

Scope of Work

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MOBILE CHEST X-RAY SERVICES FOR THE SANPC REFINERY EMPLOYEES AT AN AS AND WHEN REQUIRED BASES FOR OVER A PERIOD OF 36 MONTHS

SANPC Refinery is, in the main, a crude oil refinery owned by CEF SOC Ltd (**CEF**). The latter is a Schedule 2 state owned diversified energy company reporting to the Department of Mineral and Petroleum Resources (DMPR). In terms of the Occupational Health and Safety Act (OSHA) 85 of 1993, its Regulations and other legislative prescripts, the SANPC Refinery is expected to conduct and maintain Occupational Health Risk Exposure Monitoring of employees. The OSHA aims to prevent work-related injuries, diseases, and fatalities by establishing clear standards and procedures for hazard identification, risk assessment, and control.

1. Project Overview

This Scope of Work outlines the requirements for conducting mobile chest X-rays for employees working at the SANPC Refinery to comply with occupational health and safety standards, including early detection of occupational lung diseases and as part of pre-employment, periodic, and exit medical assessments.

2. Objectives

- To provide baseline and routine chest X-rays for refinery employees.
- To identify early signs of occupational lung diseases (e.g., silicosis, asbestosis, tuberculosis, or other respiratory conditions).
- To comply with regulatory health surveillance requirements.

3. Scope of Services

The selected service provider will be responsible for:

3.1. X-Ray Services

- Providing posterior-anterior (PA) chest X-rays.
- Providing lateral chest X-rays when indicated by the company doctor (OMP).
- Ensuring all images are digital and of high diagnostic quality.

3.2. Medical Interpretation

- Interpretation and reporting by a certified radiologist

- Findings must include classification according to ILO standards (for pneumoconiosis) if applicable.
- Radiology reports must be returned within (1–3 working days) of imaging.

3.3. Data Management

- Maintaining confidentiality of employee medical information.
- Providing a secure electronic copy of each report to the SANPC Refinery's Occupational Health Department.
- Archiving reports and images for at least 10 years, or as required by law.

3.4. Onsite or Offsite Services

- Offering onsite mobile X-ray services
- Mobile services should comply with all radiation safety regulations and have appropriate shielding and certification.

3.5. Regulatory Compliance

Complying with:

- Occupational health and safety regulations: OHS Act
- Radiation protection laws and licensing requirements
- Medical waste disposal standards (if onsite services are provided)
- Compliance with SAHPRA and DOH requirements

3.6. Scheduling and Reporting

- Coordinating with SANPC Refinery Occupational Health department to schedule employee X-rays.
- Providing summary reports of findings (non-identifiable data) for statistical tracking and compliance.

4. Target Population

All employees as part of:

- Pre-employment health screening
- Periodic medical surveillance (e.g., annually or biennially)
- Exit medical assessments.
- When requested by the OMP

5. Deliverables

- Chest X-ray images (digital/DICOM format)

- Individual radiology reports with clear classification per employee
- Summary report (quarterly/annually)
- Compliance certificates (e.g., equipment calibration, technician licenses)
- Annual summary report for OMP and SHEQ audit trail

6. Responsibilities

Service Provider:

- Provide qualified technicians and radiologists
- Ensure proper radiation safety and machine maintenance
- Maintain patient confidentiality and legal compliance
- Per Hazardous Substances Act, X-rays must be conducted by:
 1. Certified radiographers
 2. In a licensed facility using compliant equipment.
- A South African board-registered radiologist must interpret images.

Refinery:

- Provide list of employees scheduled for X-rays
- Facilitate access and coordination.
- Ensure employee participation and follow-up on abnormal results

7. Acceptable Reporting Criteria

- Image and report quality reviewed and approved by the SANPC Refinery's occupational health doctor (OMP)
- Timely delivery of reports (within agreed SLA)
- Compliance with legal and contractual obligations

Reporting and Confidentiality

- Turnaround: Within 48 hours of examination
- Content: Must include radiological findings, impressions, and recommendations
- Abnormal Results: Flagged and referred to the site Occupational Medical Practitioner (OMP)
- Records Retention: Minimum 40 years as per OHSA & HCSR
- Data Handling: Secure storage and sharing per POPIA and the National Health Act.

➤ Compliance with Applicable Legislation:

- Occupational Health and Safety Act (OHSA) 1993
- Hazardous Chemical Substances Regulations (HCSR)
- National Health Act (Act 61 of 2003)
- Protection of Personal Information Act (POPIA)

8. Health and Safety

All procedures must follow standard infection control and radiation safety protocols. All staff involved must wear appropriate PPE and equipment must be regularly calibrated and inspected.

9. Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified and not be considered for further evaluation on Technical Requirements.**

No.	Description of the Mandatory requirements	Comply	Not Comply
9.1	Radiologists must be registered with the HPCSA. (A valid copy of the membership certificate and registration must be attached). The Bidder to submit valid certificate.		
9.2	Radiographer must be registered with the HPCSA. (A valid copy of the membership certificate and registration must be attached) The Bidder to submit valid certificate.		

Phase 2

Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

<u>Company Experience</u> Experience in Occupational Health mobile chest x-rays services in companies – Minimum 5 years. Experience in providing these on-site services using trained medical teams and calibrated mobile X-ray units to minimize disruption and ensure compliance with legislation. Please provide reference letters as proof of previous experience in Occupational Health mobile chest x-rays services in companies. The letters must be signed on the client's letterhead and include the date the project was executed, the contact person, and contact details.				
	Evaluation Criteria	Document as Evidence	Score	Weighting %
<u>Company Experience</u>	3 Reference letters and more submitted	Reference letters	5	50%
	2 Reference letters submitted		3	
	1 Reference letter submitted		2	
	No Reference letter Submitted		0	

Radiologists Experience

The Radiologists must have a minimum of three (3) years' experience in medical imaging on Occupational medical health diagnosis.

Provide a C.V. for the Radiologists clearly indicating their roles and responsibilities.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
<u>Radiologists Experience</u>	3 and more years of experience.	C.V. for the Radiologists clearly indicating their roles and responsibilities	5	30%
	2 but less than 3 years of experience		3	
	1 but less than 2 years of experience		2	
	Less than 1 years of experience		0	

Radiographer Experience

The Radiographer must have a minimum of three (3) years' experience in medical imaging on Occupational medical health diagnosis.

Provide a C.V. for the Radiographer clearly indicating their roles and responsibilities.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
<u>Radiographer Experience</u>	3 and more years of experience.	C.V. for the Radiographer clearly indicating their roles and responsibilities	5	20%
	2 but less than 5 years of experience		3	
	1 but less than 4 years of experience		2	
	Less than 3 years of experience		0	

11. PRICING

The bidder's rates must be inclusive of the costs & expenses for travelling, diagnostic imaging and reporting.

Table 1: Detailed Price Schedule

YEAR 1

ITEM DESCRIPTION	Estimated Number of X-rays required	Unit cost Per person /Visit	TOTAL
Mobile Chest X-ray Service	70		
Travel Costs	5 Visits		
Sub Total (Excl Vat)			R
Vat @15%			R
TOTAL FORM OF OFFER (Incl Vat)			R

YEAR 2

ITEM DESCRIPTION	Estimated Number of X-rays required	Unit cost Per person /Visit	TOTAL
Mobile Chest X-ray Service	70		
Travel Costs	5 Visits		
Sub Total (Excl Vat)			R
Vat @15%			R
TOTAL FORM OF OFFER (Incl Vat)			R

YEAR 3

ITEM DESCRIPTION	Estimated Number of X-rays required	Unit cost Per person /Visit	TOTAL
Mobile Chest X-ray Service	70		
Travel Costs	5 Visits		
Sub Total (Excl Vat)			R
Vat @15%			R
TOTAL FORM OF OFFER (Incl Vat)			R

FINAL QUOTE

ITEM DESCRIPTION	TOTAL
Year 1 + Year + Year 3	
TOTAL FORM OF OFFER (Incl Vat)	R