when unavoidable or unforeseeable circumstances will adversely affect the execution of the contract.
- 11.3** Full particulars of such circumstances as well as the period of delay must be furnished in writing and documented by SASSA.



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**12. Quantity:** The quantities broken down per district are listed below:

<b>District</b>	<b>Total no. of Local Offices Where assessments are to be performed (List of Offices to be provided)</b>
Frances Baard District	12 Local Offices
John Taolo Gaetsewe District	8 Offices
Namakwa District	10 Local Offices
Pixley Ka-Seme District	14 local offices
ZF Mgcawu District	8 Local Offices
<b>Total Per Category</b>	<b>52</b>

## 12 PROJECT CO-ORDINATION ARRANGEMENTS

The Disability Management Unit, based at SASSA Northern Cape Regional Office shall be responsible for the coordination of this project.

## 13 PROJECT PERIOD

The project will commence after the successful approval of responsive expression of interests received, and will be for a period of Three (3) years.



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## 14 Communication

Any request for clarification must be submitted in writing to the following officials:

<b>Contact Persons</b>	<b>Telephone</b>	<b>Email address</b>	<b>Location</b>
<b>Mr K. Tsomagae</b>	<b>053 8024900</b>	<b>Kagisot@sassa.gov.za</b>	<b>Regional Office</b>
<b>Mr D. Steenkamp</b>	<b>053 8024900</b>	<b>Denniss@sassa.gov.za</b>	<b>Regional Office</b>

### **SASSA - Northern Cape Regional Office**

Permanent "Perm" Building  
 33 Du Toitspan Road  
 (Cnr – Du Toitspan & Phakamile Mabija)  
 Kimberley  
 8301  
 Tel: 053 802 4900



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South African Social Security Agency

Northern Cape Regional Office  
 SASSA Building 33 Du Toitspan Road  
 • Private Bag X6011 Kimberley • 8300

## ANNEXURE A

## Northern Cape Offices Physical Addresses

District	Site Name	Address
Frances Baard	Barkly West Local Office	8 Tinus Du Plessis Street, Barkly West
Frances Baard	Corless Road Local Office	6 Corless Road, West End, Kimberley
Frances Baard	Deportshoop LO	579 Magau Street, Tidimalo Municipality, Deportshoop,
Frances Baard	Jan Kempdorp Local Office	9 Piet Retief Street, Jan Kempdorp
Frances Baard	Frances Baard District Office Kimberley Local Office	39 Chapel street, Kimberley
Frances Baard	Florianville Local Office	2 Mopani Road, Florianville, Kimberley
Frances Baard	Hartswater Local Office	20 DF Malan Street, Hartswater
Frances Baard	Pampierstad Local Office	Shop #7, Pampierstad Complex, Mangope Avenue
Frances Baard	Ritchie Local Office	375e Opperman Street, Rietvale, Ritchie
Frances Baard	Roodepan Local Office	Starling Street, Roodepan, Kimberley
Frances Baard	Tlhokomelo Local Office	Thusong Centre, Matanzima Street, Mankurwane, Kimberley
Frances Baard	Warrenton Local Office	6 Mark Street, Warrenton



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District		Site Name		Address
John Gaetsewe	Taolo	Bendel Office	Local	House No: H89, Bendel Agriculture
John Gaetsewe	Taolo	Churchill Office	Local	No street address
John Gaetsewe	Taolo	Deben Local Office		1 Gemsbok Street, Deben
John Gaetsewe	Taolo	Dithakong Office	Local	No street address
John Gaetsewe	Taolo	Ga-segonyana Local Office		7 Federale Mynbou Street, Kuruman
John Gaetsewe	Taolo	Kuruman Office	District	13 - 17 Mahindra Building, Main Road, Kuruman
John Gaetsewe	Taolo	Laxey Local Office		Laxey Clinic, Laxey
John Gaetsewe	Taolo	Olifantshoek Office	Local	2 Kudu Street, Olifantshoek



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District	Site Name	Address
ZF Mgcawu	Danielskuil Local Office	Corner of Main Street and Barker Street, Danielskuil
ZF Mgcawu	Grobblershoop Local Office	103 Oranje Street, Groblershoop
ZF Mgcawu	Kakamas Local Office	58 Voortrekker Road, Kakamas
ZF Mgcawu	Keimoes Local Office	90 Main Street, Keimoes
ZF Mgcawu	Kenhardt Local Office	2 Brussel Street, Kenhardt
ZF Mgcawu	Postmasburg Local Office	24 Randjie, Postmasburg
ZF Mgcawu	Rietfontein Local Office	53 Dwanswanepoel, Rietfontein
ZFM Mgcawu	Upington Local Office	38 Schroder street, Upington

District	Site Name	Address
Pixley Ka Seme	Britstown Local Office	Dahlia Street, Community Hall, Proteaville
Pixley Ka Seme	Carnarvon Local Office	737 Lang Street, Carnarvon
Pixley Ka Seme	Colesburg Local Office	Corner Main Road & Church Street, One Stop Centre, Colesburg
Pixley Ka Seme	De Aar District Office De Aar Local Office	Corner Macivor and Voortrekker Street, De Aar



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Pixel Ka Seme	Douglas Office	Local	36 Arnot Street, Douglas
Pixel Ka Seme	Griekwastad Office	Local	8 Burchell Street, Griekwastad
Pixel Ka Seme	Hanover Office	Local	260 Rhyneveld Street, Hanover
Pixel Ka Seme	Hopetown Office	Local	14 Cross Street, Hopetown
Pixel Ka Seme	Noupoort Office	Local	10 Shaw Street, Noupoort
Pixel Ka Seme	Petrusville Office	Local	1 Visagie Street, Petrusville
Pixel Ka Seme	Phillipstown Office	Local	Municipal Building, Green Street, Phillipstown
Pixel Ka Seme	Prieska Office	Local	1091 School Street, Bonteheuwel, Prieska
Pixel Ka Seme	Richmond Office	Local	House No 3, Brink Street, SAPS Complex, Richmond
Pixel Ka Seme	Victoria West Office	Local	59 Church Street, Victoria West 7070

District	Site Name	Address
Namakwa	Brandvlei Local Office	454 Main Street, Brandvlei
Namakwa	Calvinia Local Office	2 Le Roux Street, Calvinia
Namakwa	Frazerburg Local Office	Voortrekker Street, Frazerburg
Namakwa	Garies Local Office	34 Main Street, Garies
Namakwa	Nieuwoudsville Local Office	1 Lelie Street, Nieuwoudsville
Namakwa	Pofadder Local Office	471 Voortrekker Street, Old FNB bank, Pofadder



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Namakwa	Port Nolloth Local Office	1 Beach Road, (One Stop Child Justice Center), Port Nolloth
Namakwa	Rietfontein Local Office	350 Daan Swanepoel Street, Community Hall, Rietfontein
Namakwa	Springbok District Office	8 Hospital Street, Springbok, 8240
Namakwa	Steinkopf Local Office	2 Kerk Street, Steinkopf
Namakwa	Victoria West Local Office	59 Church Street, Victoria West 7070
Namakwa	Williston Local Office	3 Lutz Street, Williston



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