



Request for Proposals (RFP)

For the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

Date of issue	Monday, 15 September 2025	
Compulsory online briefing session	Date and time	Date: Tuesday, 23 September 2025 Time: 12h00
	MS Teams link	Click here to join the meeting Meeting ID: 322 635 221 604 5 Passcode: wP7bz3qq
Compulsory site visit	Date and time	Date: Friday, 26 September 2025 Time: 11h30
	Address	CSIR Scientia Campus Meiring Naudé Road, Brummeria, Pretoria Building 37 (Medical Centre)
Enquiries	Supply Chain Management	E-mail: tender@csir.co.za
	Please use RFP No and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Date: Wednesday, 01 October 2025 Time: 16h30	
Electronical submission	tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Medical Services	
Closing date and time	Date: Friday, 10 October 2025 Time: 16h30	

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RFP STRUCTURE

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SECTION A

GENERAL RFP TERMS AND CONDITIONS

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 SUBMISSION OF PROPOSALS

- 2.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 2.2 All proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***). The CSIR business hours are between **08h00** and **16h30**.
- 2.3 All proposal submissions are to be clearly subject referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:
PART 1: Technical Proposal (Please indicate the RFP Number on each File/folder)
PART 2: Pricing Proposal, Specific Goals claim documentation: RFP No.: (Please indicate the RFP Number on each File/folder)
- 2.4 Proposals submitted must be signed by a person or persons duly authorised.
- 2.5 Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).
- 2.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
- 2.7 All dates and times in this bid are South African standard time.
- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any

action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

- 2.9 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria.

3 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

4 FRONTING

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

5 PRICING PROPOSAL

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 5.3 Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 5.5 Please provide a detail pricing using a Pricing Schedule outlined under **Annexure D**.
Pricing must strictly be in accordance with the Pricing Schedule.

6 APPOINTMENT OF SERVICE PROVIDER

- 6.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.
- 6.3 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

7 SERVICE LEVEL AGREEMENT

- 7.1 Upon award the CSIR and the successful bidder will conclude an agreement in line with applicable form of contract (i.e. **Service Level Agreement**) regulating the specific terms and conditions applicable to the services being procured by the CSIR, more or less in the format of the draft Service Level Indicators (**Annexure J**) included in this tender pack.
- 7.2 Bidder(s) are requested to:
 - 7.2.1. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - 7.2.2. Explain each comment and/or amendment; and
 - 7.2.3. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

- 7.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

8 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

9 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

10 CORRECTNESS OF RESPONSES

- 10.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

11 VERIFICATION OF DOCUMENTS

- 11.1 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 11.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

13 ADDITIONAL TERMS AND CONDITIONS

- 13.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 13.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 13.3 In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:
- A joint venture agreement signed by both parties clearly indication the lead partner, including split of work;
 - Copy of a valid certificate or consolidated B-BBEE score card;
 - The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificate/s.
- 13.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 13.5 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.
- 13.6 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

14 SPECIAL CONDITIONS

The CSIR reserves the right to:

- 14.1 Extend the closing date of this RFP;
- 14.2 Correct any mistakes before closing date and time of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 14.3 Verify any information contained in the bidder's submission;
- 14.4 Request documentary proof regarding the bidder's submission;
- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 14.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8 Award this RFP as a whole or in part;
- 14.9 Award this RFP to multiple bidders;
- 14.10 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions;
- 14.12 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 15.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management,

whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f. has in the past engaged in any matter referred to above; or
- g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 16.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

- 16.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

17 PREPARATION COSTS AND LIMITATION OF LIABILITY

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

18 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

19 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

20 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. If a recommended bidder is not tax compliant, the bidder will be notified in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so CSIR will reject their bid.

The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

22 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

23 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

24 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

25 PERSONAL INFORMATION

- 25.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable

data protection laws. The bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 25.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 25.3 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 25.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

Where relevant, the bidder shall procure that all its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 25 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders' compliance with the requisite POPI Act safeguards.

26 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

SECTION B

EVALUATION METHODOLOGY

27 TERMS OF REFERENCE

This RFP is for the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years. The service offering must include all requirements as set out in **Annexure B**.

28 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 28.1 on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation. (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e. 80 points for Price and 20 for Preference Points.	The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000).

28.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- 28.1.1 Bidder that submitted late bids will not be considered
- 28.1.2 Bidder that submitted to the incorrect location or email address will not be considered
(Only electronic submission to tender@csir.co.za would be considered).
- 28.1.3 Bidder that is listed on the NT database of restricted suppliers will not be considered.
- 28.1.4 Bidder that is registered on the NT Register of Tender Defaulters will not be considered.

28.1.5 Bidder that fails to attend the compulsory online briefing session *and* compulsory site visit will not be considered.

28.1.6 Bidder that did not submit mandatory returnable documents as listed on **Annexure E: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table)**.

28.2 Technical Evaluation Criteria (Phase 2)

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	ELEMENT	WEIGHT
1	<p>The bidder must submit an Operational Plan indicating how they will manage the medical centre and indicating their available resources. The operational plan should address the below disciplines.</p> <ul style="list-style-type: none"> • Number of consultations per day (Occupational Health and Primary Health Care) • List of Primary Health Care services on offer • Turnaround time for completion of each medical (e.g. from assessment to sign-off on Certificate of Fitness) • Turnaround time for Occupational Medical Practitioner formal fitness-to-work review report (at most a week) • Number of health awareness campaigns per year (provide themes of campaigns) 	30
2	<p>The bidder must submit a detailed CV of the Occupational Medical Practitioner(s) with a minimum of 5 years work experience, as at the closing date of the tender.</p> <p>They must have a certificate of training in Occupational Health from South African Qualifications Authority accredited institution and a valid certificate of registration with the Health Professions Council of South Africa (HPCSA).</p>	30

3	<p>The bidder must submit a detailed CV of the Occupational Health Nursing Practitioner (OHNP) with a minimum of 5 years work experience, as at the closing date of this tender, with a valid certificate of registration with the South African Nursing Council.</p> <p>The Occupational Health Nursing Practitioner (OHNP) must have completed trainings in the following areas:</p> <ul style="list-style-type: none"> • Audiometry • Spirometry • Dispensing of medicines • Basic life support and intermediate trauma life support 	30
4	<p>The bidder must submit a minimum of three contactable reference letters for the Company <u>or</u> Occupational Medical Practitioner, where they have rendered similar medical services, between January 2015 to 2025 as at the closing date of this tender.</p> <p>The reference letters submitted must be accessible for vetting.</p> <p>(Purchase orders, appointment letters and contracts will not be considered as reference letters).</p>	10
TOTAL (%)		100

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

28.3 Price and Preference Points Evaluation (Phase 3)

Only Bidders that have met meet minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

29 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

30 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number.

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD).
Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number.

Annexure A

Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	3701/10/10/2025	CLOSING DATE:	10 October 2025	CLOSING TIME:	16h30
DESCRIPTION	RFP for the provision of occupational health services and management of the medical centre at the CSIR Scientia campus, for a period of three (3) years.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO TENDER@CSIR.CO.ZA					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 841-2911		TELEPHONE NUMBER	012 841-2911	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.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
1 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]		2 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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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? ☐ 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, 2022, 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:

Annexure B
Technical Specification/Scope of Services

For the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

1. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years.

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing and general information on the business of potential service providers for the CSIR to determine the service provider most capable of providing the services.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years.

2. PROPOSAL REQUIREMENTS

All proposals are to be submitted in a format specified in this RFP however, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

2.1. Technical Proposal

The following must be submitted as part of the **technical** proposal:

- i. Company profile
- ii. A detailed Operational plan
- iii. A detailed CV of the Occupational Medical Practitioner
- iv. A detailed CV of the Occupational Health Nursing Practitioner
- v. Contactable reference letters

2.2. Financial Proposal

The following must be submitted as part of the **financial** proposal:

- i. Cover Letter
- ii. Completed Pricing Schedule (**Annexure D**) on official company letterhead.
- iii. CSD registration report (RSA suppliers only).

3. PROPOSAL SPECIFICATION

3.1. Scope of Work

The CSIR Medical Centre provides occupational health and limited primary healthcare services to employee, tenants, contractors and visitors to the CSIR Pretoria/Scientia campus, ensuring compliance with South African labour legislation and promoting a safe and healthy work environment. The service provider will be responsible for staffing, managing, and operating the clinic/medical centre, which will operate from 08:00 to 16:30, Monday to Friday.

3.2. Services Required

The service provider will be required to deliver the following services:

- i. Medical Surveillance/testing and Health Assessments
 - a. Conduct pre-employment/initial, periodic, and exit medical examinations.
 - b. Make medical surveillance/testing arrangements for all CSIR sites including, but not limited to: Pretoria, Johannesburg, Kloppersbos, Paardefontein, Rosebank (Cape Town), Stellenbosch and Durban.

- c. Develop medical surveillance/testing protocols based on workplace hazards/exposures and/or job fitness requirements.
- d. Monitor and manage chronic medical conditions affecting employees' fitness to work where applicable.
- ii. Injury and Illness Management
 - a. Provide first aid and emergency medical care for workplace injuries and illnesses. This may include driving to various buildings on the Pretoria site to provide medical emergency support on site.
 - b. Manage and document work-related injuries and illnesses in compliance with the **Compensation for Occupational Injuries and Diseases Act (COIDA)**.
 - c. Facilitate referrals to specialists or hospitals when necessary.
- iii. Conduct fitness-to-work reviews on staff affected by injury or ill-health and issue a formal report to guide management on any applicable fitness to work limitations.
- iv. Health promotion/education and Wellness Programmes
 - a. Provide support and input into workplace wellness awareness campaigns on various health subjects and themes, including HIV/AIDS management, mental health, stress management, infectious disease prevention, Musculo-skeletal disorder and lifestyle disease prevention.
- v. Reporting and Administrative Functions
 - a. Submit daily, monthly, and annual reports to the CSIR Health Office on clinic/medical centre activities, including injury information, medical surveillance outcomes, and wellness interventions participations.
 - b. Schedule consultations with OMP at the Medical Centre in Pretoria and when required.
 - c. Sourcing and liaising with external service providers required to fulfil operational functions of the Medical Centre.
 - d. Monitor stock of all consumables and replenish as and when required to ensure continued availability avoid service interruption.
 - e. Advising on form and templates required for operational functions of the Medical Centre.
 - f. Loading of Medical Centre information as and when necessary, on digital platforms used in the CSIR.
 - g. Ensure compliance with all applicable legal, standard and regulatory requirements.

- vi. Compliance and Risk Management
 - a. Align the medical assessment procedures/protocols with the workplace risk assessments and recommend control measures to mitigate risk to health.
 - b. Ensure compliance with the **Occupational Health and Safety Act (OHSA), its regulations** and other applicable legislation and standards.
 - c. Assist in the development and implementation of health and safety procedures and guidelines where required.
- vii. Vaccinations and Immunisations
 - a. Administer vaccinations as required as per workplace risks (e.g., hepatitis B, tetanus, etc.).
 - b. Provide support and guidance on immunisation for employees traveling to high-risk areas nationally.
- viii. Medical Waste Management
 - a. Ensure proper disposal of medical and all other waste generated in the clinic/medical centre in compliance with the **National Environmental Management: Waste Act and applicable by-laws**.
 - b. Administer training of any support staff in the Medical Centre based on their risk e.g. cleaners, administrator, etc.
- ix. Employee Support and Education
 - a. Refer employees to external CSIR EAP services where necessary.
 - b. Advise on health trends affecting staff and implement measures to address where necessary.

3.3. Staffing Requirements

The service provider must provide the following staff to operate the clinic/medical centre:

- i. **One (1) Occupational Medical Practitioner:** Responsible for medical examinations, health assessments, sign-off on employee fitness to work, and clinical decision-making.
- ii. **One (1) Occupational Health Nursing Practitioner:** Responsible for day-to-day clinical operations, first aid, medical emergency support and health promotion activities.

3.4. Legal Requirements for clinic/medical centre

The service provider must ensure compliance with the following South African legislation and regulations:

- i. Occupational Health and Safety Act (OHSA), 1993 (Act No. 85 of 1993)
 - a. Ensure risk-based medical surveillance/testing.
 - b. Ensure follow-ups where necessary to refer, investigate or recommend additional workplace controls.
- ii. Compensation for Occupational Injuries and Diseases Act (COIDA), 1993 (Act No. 130 of 1993)
 - a. Manage and report work-related injuries and diseases.
 - b. Submit all necessary documentation to the Compensation Commissioner.
- iii. Health Professions Act, 1974 (Act No. 56 of 1974)
 - a. Ensure all medical staff are registered with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC) in the correct categories. Ongoing and continuing professional development (CPD) compliance.
- iv. National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
 - a. Ensure proper disposal of medical waste generated in the clinic/medical centre in compliance with regulations.
- v. Medical Schemes Act, 1998 (Act No. 131 of 1998)
 - a. Ensure compliance with regulations related to client health benefits.
- vi. Medicines and Related Substances Act, 1965 (Act No. 101 of 1965)
 - a. Proper storage, prescription and dispensing of medicines.
 - b. Compliance with South African Pharmacy Council requirements and guidelines.
- vii. Protection of Personal Information Act (POPIA), 2013 (Act No. 4 of 2013)
 - a. Maintain confidentiality and security of employee health records.
- viii. Basic Conditions of Employment Act (BCEA), 1997 (Act No. 75 of 1997)
 - a. Ensure compliance with employee rights related to health and safety.

3.5. The appointment of the successful bidder will ensure that the following services are provided to the CSIR:

- a) Provision of services of a registered Occupational Medical Practitioner based at the Pretoria/Scientia Campus – 6 hours per week (split 3 hours over Tues. and Thurs.).
- b) Provision of the services of a registered Occupational Health Nursing Practitioner (OHNP) based at the Pretoria/Scientia Campus – 8 hours per day (Mon. – Fri.) from 08:00 to 16:30.
- c) Provision of all relevant legal registrations required for the clinic/medical centre services to operate legally.
- d) Implement medical surveillance programme as per protocols.
- e) Establishment, review and sign off Medical Surveillance protocols.
- f) Sign off fitness to work certificates.
- g) Review and update procedures and guidelines relating to medical surveillance and other services provided by the clinic/medical centre.
- h) Consult patients on a need basis i.e. scheduled, walk-ins and medical emergencies.
- i) Review and have input into clinic/medical centre administrative protocols where needed.
- j) Sign off on medication control.
- k) Review and provide inputs and reports on medical incapacity cases, injury on duty referrals, special medical conditions advice, vaccination roll-out campaigns, etc
- l) Implementation of medical surveillance as directed by Occupational Medical Practitioner.
- m) Day-to-day clinical administrative function in line with the services offered by the clinic/medical centre.
- n) Dispensing of medicines and maintenance of the medicines register.
- o) Provide a replacement of OHNP as and when necessary, in line with operational needs and to avoid service interruption.
- p) Participation in health promotion campaigns in line with clinic/medical centre services and organisational health needs.
- q) Provision of Primary health care services and first aid services on a daily basis.
- r) Provide input into monthly reporting, statistical analysis and identification of trends.
- s) Conduct presentations/webinars on relevant health topics for staff as needed for health promotion (e.g., during SHEQ Weeks or other campaigns).
- t) Resident Occupational Health Nursing Practitioner to provide medical emergency support to the CSIR Pretoria site in emergency situations.

- u) Advise the CSIR Health team on implementation of programmes/services that could be of value to staff in line with best practice.
- v) Attend meetings with CSIR Health team as scheduled based on need.
- w) Attending to incoming calls and e-mails from clients as and when necessary.
- x) Attend meetings with CSIR SHEQ team as scheduled based on need.
- y) Attend meetings with any stakeholders of the Medical Centre, based on need.
- z) Provide administrative support for sourcing of axillary services and service providers aligned to the functions of the Medical Centre and in support of the CSIR as a business.

Annexure C**Technical Evaluation Matrix/Rubrics**

For the provision of occupational health services and management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

Scoring sheet to be used to evaluate functionality

Criteria	Proof required	Points allocation	Weight	
1. Operational plan	The bidder must submit an Operational Plan indicating how they will manage the medical centre and indicating their available resources.			30

	<table><tr><td rowspan="3">Turnaround time for OMP formal fitness to work review report</td><td>The bidder indicated a turnaround time for OMP formal fitness-to-work review report of 6 or more working days</td><td>0</td></tr><tr><td>The bidder indicated a turnaround time for OMP formal fitness-to-work review report of 4 to 5 working days</td><td>5</td></tr><tr><td>The bidder indicated a turnaround time for OMP formal fitness-to-work review report of less than 4 working days</td><td>10</td></tr><tr><td rowspan="3">Number of health awareness campaigns</td><td>The bidder listed less than 3 health awareness campaigns per year.</td><td>0</td></tr><tr><td>The bidder listed 5 health awareness campaigns per year</td><td>5</td></tr><tr><td>The bidder listed more than 5 health awareness campaigns per year</td><td>10</td></tr></table>	Turnaround time for OMP formal fitness to work review report	The bidder indicated a turnaround time for OMP formal fitness-to-work review report of 6 or more working days	0	The bidder indicated a turnaround time for OMP formal fitness-to-work review report of 4 to 5 working days	5	The bidder indicated a turnaround time for OMP formal fitness-to-work review report of less than 4 working days	10	Number of health awareness campaigns	The bidder listed less than 3 health awareness campaigns per year.	0	The bidder listed 5 health awareness campaigns per year	5	The bidder listed more than 5 health awareness campaigns per year	10		
Turnaround time for OMP formal fitness to work review report	The bidder indicated a turnaround time for OMP formal fitness-to-work review report of 6 or more working days		0														
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	The bidder indicated a turnaround time for OMP formal fitness-to-work review report of less than 4 working days	10															
Number of health awareness campaigns	The bidder listed less than 3 health awareness campaigns per year.	0															
	The bidder listed 5 health awareness campaigns per year	5															
	The bidder listed more than 5 health awareness campaigns per year	10															
2. CV of Occupational Medical Practitioner	<p>The bidder must submit a CV of the Occupational Medical Practitioner with a minimum of 5 years work experience.</p> <p>The Occupational Medical Practitioner must have a certificate of training in Occupational Health and a valid certificate of registration with the Health Professions Council of South Africa (HPCSA)</p>	<table><tr><td>No submission of CV or CV submitted with less 5 years' experience</td><td>0 point</td></tr><tr><td>5 – 7 years' experience</td><td>5 points</td></tr><tr><td>7 – 10 years' experience</td><td>7 points</td></tr><tr><td>> 10 years' experience</td><td>10 points</td></tr></table>	No submission of CV or CV submitted with less 5 years' experience	0 point	5 – 7 years' experience	5 points	7 – 10 years' experience	7 points	> 10 years' experience	10 points	30						
No submission of CV or CV submitted with less 5 years' experience	0 point																
5 – 7 years' experience	5 points																
7 – 10 years' experience	7 points																
> 10 years' experience	10 points																
3. CV of Occupational Health Nursing Practitioner	<p>The bidder must submit a CV of the Occupational Health Nursing Practitioner with a minimum of 5 years work experience, with a valid certificate of registration with the South African Nursing Council.</p> <p>The Occupational Health Nursing Practitioner (OHNP) must have trainings in the following areas:</p> <ul style="list-style-type: none">• Audiometry• Spirometry• Dispensing of medicines• Basic life support and intermediate trauma life support	<table><tr><td>No submission of CV or CV submitted with less 5 years' experience</td><td>0 point</td></tr><tr><td>5 – 7 years' experience</td><td>5 points</td></tr><tr><td>7 – 10 years' experience</td><td>7 points</td></tr><tr><td>> 10 years' experience</td><td>10 points</td></tr></table>	No submission of CV or CV submitted with less 5 years' experience	0 point	5 – 7 years' experience	5 points	7 – 10 years' experience	7 points	> 10 years' experience	10 points	30						
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5 – 7 years' experience	5 points																
7 – 10 years' experience	7 points																
> 10 years' experience	10 points																

CSIR Tender Documentation

4. Reference letters	<p>The bidder must submit a minimum of three contactable reference letters for the Company <u>or</u> Occupational Medical Practitioner, where they have rendered similar medical services, between 2015 to 2025.</p> <p>The reference letters submitted must be accessible for vetting.</p> <p>(Purchase orders, appointment letters and contracts will not be considered as reference letters).</p>	<p>The bidder has failed to submit the reference letters in accordance with the requirements, or the bidder has submitted less than 3 relevant reference letters.</p>	0 point	10
		The bidder has submitted 3 to 4 reference letters in accordance with the requirements.	5 points	
		The bidder has submitted 5 to 6 reference letters in accordance with the requirements.	7 points	
		the bidder has submitted 7 or more reference letters in accordance with the requirements.	10 points	
Total				100%

Annexure D
Pricing Schedule - Professional Services

The provision of occupational health services and management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Rates to be quoted in the Pricing Schedule are to be the fully inclusive prices for the work described under the items. Rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Only firm rates will be accepted.
3. No unauthorized amendment shall be made to the Pricing Schedule or any part of the Pricing Instructions. If such amendment is made or if the Pricing Schedule is not properly completed, the tender will be rejected.
4. Please refer to the detailed pricing schedule to submit your rates.

Pricing Schedule

Item No	Description	Unit	Quantity	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Provision of services of a registered Occupational Medical Practitioner based at the Pretoria Campus – 6 hours per week (split 3 hours over Tues. and Thurs.)	Month	36		
2	Provision of the services of a registered Occupational Health Nursing Practitioner based at the Pretoria/Scientia campus – 8 hours per day (Mon. – Fri.) from 08:00 to 16:30	Month	36		
3	Provision of ad-hoc support to on-site OHNP (3 days per month, for 36 months)	Day	108		
4	Provision of additional 5 nurses for awareness campaigns. <ul style="list-style-type: none"> • CSIR - Pretoria • CSIR - Johannesburg • CSIR - Durban • CSIR - Rosebank • CSIR - Stellenbosch (3 campaigns in a year for 5 regions for 36 months)	Day	45		
	Sub Total (VAT Excl.)				
	VAT (15%)				
	Total Price (VAT Incl.)				

Ad Hoc Services

Admin fee for auxiliary / related services that are required from external service providers e.g. diagnostic audiograms, X-rays, ophthalmology examinations, other medical/health specialists.	%
Bidder to include a fee as a fixed percentage on the cost of each ad-hoc service.	

Annexure E

Proposal Form and List of Returnable Documents

The provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

I/We _____
[name of entity, company, close corporation or partnership] of [full address]

carrying on business trading/operating as _____
represented by _____ in my capacity as _____
_____ being duly authorised thereto by a
Resolution of the Board of Directors or Members or Certificate of Partners, dated _____
_____ to enter into, sign execute and complete any documents relating to this
proposal and any subsequent Agreement. The following list of persons are hereby authorised to
negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender
Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in writing of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract

which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

Facsimile:

Address:

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service Provider**] will be informed of the acceptance of its proposal.

Unsuccessful Respondents may be advised in writing of the name of the successful service provider and the reason as to why their proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

VALIDITY PERIOD

CSIR requires a validity period of **90 [ninety calendar days from closing date]** against this RFP.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFP is submitted.

1. Registration number of company / C.C.

2. Registered name of company / C.C.

3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

a) Mandatory Returnable Documents

Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

ITEM NO.	MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	In the case of Joint Ventures, bidder must submit a copy of the <u>signed</u> Joint Venture Agreement.	
2	In the case of subcontracting arrangements, bidder must submit a copy of the <u>signed</u> subcontracting agreement.	
3	The bidder must submit a valid letter of good standing (COIDA) issued by the Department of Employment & Labour, relevant to the scope of work.	
4	The bidder must provide a copy of a certificate of training in Occupational Health for the Occupational Medical Practitioner (OMP).	
5	The bidder must provide a copy of a valid certificate of registration with the Health Professions Council of South Africa (HPCSA) for the Occupational Medical Practitioner (OMP).	
6	The bidder must provide a copy of a valid certificate of registration with the South African Nursing Council for the Occupational Health Nursing Practitioner (OHNP).	
7	The bidder must provide a copy of a valid certificate of registration with the South African Society for Occupational Health Nursing Practitioner (SASOHN) for the Occupational Health Nursing Practitioner (OHNP).	
8	The bidder must provide a copy of a valid certificate of training in audiometry for the Occupational Health Nursing Practitioner (OHNP).	
9	The bidder must provide a copy of a valid certificate of training in spirometry for the Occupational Health Nursing Practitioner (OHNP).	
10	The bidder must provide a copy of a valid certificate of training in dispensing medicines for the Occupational Health Nursing Practitioner (OHNP).	
11	The bidder must provide a copy of a valid certificate of training in vision testing for the Occupational Health Nursing Practitioner (OHNP).	

b) **Essential Returnable Documents**

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ITEM NO.	ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes/No]
1	Annexure D: Completed Pricing Schedule	
2	Annexure G: Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Essential documents to claim preference points) <ul style="list-style-type: none">Valid copy of BBEE certificate/ sworn affidavit<ul style="list-style-type: none">✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>.✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates. NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u> , the joint venture scorecard will also be invalid.	
3	A detailed Operational plan	
4	A detailed CV of the Occupational Medical Practitioner	
5	A detailed CV of the Occupational Health Nursing Practitioner	
6	Contactable reference letters	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

ITEM NO.	OTHER ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure A: Standard Bidding Document (SBD) 1 Form	
2	Annexure E: Proposal Form and List of Returnable documents (<i>This document</i>)	
3	Annexure F: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
4	Annexure H: Standard Bidding Document (SBD) 4 Form	
5	Annexure I: RFP Declaration and Breach of Law Form	
6	Annexure J: Draft Service Level Agreement	
7	The preferred bidder must provide proof of medical insurance risk/liability cover for a minimum of R50million, within 7 days of being requested to do so	
8	<p>To ensure service continuity when the designated Occupational Health Nursing Practitioner is not available, the following documents must be submitted for the stand-in Occupational Health Nursing Practitioner:</p> <ul style="list-style-type: none">• A copy of a valid certificate of registration with the South African Society for Occupational Health Nursing Practitioner (SASOHN)• A valid certificate of training in audiometry• A valid certificate of training in spirometry• A valid certificate of training in dispensing medicines• A valid certificate of training in vision testing• A valid certificate of training in basic life support and intermediate trauma life support.	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20 _____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure F

Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

The provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure G

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

The provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

This preference form must form part of all the invited bids. It contains general information and serves as a claim form for the preference points allocated based on specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 The 80/20

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	10
Reconstruction and Development Programme (RDP) Goals ¹ - EME or QSE	10
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

¹ RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs; c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered; h. The promotion of enterprises located in rural areas; i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

3.3.1.1. Preferential points for black ownership will be awarded as follows:

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

3.3.1.2. Preferential points for RPD Goals will be awarded as follows:

RDP Goals	% of Preferential points
RDP Goals met	100%
RDP Goals not met	0%

3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture², will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid B-BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint ventures and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of

² 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.

attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender documents that such a bidder intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

Bidders who claim points in respect of specific goals **must** submit the following documents:

Essential documents to claim preference points	Submitted	
	Yes √	No √
Valid copy of BBBEE certificate/ sworn affidavit to claim Black Ownership and RDP (EMEs and QSEs) preference points ³		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm.....

VAT registration number.....

Company registration number.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

³ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.
In case of sub-contracting both parties must submit copies of their valid BBBEE certificates

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—
 - (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
 - (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

Annexure H
Standard Bidding Document (SBD) 4

RFP No. 3701/10/10/2025

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

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 interest⁴ 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.

Full Name	Identity Number	Name of State institution

⁴ 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.

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.

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 consortium⁵ 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.

3.4 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.

3.5 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.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat

⁵ 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.

any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for 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

Annexure I

DECLARATION BY BIDDER AND BREACH OF LAW FORM

The provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

RFP No. 3701/10/10/2025

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes.
2. we have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**].
3. we have been provided with sufficient access to the existing CSIR facilities/sites and all relevant information relevant to the Services as well as CSIR information and Employees and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents.
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
8. If such a relationship as indicated in paragraph 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]

9. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
10. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
11. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

BREACH OF LAW

12. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No. of Company/CC
Place:	Registration Name of Company/CC

ANNEXURE J

Draft Service Level Agreement



RFP for the provision of occupational health, primary healthcare services and operational management of the medical centre at the CSIR Scientia campus, for a period of three (3) years

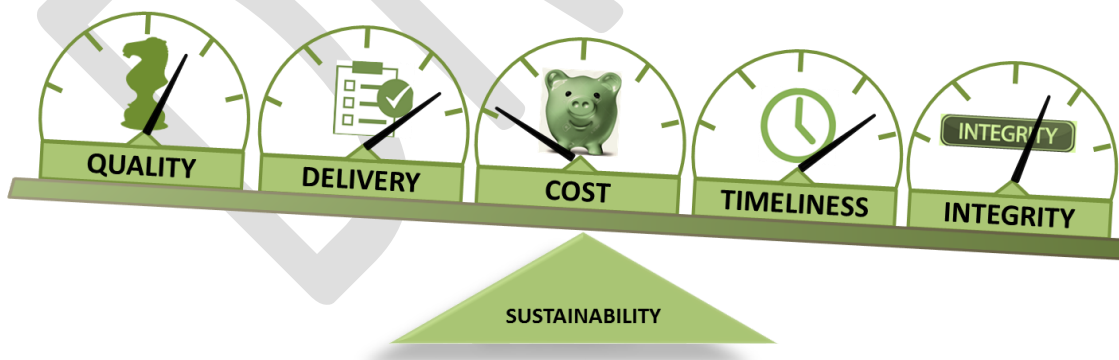
1. INTRODUCTION

The purpose of the Service Level Indicators is to guide and document the expectations and requirements of the services to be rendered to the Tendering Institutions by the Service Provider.

This document may be used as the benchmark against which reviews and, as appropriate, modifications to the service provided by the Service Provider shall take place.

2. KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract.



3. RANGE OF SERVICES

The services rendered are reflected in the Scope of Work (**Annexure B: Technical Specification**).

4. MEASUREMENT CRITERIA

The following table lists a comprehensive number of Key Performance Areas and Indicators:

Key Service Area	Description of Service	Target	Frequency of Measurement	Weighting of Service	Comments
Medical testing / surveillance	Number of OH consultations per day	At least 3 per day accommodated on the calendar	Monthly	15%	
Primary health care service	Number of PHC consultations per day	At least 2 per day accommodated on the schedule	Monthly	10%	
Medical testing / surveillance turnaround time	Turnaround time for completion of medicals (e.g. from assessment to sign-off on COF)	100% of COFs signed off in 5 or less working days	Monthly	10%	
Fitness-to-work review turnaround time	Turnaround time for OMP formal fitness-to-work review report (at most a week)	Draft report submitted in 5 working days from consultation	Monthly	10%	
Health promotion	Number of health awareness campaigns per year (provide themes of campaigns)	Minimum of 3 in a financial year	Yearly	15%	
Customer satisfaction	Customer feedback received from users of the Medical Centre via feedback surveys, emails, text or voice.	Zero complaints	Monthly	30%	