



enquiries: **SCM**
Email: tenders@mhsc.org.za

MHSC

Mine Health and Safety Council

Established in terms of Section 41(1) of the Mine Health and Safety Act, 1996 (Act 29 of 1996)
Western Woods Office Park, 145 Western Service Road, B7 Maple Place, Woodmead
Tel. No. (011) 656 1797 | Fax: (011) 656 1796

REQUEST FOR INFORMATION (“RFI”) FOR THE DEVELOPMENT OF AN MHSC WEB-BASED OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (OHIMS) FOR THE SOUTH AFRICAN MINING INDUSTRY (SAMI).

Bid Number	MHSC RFI 02
Advertisement Date	13 December 2023
Closing Date	31 January 2024
Closing Time	11h00 am
Briefing Session	N/A
Latest date to submit questions	24 January 2024
Bid Validity Period:	Ninety (90) days (commencing from the RFI closing date)
Bid Document Delivery Address:	The Tender box The tender box is generally open weekdays at the below delivery address. <ul style="list-style-type: none">B7 Maple Place, 145 Western Service Road, Woodmead, Sandton, 2080 / ebids@mhsc.org.za
For Attention:	Supply Chain Management

Bidders should ensure that bids are delivered timeously to the correct delivery address. If the bid is late, it will **not** be accepted for consideration by MHSC.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS AS PRECIBED IN THE BID DOCUMENT. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MINE HEALTH SAFETY COUNCIL					
BID NUMBER:	MHSC RFI 02	CLOSING DATE:	31 January 2024	CLOSING TIME:	11:00
DESCRIPTION:	REQUEST FOR INFORMATION (“RFI”) FOR THE DEVELOPMENT OF AN MHSC WEB-BASED OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (OHIMS) FOR THE SOUTH AFRICAN MINING INDUSTRY (SAMI).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
B7 Maple Place, 145 Western Service Road, Woodmead, Sandton, 2080 / ebids@mhsc.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Molau Ramabu		CONTACT PERSON	Florence Magampa	
TELEPHONE NUMBER	011 656 1797		TELEPHONE NUMBER	011 656 1797	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@mhsc.org.za		E-MAIL ADDRESS	tenders@mhsc.org.za	
SUPPLIER INFORMATION					
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

<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
 YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 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."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Bidders are not allowed to contact any other MHSC staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under “correspondences”.

NB: Bidders must ensure that they sign the register at the tender box when submitting their bids

Bid Validity Period	The tender proposal must remain valid for at least Ninety (90) days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period Ninety (90) days after closing date
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CONDITIONS AND UNDERTAKINGS BY BIDDER

The Bid forms should not be redrafted, but photocopies may be prepared and used. However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question. Black ink should be used when completing Bid documents.

Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. MHSC will accept NO liability regarding anything arising from the fact that pages are missing or duplicated.

I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to MHSC on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.

I/We agree that –

- ✓ the offer herein shall remain binding upon me/us and open for acceptance by MHSC during the validity period indicated and calculated from the closing hour and date of the Bid;
- ✓ the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

✓ I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

✓
I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

✓
✓ **Signature of Bidder:**

✓
✓ **Name of Signatory:**

✓
✓ **Capacity of Signatory:**

✓
✓ **Date:**

✓
✓ **Are you duly authorized to sign this bid (Yes / No)?**

✓
✓ **Name of Bidder [company name] (in block letters):**
.....

✓
✓ **Postal address (in block letters):**
.....
.....
.....

✓ **Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters):**
.....
.....
.....

✓
✓ **Telephone Number:** -

✓
✓ **Fax Number:** -

✓
✓ **Cell Number:**

✓
✓ **Email Address:**

CONDITIONS AND INSTRUCTION TO THE BIDDER

- a) Response preparation costs: MHSC is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.
- b) Counter Conditions: MHSC draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.
- c) Collusion, Fraud and corruption: Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
- d) Fronting: MHSC, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should MHSC establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies MHSC may have against the bidder concerned.

DISCLAIMERS

MHSC has produced this document in good faith. MHSC, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that MHSC is permitted by law, MHSC will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. MHSC makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether regarding its accuracy, completeness or otherwise and MHSC shall have no liability towards the responding service providers or any other party in connection therewith.

IMPORTANT NOTICE TO BIDDERS

Bidders are to be aware of scammers who pose as MHSC employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids. MHSC is in no way selling the bid document, all documents shall be found on the MHSC website and National Treasury eTender Portal and awarded bids are notified through the website and MHSC shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.

CORRESPONDENCES AND QUERIES

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFI document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within MHSC be approached for any information.

Any queries regarding the bidding procedure may be directed to:

Department: Supply Chain Management

Contact Person: Molau Ramabu

E-mail address: tenders@mhsc.org.za

BID PREPARATION AND SUBMISSION

a) Bid documents must contain **one** original document in hard copy.

BID CLOSING

There shall be no public opening of the bids received.

RETURNABLE DOCUMENTS: STANDARD BIDDING DOCUMENTS

The verification during this stage is to review bid responses for purposes of assessing compliance and governance with RFI requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:

- a) Invitation to Bid (SBD 1) must be fully completed and signed.
- b) Submission of fully completed SBD 4 (Declaration of interest).

PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

MHSC adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021. As MHSC, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

OCCUPATIONAL HEALTH AND SAFETY

The service provider acknowledges that he is fully aware of the provisions of the Mine Health and Safety Act 29 of 1996. MHSC promotes a culture of occupational health and safety in the mining industry. The service provider acknowledges that he is fully aware of the provisions of the OHS Act 85 of 1993 and that he is an employer in his own right with duties and responsibilities as prescribed in the Act.

SCOPE OF WORK - REQUEST FOR INFORMATION (“RFI”) FOR THE DEVELOPMENT OF AN MHSC WEB-BASED OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (OHIMS) FOR THE SOUTH AFRICAN MINING INDUSTRY (SAMI).

1. BACKGROUND

The Mine Health and Safety Council (MHSC) is a national public entity (Schedule 3A) established in terms of the Mine Health and Safety Act no. 29 of 1996, as amended. The MHSC is mandated to advise the Minister of Mineral Resources and Energy (DMRE) on Occupational Health and Safety (OHS) issues in the mining industry; including the development and implementation of the MHSC annual OHS research programme, reviewing and development of mining OHS legislation and dissemination of MHSC research outcomes to improve OHS performance in the South African Mining Industry.

At the 2011 Mine Health and Safety Council Summit, Principals representing State, Employers and Organised Labour, agreed to the commitment of developing and implementing an occupational health information management system for the South African Mining Industry (SAMI). The overall objective of

having such a system is that it would centralise Occupational Health reporting in the sector and through the data on the system, allow for proactive monitoring and management of health issues in the SAMI.

Reference should be made to the OHIMS research conducted by the MHSC on project SIM100903: “An investigation of the requirements for the development of an information management system and proactive monitoring of occupational health issues in the mining industry”.(Report can be downloaded on the link) https://www.mhsc.org.za/sites/default/files/public/research_documents/SIM%20100903%20%20Report.pdf

2. REQUIREMENTS

MHSC requires a service provider to assist in providing information for the development of a web-based occupational health information management system that will be used to report and manage occupational health data in the SAMI.

2.1. Service Provider to advise the MHSC on the following and on whether the TOR (scope) proposed below suffices or if there are corrections/inputs to be made:

- 2.1.1. Whether there will be need for the system to be developed from scratch/if such a system exists and can be customised to meet requirements of the MHSC and whether the MHSC would need to pay subscription of such a system or own it.
- 2.1.2. Time frames and costing of the entire work to be conducted. The cost must be thoroughly broken down into phases and as per the proposed activities (under the scope).
- 2.1.3. Any other requirements that might be needed for the system e.g. host, process, security suggestions or API.
- 2.1.4. How the system will be able to comply with the regulatory requirements pertaining to access of information such as the POPIA, the Code of Practice for Medical Practitioners regarding confidentiality and other relevant regulatory requirements.
- 2.1.5. How the system will be able create avenues for the exchange of information to convert data into meaningful reports, further ensure accessibility and usage through appropriate cataloguing and classification.

- 2.1.6. How the system will be able to provide for information flow to ensure efficient and effective report generation for individual stakeholders.
- 2.1.7. Business rules: controlled access to information and roles/tasks for different users.
- 2.1.8. How expansions of the system and new IT developments will be able to be accommodated.
- 2.1.9. The user friendliness of the system, for example simplify the navigation and interaction.
- 2.1.10. Other IT related requirements that should be added on the scope, e.g hosting, processing, API etc.
- 2.1.11. Any other requirements that might be needed for the system.

3. PROPOSED SCOPE OF WORK

3.1. Service provider is to advice on whether the proposed TOR (scope) below suffices or if there are corrections/inputs to be made:

- 3.1.1. Consider the outcomes that emanated from MHSC's research project: SIM 100903 (see link under background' above), for the requirements of the information management system.
- 3.1.2. Develop a web based OHIMS with the capability of interfacing with Occupational Health management systems implemented at mines to compile and submit statutory reports on Occupational Health (Occupational Hygiene and Medicine) as required by the Mine Health and Safety Act (Act 29 of 1996, as amended) and its regulations. The system should cater for large data.
- 3.1.3. As a minimum, the web based OHIMS will be used to compile and submit OH statutory reports having integrated different mines systems and formats.
- 3.1.4. The system will be utilised by internal and external stakeholders, such as South African mining houses, various departments such as DMRE, The DOH and DEL and must be able to interphase with these systems.
- 3.1.5. Develop the following OH statutory reporting forms into the system as a minimum (N.B: OHIMS should have the capacity to accommodate other reporting forms that may be required to be added as well as revisions of existing forms):

3.1.5.1. Occupational Hygiene

- Operational details form.
- Airborne pollutants forms.
- Thermal stress forms.

- Personal Noise exposure forms.
- DMRE 276- Employee's record of hazardous work.

3.1.5.2. Occupational Medicine

- DMRE 165 - Annual medical report.
- DMRE 231- Health incident report form.
- DMRE 164- TB and HIV report form.

3.1.5.3. Any other Occupational Health statutory reports

3.1.5.3.1. Create a repository within OHIMS which will be able to migrate existing OH data from DMRE database as well as new data that will be reported into the system.

3.1.5.3.2. Create a dashboard on OHIMS which will enable users to see a summary of OH performance from the SAMI OH reports, as well as the following:

- The number of active mines in the SAMI (annually/bi-annually).
- Mine commodities.
- Mine regions.
- Size of workforce (permanent employees and contractors).
- Demographics of workforce (e.g number of female and male employees).
- Compliance and non-compliance levels as per reporting forms. (Regionally and per commodity).

3.1.5.3.3. Provide a framework for information flow to ensure efficient and effective report generation for individual stakeholder/ mines e.g. (disaggregation of data/reports at all levels).

3.1.5.3.4. Include business rules: controlled access to information and task based for different users.

3.1.5.3.5. Pilot reporting on the system with mines identified in 3b above (with different systems and those without a system).

3.1.5.3.6. The service provider should also ensure the following in the development and running of the OHIMS:

- a) A roll out plan for pilot and full industry wide implementation of the OHIMS is provided to the MHSC for approval.
- b) Capacity building sessions for users are undertaken for pilot purposes.

- c) Ensure that the system adheres to security regulatory requirements regarding information management.
- d) Provide recommendations on issues pertaining to intellectual property, licencing and source code including other related matters.

4. MHSC PROPOSED DURATION OF PROJECT

MHSC wishes to complete the project in 12 months. Bidders are to guide whether the proposed duration is achievable.

5. MHSC PROPOSED EXPERIENCE AND PROJECT TEAM MEMBERS

MHSC wishes to have the project team members with expertise in the following areas:

- Minimum of 5 years' experience as IT specialist with a demonstrable experience in developing online tools.
- Minimum of 10 years' experience in the area of information management.
- Minimum of 5 years in legal Issues (legislative framework) in information technology and systems.
- Minimum 5 years in Occupational health information management.
- Demonstrate knowledge of IT management ethics.
- Demonstrate experience in IT training.
- Minimum of 5 years' experience as Occupational Medical Practitioner within mining industry.

Bidders are to advice whether the proposed team is sufficient, and if the expertise are ideal.

6. EVALUATION PROCESS

- No evaluation process will take place, because this is an RFI process.
- No pricing offer is required as MHSC will not be appointing a service provider nor awarding.
- Any pricing submitted by the bidder will not be considered for evaluation. It is merely for information purposes.

7. STANDARD CONDITIONS OF THE BID

MHSC reserve the right to request a presentation.

8. SPECIAL CONDITIONS OF THE RFI

- a) It is the responsibility of prospective bidders to ensure that all RFI bid documents are submitted before the closing time and date of the RFI