



**RFP01/2022**

**OCCUPATIONAL HEALTH PRACTITIONER TO  
RENDER ALL OCCUPATIONAL HEALTH SERVICES  
INCLUDING RISK BASED MEDICAL SURVEILLANCE  
AND EMPLOYEE ASSISTANCE PROGRAMMES**

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## 1. INVITATION

CENTLEC (SOC) Ltd a Municipal Entity distributing electricity in Mangaung and other Municipalities invites bids for occupational health practitioner to render all occupational health services including risk based medical surveillance and employee assistance programmes for a period of thirty-six (36) months.

## 2. MINIMUM SUBMISSION REQUIREMENTS

- 2.1. Supply unique security personal identification number (PIN) from SARS for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
  - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. Submit proof of registration on the National Treasury Centralized Supplier's Database.
- 2.4. A valid letter of good standing from the Compensation Commissioner with the Department of Labour or from relevant bodies.
- 2.5. Registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC).
- 2.6. Please note that the Special Conditions table as per point 3 below, needs to be met. All supporting documents needs to be submitted where applicable.

## 3. SPECIAL CONDITIONS

**Take Note that it is compulsory for Bidders to complete the table in full.**

Description	Yes	No	Submit Documentation
Please note that CENTLEC (SOC) Ltd reserves the right to appoint more than one bidder.			N/A
The successful bidder will be expected to enter into a Service Level Agreement (SLA) with CENTLEC (SOC) Ltd.			Upon appointment
All files, document, documentary evidence, and any aspect of the			N/A

<p>matter associated with the file shall always remain the property of CENTLEC (SOC) Ltd.</p>			
<p>The successful Bidder shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC as the work will be carried out in a National Key Point area.</p>			N/A
<p>No fees shall be paid to any Bidder in advance. Fees and disbursements shall be paid only for work completed and billed on the agreed applicable tariff.</p>			N/A
<p>Records must be kept of all referrals and other elements of work. Monthly reports will be required to enable the volumes of work and timescales within the contract to be monitored. The detail of the reports will be agreed between CENTLEC (SOC) Ltd and the Bidder.</p>			N/A
<p>Individual health and medical records will be kept by the Bidder as necessary, and in accordance with all of the relevant legislation, including that relating to Data Protection, Access to Medical Reports and Health Records, and Health &amp; Safety.</p>			N/A

At the end of the contract/or termination of contract the Bidder will ensure that the individual records are passed on to CENTLEC (SOC) Ltd at no cost.			N/A
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## 4. SCOPE OF WORK

4.1 The successful bidder will be responsible for the following activities:

- a) Immunized with tetanus toxoid once a year so that they would not get tetanus infection from the soil.
- b) Medical History
- c) Employment History
- d) Physical Examination (Medical Surveillance programme (including):
  - i) Diabetes Screening
  - ii) Blood Pressure
  - iii) HIV (Optional)
  - iv) TB Screening (symptoms)
  - v) Urine tests
- e) Vision Screening (Titmus/ Snellen)
- f) Spirometry
- g) Audiometry
- h) Social Influences
- i) Ergonomics
- j) Height questionnaire
- k) Baseline Psychological risk assessment
- l) Baseline Occupational risk assessment
- m) Evaluation by Occupational Health Management Practitioner
- n) Chest X-ray
- o) ECG, if the employee seems to have cardiac abnormalities
- p) General Medical Examination (Fitness certificate, Entry or Exit check-up)
- q) Aptitude tests
- r) PDP tests
- s) Certificate of Fitness to be issued ill health retirement compliance to Pension Scheme
- t) Advice on Injury on duty and closure of cases
- u) Occupational History
- v) Hand-arm vibration syndrome screening
- w) Physiotherapy
- x) Blood pressure
- y) COVID-19 tests

4.2 The Bidder should provide CENTLEC with a web access to all employees' updated information on the database with the following:

- a) The last date of medical
- b) The next date of medical
- c) Status of employee (no confidential information)
- d) Reminder e-mail with timeline as per customer choice
- e) Management trend analysis

4.3 Employee Assistance Programme Services (EAP)

- a) Referrals
- b) Group and individual trauma
- c) Wellness Presentations (life skills/psychological viability) – 1 hour per month
- d) Face to face Counselling sessions per employee
- e) Counselling for family members of the employee
- f) Life management services (these services provide detailed, practical information, education, resources and referrals to help individuals manage their work-life responsibilities).
  - Legal wellbeing - unlimited telephone legal advice pertaining to any legal aspects.
  - Financial wellbeing - financial mentors available.
  - Family care support - services assists and support employees to cope with pressures of caring for their family members.
- g) Programme Management (coordinating the full implementation and management of the programme in partnership with the Bidder) and manage the Employee Wellness Programme awareness sessions (comprehensive initial briefing and detailed training for managers, supervisors, HR and occupational health personnel).
- h) Training and selection of workshops for supporting employees on the following:
  - Emotional well-being.
  - Trauma management workshops.
  - Dealing with grief workshops.
  - Retirement workshops.

## 5. EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity. The most suitable candidate will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria. CENTLEC will evaluate the technical criteria first and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

The relative technical weighting of the criteria is as follows:

### 5.1 The relative specific goal criteria are as follows:

No.	Criteria	Description	Points
1.	<b>Track Record</b>	<p>Bidders are required to submit a list of Company experience in medical surveillance testing projects and employee assistance programmes, completed successfully with signed reference letters on the companies' letterhead. The bidder is required to have at least a minimum of five (5) years in the practice.</p> <p>a) Two (2) letters = <b>20 points</b> b) Three (3) or more letters = <b>30 points</b></p>	30
2.	<b>Competency (Medical Doctor and Occupational Nurse)</b>	<p>Provide proof of qualifications (CV's) and expertise for relevant Medical Doctor and Occupational Nurse to be used:</p> <p>a) Between 5-9 years working experience as an occupational nurse and medical doctor in the field = <b>15 Points</b> b) Between 10 years or more working experience as an occupational nurse and medical doctor in the field = <b>25 Points</b></p>	25
3.	<b>Registration bodies</b>	<p>The Bidder must submit proof of registration with the following bodies:</p> <p>(a) SASOHN (South African Society of Occupational Health Nurses) = <b>10 points</b></p>	30



No.	Criteria	Description	Points
		(b) SASOM (South African Society of Occupational Medicine) = <b>10 points</b> (c) BHF (Proof of current year registration to practice with Board of Health Care Funders) = <b>10 points</b>	
4.	<b>Local (Mangaung) operational capability and economic investment</b>	Does the bidder have a local office with operational capability? (a) Existing and established local office = <b>15 points</b> (b) If not, but within RSA = <b>5 points</b>	15
	<b>TOTAL</b>		<b>100</b>

**Table 2: Evaluation criteria**

A bidder who scores above minimum points per criteria as well as 70 or more points in total shall qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must also score minimum points as follows:

Item 1 – 20 points

Item 2 – 15 points

Item 3 - 30 points

Item 4 - 5 points, in the Evaluation Criteria.

## **5.2 PRICE AND PREFERENTIAL POINTS SCORING – STAGE 2 (Price and B-BBEE status)**

All Bidders that have passed the technical evaluation threshold of 70 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

### 5.3 Points awarded for price

A maximum of 80 Points is allocated for price on the following basis:

Where 
$$P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Ps = Points Scored for comparative price of bid under consideration  
 Pt = Comparative Price of bid under consideration  
 P min = Comparative Price of lowest acceptable bid

### 5.4 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**Table 3:** B-BBEE Status level

## 6. PRICING SCHEDULE

		<b>PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)</b>		<b>PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)</b>	
		<b>Session rate Cost (R)</b>		<b>Certificate Issuer Cost(R)</b>	
	<b>ACTIVITY</b>	<b>Doctor</b>	<b>Nurse</b>	<b>Doctor</b>	<b>Nurse</b>
1	Medical History/Employment History				
2	Issuing of Fitness Certificate				
3	PDP tests (Public driving permit)				
	<b>PHYSICAL EXAMINATION (MEDICAL SURVEILLANCE PROGRAMME)</b>	<b>Doctor</b>	<b>Nurse</b>	<b>Doctor</b>	<b>Nurse</b>
4	Diabetes Screening				
5	HIV (optional)				
6	Blood Pressure				
7	TB Screening (symptoms)				
8	Urine tests				
9	Vision screening				
10	Lung functioning test				
11	Chest X-ray				
12	Audiometric test (Hearing Test)				
13	ECG, if the employee seems to have cardiac abnormalities				
14	Social Influences				

15	Ergonomics				
16	Height questionnaire				
17	Baseline Psychological risk assessment				
18	Baseline Occupational Risk assessment				
19	Ill health retirement compliance to Pension Scheme				
20	Hand-arm vibration syndrome screening				
21	Advice on Injury on duty and closure of cases				
22	Occupational History				
23	Physiotherapy				
24	General Medical Examination Fitness certificate,				
24.1	General Medical Examination for Entry personnel				
24.2	General Medical Examination for Exit personnel				
25	Aptitude tests				
26	Employee updated information on web-based system				

**Table 4: Medical surveillance programme**

## 6.2 EMPLOYEE ASSISTANCE PROGRAMME SERVICES (EAP)

	Activity		Price (R)
27	Psychological Sessions	Per session	
28	Group trauma Session	Per session	
29	One (1) Wellness Presentations (life skills/psychological viability) i.e		
29.1	Substance Abuse	Per Session	
29.2	Mental Health	Per Session	
29.3	Domestic Violence	Per Session	
29.4	Financial wellbeing	Per Session	
29.5	Marriage Counselling	Per Session	
29.6	Retirement workshops	Per Session	
30	Legal wellbeing - unlimited telephone legal advice pertaining to any legal aspects.	Per Session	
31	Face to face Counselling sessions per employee per year	Per session	
32	Counselling for family members of employee per year	Per Session	
33	Family care support - services assists and support employees to cope with pressures of caring for their family members.	Per session	
34	Programme Management (coordinating the full implementation and management of the programme in partnership with you) and Manager and employee EWP awareness sessions (comprehensive	Per session	

	initial briefing and detailed training for Executives, General Managers, managers, supervisors and HR).		
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**Table 5: EAP Pricing**

## 7. CONTACT DETAILS

7.1 For any further technical information regarding the document contents please contact Me Motselisi Lerumo e-mail: [Motselisi.Lerumo@centlec.co.za](mailto:Motselisi.Lerumo@centlec.co.za) and Me Lorraine Mkhwane e-mail: [Lorraine.Mkhwane@centlec.co.za](mailto:Lorraine.Mkhwane@centlec.co.za). Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.

7.2 For Supply Chain Related questions, Please contact Ms Palesa Makhele at 051 412 2753 or at [Palesa.Makhele@centlec.co.za](mailto:Palesa.Makhele@centlec.co.za).