

Scope of Work

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REFILLING OF OXYGEN CYLINDERS, TESTING AND MAINTENANCE THE OXYGEN PIPELINES SYSTEM OF SANPC REFINERY CLINIC FOR A PERIOD OF 36 MONTHS

CEF SOC Ltd (**CEF**) is a Schedule 2 state owned diversified energy company reporting to the Department of Mineral and Petroleum Resources (DMPR). SANPC Refinery (**CEF**) requires the services of refilling and maintenance of oxygen services used in life-saving emergencies and to treat a variety of respiratory conditions. Oxygen cylinders need regular maintenance and refilling to ensure they are ready for immediate use in workplace emergencies and use in Occupational Health Risk Exposure monitoring and disease prevention, as per the Occupational Health and Safety Act 85 of 1993, its Regulations and/or other legislative requirements.

SCOPE OF WORK

The scope of work is for refilling, testing the oxygen pipelines system and maintenance of oxygen cylinders and oxygen pipelines at the SANPC Refinery Occupational Health Clinic. The service includes tasks such as ensuring cylinders are properly pressure tested and certified, complying with safety regulations (e.g., SANS 347 and SANS 10227), managing cylinder transportation and storage, and maintaining records of refills. The service provider will ensure compliance with safety regulations, handling and storing oxygen cylinders, and refilling them to specified pressures. This may also include pressure testing cylinders and issuing certificates.

Medical oxygen regulations should address at a minimum, the following:

- Regulatory requirements for production facilities and equipment.
- Quality control processes, including testing for purity, contamination, and safety.
- Proper labelling and packaging to guarantee safe handling and use.
- Regulatory oversight procedures, including inspection and approval mechanisms.

Examples of regulatory requirements include, but are not limited to:

- Compliance with the required standards.
- Special storage and transportation conditions.
- Shelf life, packaging and labelling.

- o Batch release testing requirements.

The manufacturer is accountable for establishing and maintaining a structured system that ensures product quality and compliance with applicable Good Manufacturing Practice (GMP) requirements during the manufacturing process.

OBJECTIVE

To identify and select experienced and technically qualified company interested to carry out the services of **Refilling, testing the oxygen pipelines system and maintenance of oxygen cylinders and central supply system at SANPC Refinery Occupational Health Clinic** at SANPC Refinery, 1 Refinery Road, Isipingo Prospecton, 4101.

Introduction

The purpose of the tender is to appoint a service provider for:

1. The testing the central oxygen supply system
2. The Medical Gas Pipeline System
 - 2.1. Source Equipment: the gas generation systems or bulk storage units where gas like oxygen is stored.
 - 2.2. Piping Network: The pipes that carry the gases from the source to various points throughout the at SANPC Refinery Occupational Health Clinic
 - 2.3. Terminal Units: Located in clinical area, which allows for the safe and easy extraction of gases for immediate use.
 - 2.4. Alarm and Monitoring Systems: The systems provide continuous oversight of gas levels and pressures, ensuring the pipeline functions smoothly and alerting staff to any issues.
3. The refilling service or rental of oxygen cylinders.
4. Regular Maintenance and Refilling, testing the oxygen pipelines system and maintenance of oxygen cylinders and central supply system
5. Safety of cylinders and central oxygen supply system and values in compliance with relevant legislation.
 - **Cylinder Integrity:** Oxygen cylinders can deteriorate over time, making refilling necessary to ensure they remain safe and effective. Oxygen cylinders must be regularly maintained and refilled to guarantee they are ready for use This

prevents the risk of using contaminated or insufficient oxygen supplies, which could be dangerous for patients.

- **Ensuring Quality:** SANPC Refinery Occupational Health Clinic should utilize oxygen refilling services that adhere to strict quality standards and safety protocols.
- **Compliance with Safety Standards:** The handling of medical-grade oxygen requiring adherence to strict safety protocols.
- **Purity:** Ensuring the oxygen gas used for refilling is of the specified purity, for medical use.
- **Filling Equipment:** Using appropriate equipment for filling cylinders, including boosters and other necessary accessories.
- **Pressure Management:** Maintaining proper filling pressures within the specified limits for the type of cylinder and gas.
- **Inspections:** Performing visual inspections of cylinders before and after refilling to identify any defects.

DEMARCATIION: SANPC Refinery OH Clinic (1 Refinery Road).

PRICE: Price must be fixed for each year over a 3-year period. Price must be inclusive of exchange (refill) of oxygen cylinders and maintenance of central oxygen supply system. Refilling and rental payment per bottle per month

LOGISTICS: Managing the logistics of cylinder delivery, pick-up from the SANPC Refinery Occupational Health Clinic and return to same place.

- **DELIVERY PERIOD:** Refills must be delivered within 2 days after an order has been issued.
- **MAINTENANCE:** Central oxygen supply system and gas pipeline system

NB: We have 11 oxygen cylinders with different sizes:

- oxygen cylinder 0.5 Kg - 3
- oxygen cylinder 0.47kg – 4
- oxygen cylinder 1.84 kg - 4

ADDITIONAL CONSIDERATIONS:

- **Training:** Providing operators with adequate training on proper procedures, safety protocols, and emergency response.

- **Quality Assurance:** Implementing quality control measures to ensure the accuracy and reliability of the refilling process.
- **Cylinder Handling and Safety:** Offer regular maintenance checks and prompt technical support, ensuring your rental and refilled device operates safely and effectively throughout your rental period.
- **Pressure Testing:** Cylinders must be pressure tested and certified to ensure they meet safety standards and are in good working order.

Compliance: Adherence to relevant safety regulations, standards, and guidelines (e.g., SANS 347 and SANS 10227, industry best practices and Occupational Health, Safety Act (OHSA) and Pressure Equipment Regulations (PER). Gases are manufactured in ISO 9001 certified plants.

- **Transportation and Storage:** Safe handling, transport, and storage of oxygen cylinders, including proper racking and labelling of empty and full cylinders.
- **Record Keeping:** Maintaining accurate records of refills, including date, cylinder serial number, gas type, pressure, and the name of the person who performed the refill.

LEGAL REQUIREMENTS

- These regulations ensure safety and compliance with standards like SANS10019, which covers the design, manufacture, use, and maintenance of transportable pressure receptacles for compressed gases, including oxygen cylinders. SAHPRA also plays a role in regulating medical devices, including oxygen therapy equipment, ensuring compliance with national and international standards.
- SAHPRA ensures that medical devices, including oxygen cylinders and related equipment, meet the necessary safety, quality, and efficacy standards.
- The Occupational Health and Safety Act (Act 85 of 1993) and its related regulations, including the Pressure Equipment Regulations (PER).

	Diameter	Height	Weight (Empty)	Oxygen Litres	Water Litres	Flow @ 2L/min
Size D / Portable	11cm	61cm	3.54kg	450L	3.2L	3 Hours 45min
Size F / Back-up	14cm	82cm	7.86kg	1200L	8L	10 Hours



PRICING

Direct Costs

The service provider should provide an indicative total and a description and cost for expenses. Only actual costs supported by invoices and/or receipts, with no mark-up, will be reimbursed.

The cost estimates are to be presented in the format as described below:

Detailed medical oxygen cylinder prices and not limited to this:

REFILL OF MEDICAL OXYGEN CYLINDERS

Item no.	Description	Quantities	Duration	Unit Cost	Total Cost
1	Supply of New medical oxygen cylinder 0.5 Kg	3			
2	Supply of New medical oxygen cylinder 0.47Kg	4			

3	Supply of New medical oxygen cylinder 1.84Kg	4			
4	Refill 0.5 kg medical oxygen cylinder (4 times a year or Quarterly)	3			
	Refill 0.47kg medical oxygen cylinder (4 times a year or Quarterly)	4			
5	Refill 1.84kg medical oxygen cylinder (4 times a year or Quarterly)	4			
7	Testing and Annual maintenance central oxygen supply system Pipeline (3 Years).	1			
8	Annual Maintenance of the medical oxygen cylinders (All sizes)	11			
9	Testing of Current oxygen cylinders (All sizes)	11			
Subtotal					R
Vat @ 15%					R
Total Incl Vat @15%					R

CONCLUSION

The SANPC Refinery Occupational Health Clinic needs to deliver quality healthcare services to its employees and therefore the appointed service provider should provide valuable services of Refilling, testing the oxygen pipelines system and maintenance of oxygen cylinders and central supply system and life-saving gases to ensuring the smooth functioning that adhere to strict quality standards and safety protocols as per OHSA.

EVALUATION CRITERIA

Phase 1: Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified and not be considered for further evaluation on Technical Requirements.**

<u>COMPANY QUALIFICATION</u>	Comply	Not Comply
The Service Provider must be registered with South African Health Products Regulatory Authority (SAHPRA) and other relevant professional bodies. Submit a valid copy of the registrations with relevant regulatory bodies		
Qualification for the medical gas system installer (inspector). Submit valid copy of diploma certificate or equivalent from SAQA.		
Compliance requirement standards:		
SANS 10019: A specific standard under the PER, addressing the transportable pressure receptacles for compressed, dissolved, and liquefied gases, including oxygen. Submit a valid copy of SANS certificate from with relevant regulatory body		
SANS 10228: This standard deals with the identification and classification of dangerous substances and goods, which includes oxygen. Submit a valid copy of SANS certificate from with relevant regulatory body		
SANS 10087: This standard outlines the handling, storage, and distribution of liquefied petroleum gas (LPG), and it's relevant because oxygen is an oxidant and must be stored separately from flammable gases like LP. Submit a valid copy of SANS certificate from with relevant regulatory body		

Phase 2: Technical Evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

EXPERIENCE OF THE COMPANY			
The service provider must supply (as per the table below) , with contactable references, at least five (5) projects undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health setting, clinic or hospital or equivalent .			
Evaluation Criteria	Document as Evidence	Score	Weighting %
Five (5) or more projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .	Contactable References	5	60%
Four (4) projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .		4	
Three (3) projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .		3	
Two (2) projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .		2	
One (01) projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .		1	
No projects were undertaken in refilling and servicing oxygen pipelines and oxygen cylinders in the last 5 years in occupational health Sites clinic or hospital or equivalent .		0	

EXPERIENCE OF THE PROJECT TEAM

The service provider's team must have a minimum average of four (4) years' experience in similar services provided to other companies listed in the deliverables of the scope of work

Note: the following scoring matrix will be used to evaluate this criterion:

Evaluation Criteria	Document as Evidence	Score	Weighting %
4 years' or more experience in similar projects	C.V.s for the proposed team clearly indicating their roles and responsibilities.	5	40%
3 but less than 4 years' experience in similar projects		4	
2 but less than 3 years' experience in similar projects		3	
1 but less than 2 years of experience in similar projects.		2	
Less than 1 years' experience in similar projects		0	

Phase 3: Commercial Evaluation

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

- Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points. If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lot.