



Reg No 2003/011612/30

**RE-ADVERT
RFP01/2023**

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

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1. INVITATION

CENTLEC (SOC) Ltd a Municipal Entity distributing electricity in Mangaung and other Municipalities invites bids for occupational health practitioner to render all occupational health services including risk based medical surveillance and employee assistance programmes for a period of thirty-six (36) months for seven hundred and fifteen employees (715).

2. MINIMUM SUBMISSION REQUIREMENTS

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

3. SCOPE OF WORK

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

- a) Immunization of tetanus toxoid once a year.
- b) Medical History
- c) Employment History
- d) Occupational History
- e) Physical Examination (Medical Surveillance programme including):
 - i) Diabetes Screening
 - ii) Blood Pressure
 - iii) HIV (Optional)
 - iv) TB Screening (symptoms)
 - v) Urine tests

- vi) Glucose
- vii) Hazard identification
- f) Vision Screening (Titmus/ Snellen with report)
- g) Vision screening (Keystone vision screen with report)
- h) Audiometry test with report
- i) Social Influences
- j) Ergonomics
- k) Height, weight and BMI
- l) Baseline Psychological risk assessment
- m) Baseline Occupational risk assessment
- n) Chest X-ray with report
- o) Lung function test (spirometry with report)
- p) Resting ECG
- q) Stress ECG
- r) General Medical Examination for Entry personnel
- s) General Medical Examination for Exit personnel
- t) Aptitude tests
- u) PDP tests
- v) Issuing of Fitness for Duty Certificate
- w) Annexure 3 certificate
- x) Specialist – on all disciplines
- y) Specialist report
- z) Advice on Injury on duty and closure of cases
- aa) Hand-arm vibration syndrome screening
- bb) Physiotherapy session
- cc) Physiotherapy report
- dd) Psychiatrist session
- ee) Psychiatrist report
- ff) Physician
- gg) Physician report
- hh) Biokineticist session
- ii) Biokineticist report
- jj) Medical check-up comprehensive report

4.2 Additional to the above the following tests/assessments must be included:

- a) COVID-19 tests
- b) Psychometric tests:
 - Numerical reasoning
 - Verbal reasoning
 - Inductive reasoning
 - Situational judgement
 - Manual Dexterity (Mandex) test
 - Psychometrist comprehensive report

4.3 The Bidder should provide CENTLEC (SOC) Ltd with a web access to all employees' updated information on the database with the following:

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

4.4 Employee Assistance Programme Services (EAP)

- a) Group trauma session (10 employees)
- b) Individual trauma session
- c) Wellness Presentations (life skills/psychological viability) (group of 100 employees) e.g., substance abuse, mental health, domestic violence, financial wellbeing, marriage counselling, retirement workshop, emotional well-being, trauma management workshops and dealing with grief workshops.
- d) Face to face Counselling sessions per employee (psychologist session)
- e) Counselling with family members of the employee
- f) Psychologist comprehensive report
- g) Life management services (these services provide detailed, practical information, education, resources, and referrals to help individuals manage their work-life responsibilities).
 - Legal wellbeing - unlimited telephone legal advice pertaining to any legal aspects.
 - Financial wellbeing - financial mentors available.

- Family care support - services assists and support employees to cope with pressures of caring for their family members.
- h) Programme Management (coordinating the full implementation and management of the programme in partnership with the Bidder) and manage the Employee Wellness Programme awareness sessions (comprehensive initial briefing and detailed training for managers, supervisors, HR, and occupational health personnel).

4. SPECIAL CONDITIONS

- 4.1. Please note that CENTLEC (SOC) Ltd reserves the right to appoint more than one bidder.
- 4.2. The successful bidder will be expected to enter into a Service Level Agreement (SLA) with CENTLEC (SOC) Ltd.
- 4.3. All files, document, documentary evidence, and any aspect of the matter associated with the file shall always remain the property of CENTLEC (SOC) Ltd.
- 4.4. The successful Bidder shall within seven (7) days of commencement of the contract, provide CENTLEC (SOC) Ltd with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC (SOC) Ltd as the work will be carried out in a National Key Point area.
- 4.5. No fees shall be paid to any Bidder in advance. Fees and disbursements shall be paid only for work completed and billed on the agreed applicable tariff.
- 4.6. Records must be kept of all referrals and other elements of work. Monthly reports will be required to enable the volumes of work and timescales within the contract to be monitored. The detail of the reports will be agreed between CENTLEC (SOC) Ltd and the Bidder.
- 4.6. Individual health and medical records will be kept by the Bidder as necessary, and in accordance with all the relevant legislation, including that relating to Data Protection, Access to Medical Reports and Health Records, and Health & Safety.
- 4.7. At the end of the contract/or termination of contract the Bidder will ensure that the individual records are passed on to CENTLEC (SOC) Ltd at no cost.
- 4.8. The bidder must have an established local medical facility where the employees can receive the necessary assistance.

5. EVALUATION CRITERIA

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

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

The relative technical weighting of the criteria is as follows:

5.1 The relative specific goal criteria are as follows:

Table 1 Evaluation criteria

No.	Criteria	Description	Points
5.1.1	Track Record	<p>Bidders are required to submit a list of Company experience inline with the list provided above. Signed reference letters on the companies' letterhead must be submitted. The bidder is required to have at least a minimum of five (5) years in the practice.</p> <p>a) Two (2) letters = 20 points b) Three (3) or more letters= 30 points</p>	30
5.1.2	Competency (Medical Doctor or Occupational Nurse. Physician, Biokineticist, Psychiatrists and Psychologists)	<p>Provide proof of qualifications (CV's) and expertise for relevant Medical Doctor or Occupational Nurse. Physician, Biokineticist, Psychiatrists and Psychologists and to be used:</p> <p>a) Between 5-9 years working experience as an occupational nurse and medical doctor in the field = 15 Points b) Between 10 years or more working experience as an occupational nurse and medical doctor in the field = 25 Points</p>	25

No.	Criteria	Description	Points
5.1.3	Registration bodies	<p>The Bidder must submit proof of registration with the following bodies:</p> <p>(a) SASOHN (South African Society of Occupational Health Nurses) = 10 points</p> <p>(b) SASOM (South African Society of Occupational Medicine) = 10 points</p> <p>(c) BHF (Proof of current year registration to practice with Board of Health Care Funders) = 10 points</p>	30
5.1.4	Local (Mangaung) operational capability and economic investment	<p>Does the bidder have an established local medical facility with operational capability?</p> <p>(a) Existing and established local medical facility within Mangaung Metro Municipality = 15 points</p> <p>Bidder must submit pictures of the premises. The Bid Evaluation Committee has the right to verify the existence of premises before the allocation of points.</p> <p>(b) If not, but within RSA = 5 points</p>	15
	TOTAL		100

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

The bidder must also score minimum points as follows:

Item 1 – 20 points

Item 2 – 15 points

Item 3 - 30 points

Item 4 - 5 points, in the Evaluation Criteria.

5.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals requirement)

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

5.3 Points awarded for price.

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

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

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

5.4 Points awarded for Specified Goals Requirement

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Table 2: Specified Goals for Preferential Point System

Specified Goals	Points Allocation
50% Black owned	10
50% Women owned	5
50% Youth owned <35 years	5
Total Points	20

6. PRICING SCHEDULE

Table 3: Medical surveillance programme

		<i>PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)</i>
	ACTIVITY	Price (R) per person
1	Medical History	
2	Employment History	
3	Issuing of Fitness for Duty Certificate	
4	Annexure 3 certificate	
5	PDP tests (Public driving permit)	
	PHYSICAL EXAMINATION (MEDICAL SURVEILLANCE PROGRAMME)	Price (R) per person
6	Diabetes Screening	
7	HIV (optional)	
8	Blood Pressure	
9	TB Screening (symptoms)	
10	Urine tests	
11	Glucose	
12	Hazard Identification	
13	Vision screening (Titmus/Snellen with report)	
14	Vision screening (Keystone vision screen with report)	
15	Lung functioning test (Spirometry with report)	
16	Chest X-ray with report	
17	Audiometric test with report	
18	Resting ECG	

19	Stress ECG	
20	Social Influences	
21	Ergonomics	
22	Height, weight and BMI	
23	Baseline Psychological risk assessment	
24	Baseline Occupational Risk assessment	
25	Specialist – on all disciplines	
26	Specialist report	
27	Hand-arm vibration syndrome screening	
28	Advice on Injury on duty and closure of cases	
29	Occupational History	
30	Physiotherapist	
31	Physiotherapist report	
32	Psychiatrist	
33	Psychiatrist report	
34	Physician	
35	Physician report	
34	Biokineticist	
35	Biokineticist report	
36	General Medical Examination for Entry personnel	
37	General Medical Examination for Exit personnel	
38	Aptitude tests	
39	Employee updated information on web-based system (Database)	

40	Medical checkup comprehensive report	
	PSYCHOMETRIC TESTS	Price (R) per person
41	Numerical reasoning	
42	Verbal reasoning	
43	Inductive reasoning	
44	Situational Judgement	
45	Manual Dexterity (Mandex) test	
46	Psychometrist comprehensive report	
	EMPLOYEE ASSISTANCE PROGRAMME SERVICES (EAP)	Price (R) per person
47	Group trauma Session	
48	Individual trauma session	
49	One (1) Wellness Presentations (life skills/psychological viability) (Group of 100 employees)	
50	Legal wellbeing - unlimited telephone legal advice pertaining to any legal aspects.	
51	Face to face Counselling sessions per employee (Psychologist session)	
52	Counselling with family members of employee	
53	Psychologist comprehensive report	

	LIFE MANAGEMENT SERVICES	Price (R) per person
54	Legal wellbeing per person	
55	Financial wellbeing- mentors available	
56	Family care support	
57	Programme Management (coordinating the full implementation and management of the programme in partnership with the Bidder) and employee EWP awareness sessions (comprehensive initial briefing and detailed training for Executives, General Managers, managers, supervisors and HR).	

7. CONTACT DETAILS

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

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