

Guidelines on Specification for Procuring Services

Project Name:	PANEL OF TWO SERVICE PROVIDERS TO PROVIDE FULL OCCUPATIONAL MEDICAL SURVEILLANCE TO MOQHAKA LOCAL MUNICIPALITY FOR PERIOD OF THREE (3) YEARS AS AND WHEN NEEDED.
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Guideline for Terms of reference

This tender is for the appointment of a panel of two service providers to provide full occupational medical surveillance to Moqhaka Local Municipality for period of three (3) years as and when needed.

A. Background

Moqhaka Local Municipality requires a full occupational medical surveillance for employees as and when necessary.

B. Scope of Work / Terms of Reference

Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

ITEM	WORK/SERVICE TO BE PROVIDED	QUANTITY	COSTS
1	Pre-employment /entry medical surveillance	1	
2	Periodical / annual medical surveillance	1	
3	Exit medicals	1	
4	Audiogram/hearing test	1	
5	Spirometry/lung function test	1	
6	Vision test	1	
7	Chest Xray	1	
8	Hepatitis B Vaccine	1	
9	Hepatitis A Vaccine	1	
10	Urinalysis	1	
11	Blood pressure	1	
12	Rapid blood glucose test	1	
13	Rapid Cholesterol test	1	
14	6 panel multi-drug test	1	
15	Doctor's verification	1	
16	Employee reports: file and spreadsheet	1	
	SUB- TOTAL		
	VAT@15%		
	TOTAL		

C. Panel

In this panel, the municipality will appoint a maximum of 2 service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

D. Sourcing of Quotations

Quotations will be requested only from the service providers appointed on the panel to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to provide the required service within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same service between service providers on the panel.

E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

F. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier – 15 Points
- Youth Ownership of Company (Youth is 35 years and younger) - 5 Points

These goals are specified in MBD6.1 in terms of the PPR2022.

G. Duration of the Contract

State how long the contract will take

3 Years

H. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects.			
• 5 Reference Letters or Appointment Letters.	5	40	For the Bidder(s) to be considered, the bidder(s) must provide signed contactable reference letters or appointment letters of a similar nature (occupational medical surveillance)
• 4 Reference Letters or Appointment Letters.	4		
• 3 Reference Letters or Appointment Letters.	3		
• 2 Reference Letters or Appointment Letters.	2		
• 1 Reference Letter or Appointment Letters.	1		
• No Reference Letter or Appointment Letter	0		
Demonstrate personnel capacity & qualifications, as a professional/practitioner or specialist and Registration with South African Body.			
• 5 or more Personnel with Qualifications and Council Registration (each professions listed i.e., OMP, OHP, O.T, Radiogr and Technicians)	5	40	The personnel as per listed below must be accredited as per their professional body of South Africa. Attach detailed CV, certified qualification and ID.
• No Qualifications and Council registration	0		Occupational Medical Practitioner: MBchB, Dip.Or Degree in Occupational Health. (HPCSA/SASOM)
			Occupational Health Practitioner: Dip. /Degree in Occupational Health. (SANC / SASOHN)
			Occupational Therapist: Bachelor of Science in Occupational Therapy (SACSSP)
			Radiographer: Bachelor of Radiography in Diagnostics (HPCSA)
Mobile equipment calibration certificate and Licence			
• Equipped medical mobile and X-ray unit, with valid calibration certificates. Valid licence for X-ray and Medical Units.	5	20	For the Bidder(s) to be considered, the bidder(s) must provide Valid mobile medical and X ray calibration certificates and Licence.
• No equipped medical mobile and X-ray unit, with valid calibration certificates. No Valid licence for X-ray and Medical Units.	0		
MAX POSSIBLE SCORE		100	