



• GATEWAY TO THE REST OF AFRICA •

Reg No: 1995/002792/06

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SPECIFICATION FOR THE PROVISION OF CISM DEBRIEF AND TRAUMA COUNSELLING FOR THE AIRPORT RESCUE AND FIRE FIGHTING PERSONNEL AT POLOKWANE INTERNATIONAL AIRPORT.

1. INTRODUCTION.

Gateway Airport Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider for rendering of CISM debrief and trauma counseling services for airport rescue and firefighting personnel at Airport Polokwane International Airport.

GAAL is therefore required to appoint a service provider who will provide trauma counselling as part of its critical incident stress management (CISM), which is an intervention meant to prevent psychological damage associated with unusual and stressful events occurring during execution of duties and responsibilities, and it is intended to support those who are prone to trauma exposure as well as those who have experienced an intensely traumatic event.

2. SCOPE OF WORK

2.1 Upon employees experiencing work related traumatic event (such as incidents of fire or explosions, aircraft accidents and fire), the service provider will be required to provide CISM debrief, and trauma counselling to those employees in need.

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2.2 Critical Incident in the case of Polokwane International Airport Rescue and Fire fighting Services includes but not limited to:

- a. As per The World Health Organization (WHO), a critical incident as an event out of the range of normal experience – one which is sudden and unexpected, involves the perception of a threat to life and can include elements of physical and emotional loss.
- b. Critical incidents faced by firefighters include motor vehicle accidents, burned bodies, chemical hazards, life-threatening situations, suicides, failed rescue efforts, dangerous fire suppression scenarios, knowing the victim, and witnessing the death of a co-worker.
- c. CISM debrief is designed for responders to traumatic events, and is a structured, brief intervention provided in a small group setting immediately following a critical incident. It's a structured, staged process designed to help people process the event to minimize symptoms of traumatic stress, depression, and anxiety.

SPECIFICATIONS

The following interventions will be required:

Quantity	Description
1x CISM Debrief per incident	Upon occurrence of a critical incident, the service provider will provide CISM debrief within 5 hrs of the incident reported.
Maximum of 6 Trauma Counselling of which 2 may be face to face per critical incident per employee	Employees who show signs of the need and or request trauma counselling will be provided with trauma counselling, within 12hrs of the incident being reported

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Pricing schedule

Sessions	Rate per hour (including all applicable taxes)
CISM Debriefing per incident	R
Telephonic counselling (with Trauma Counsellor / qualified Nurse)	R
Face-to-face trauma counselling	R
Other related costs (if applicable) e.g Travelling or accommodation costs, etc	R

3. EVALUATION CRITERIA

All quotations will be evaluated in terms of administrative requirements, and preference point system.

Administrative (mandatory) Criteria (Gate 0)	Price and B-BBEE Evaluation Criteria (Gate 1)
Suppliers must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) will be evaluated on price (weighted price) as per scope of work and B-BBEE claimed points. B-BBEE certificate (by SANAS recognised agency) or CIPC certificate or Original Sworn signed Affidavit

3.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory. During this phase, Bidders' responses will be

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evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted		Non-submission will result in disqualification.
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE. B-BBEE certificate (by SANAS recognised agency) or CIPC certificate or Original Sworn signed Affidavit
Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1	YES	Supplier must be registered as a service provider on the Central Supplier Database (CSD).
Pricing Schedule / Quotation	YES	Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.
Applicable Registration Certificate with the Health Professions Council of South Africa and maintain such membership during the period which the services are required.	YES	Submit certificate (s) of the practice or of health professionals who will be used as part of service provision.

3.2 Gate: 1 Preference Point System,

Preference Points System where the 80 points are awarded for the price and the 20 points are awarded for B-BBEE as follows.

FINAL EVALUATION CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100

All quotations and supporting documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

Quotations will only be considered if received by the entity on or before the closing date and time.

Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows.

REQUIRED DOCUMENTS	PRICE & B-BBEE
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 2: Pricing Schedule/Quotation
Exhibit 3: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017. B-BBEE certificate (by SANAS recognised agency) or CIPC certificate or Original Sworn signed Affidavit	

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4. PROJECT ENQUIRIES

For technical enquiries:

Contact person: Mr Ludwick Nembambula

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For administrative enquiries:

Contact person: Mr Julius Ramatjie

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