

TENDER NOTICE AND INVITATION TO TENDER



BID NO: AW 2021/22/06

PROVISION OF OCCUPATIONAL MEDICAL PRACTITIONER TO RENDER OCCUPATIONAL HEALTH SERVICES FOR THE PERIOD OF THREE YEARS

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Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

INVITATION AND SCOPE OF WORK

Suitably experienced and qualified Contractors are invited to respond to this bid invitation for the PROVISION OF OCCUPATIONAL MEDICAL PRACTITIONER TO RENDER OCCUPATIONAL HEALTH SERVICES FOR THE PERIOD OF THREE YEARS

Bid Number	Bid Description	Scope of Work	Bid Closing Date and Time
AW2021/22/06	PROVISION OF OCCUPATIONAL MEDICAL PRACTITIONER TO RENDER OCCUPATIONAL HEALTH SERVICES FOR THE PERIOD OF THREE YEARS	Services are required from an Occupational Medical Practitioner to provide and assist the Occupational Health Nurse for the management of the Occupational Health services, Primary Health Care of the employees, Statutory Medical Surveillance, multidisciplinary teamwork including reports to management.	08 December 2021 at 11:00 am

Only tenderers who meet the 4 stage Evaluation Criteria will be eligible to tender.

1. EVALUATION CRITERIAS-DISQUALIFYING FACTORS

The received bid proposals will be evaluated in different phases to arrive to the final phase of bid award, and the phases will be as follows:

STAGE 1 – PRE-QUALIFICATION CRITERIA

The following forms must be completed in full as per the requirement of the bid:

FORM A: AUTHORITY TO SIGN

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity

FORM B: SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY COMPLETED

Form B must be completed in full failure to complete Form B in full your bid must be disqualified. Please attach proof of reference letters to substantiate the list of references provided below, failure to do so will lead to disqualification.

Amatola water reserves the right to verify any information supplied by the bidder in Form B and should the information be found to be false or incorrect, Amatola Water will exercise any of the remedies available to it in the bid documents, including the possible invalidation of the bid.

The following documents/qualifications must be submitted with the Bid as well:

- **Certified copies of the Doctor’s qualifications. (Certified not older than three months)**
- **Certified copy of the current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner with the registration number and SASOMA registration. (certified copy not older than 3 months)**
- **Dispensing Course and Licence. (proof must be provided)**

STAGE 2 – COMPLIANCE SCREENING/ADMINSTRATIVE COMPLIANCE

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fails to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase.

- Bid documents must be properly received on the bid closing date and time specified on the invitation. (08 December 2021 @11:00 am)
- Bid documents must be properly fully completed, dated, signed in black non-erasable ink.
- Binding of bid documents on submission is compulsory and with no pages tearing off.
- Bids must be submitted on original bid documents.
- Bid documents must remain intact and no portion may be detached.

The following declaration forms must be completed in full:

SBD 1: Invitation to Bid

SBD 4: Declaration of Interest

SBD 6.1: Preference Points Claim Form

SBD 8: Declaration of Bidder’s Past SCM Practices

SBD 9: Certificate of Independent Bid Determination

The following supporting documents must be submitted with your bid as well:

- **B-BBEE VERIFICATION CERTIFICATE/SWORN AFFIDAVIT for EMEs and QSEs**
- **JOINT VENTURE AGREEMENT (IF APPLICABLE)**

STAGE 3 – FUNCTIONALITY EVALUATION CRITERIA

No.	Criteria	Sub-Criteria	Weighing/ Points
1.	Experience in OHM practice-submit proof of qualification.	2 years = 5 3 to 4 years = 10 5 to 10 years = 15 Above 10 years = 30	30 points
2.	Number of references where similar service was rendered signed letters on the letter head of the company.	Less than one year = 0 2 to 3 years =10 4 to 5 years = 15 6 years and above = 20	20 points
3.	Company profile	Provide company profile and registrations to demonstrate compliance with legal requirements =20	20 points
4.	Methodology	Provide methodology stating operation of the business Meets and exceeds the requirements = 30	30 points
Total Score			100 points
Minimum Score			60 points

STAGE 4 – PRICE AND PREFERENCE 80/20

Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or sworn affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100

All forms and declarations must be signed and completed and returned with the Bid Document as a whole.

Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.

2. COMPULSORY BID CLARIFICATION MEETING

No physical briefing session will be held. Questions can however be emailed to pmelani@amatolawater.co.za for technical questions sbiyela@amatolawater.co.za for SCM related questions and answers will be communicated.

3. BID PUBLICATION

Bid documents are to be downloaded free of charge from **12 November 2021** at on the Amatola Water Website (www.amatolawater.co.za) on the Tender page.

4. BID SUBMISSION

The original completed bid documents and supporting documents, must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London, prior to the time and date indicated in the bid notice and the Tender Data. No public opening of tenders will be allowed due to the resurgence of Covid 19 pandemic, however Tender offer results will be published onto Amatola Water Website within 30 days from the closing date.

5. BID ENQUIRIES

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr. S Biyela at sbiyela@amatolawater.co.za (for SCM enquiries) and Ms P Melani at pmelani@amatolawater.co.za (for technical enquiries).

Mr S Qweleka

Acting Chief Executive