

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR THE PURPOSES OF THE IMPLEMENTATION OF THE PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) AT PSETA FOR A PERIOD OF THREE (3) YEARS.

QUOTATION NUMBER: RFP/2021/001060

CLOSING DATE: 31 JULY 2024

Board members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo

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1. INTRODUCTION

- 1.1. Prospective Service Providers are invited to submit a quotation with detailed proposal with the aim of implementing of the Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) at PSETA for a period of three(3) years.

2. BACKGROUND & CONTEXT

- 2.1. The PSETA appoints **(65) employees** within the organization and would like to ensure that the health risk of the employees is well managed. The service provider with targeted expertise to review/assess the health of employees in the organization it is required to conduct a full assessment based on the Ill-Health Policy and Procedure as **and when required**.

3. OBJECTIVE OF THE ASSIGNMENT

In contracting with the service provider, PSETA seeks to accomplish the following major objectives:

- 3.1. Conduct assessment of the identified employees who are on a long-term ill-health to:
 - 3.1.1. Determine the validity of the application for temporary incapacity leave;
 - 3.1.2. Determine the need for ongoing temporary incapacity leave;
 - 3.1.3. Determine the appropriate duration of the leave;
 - 3.1.4. Provide preliminary advice on the management of the condition; and
 - 3.1.5. Advise a full health assessment, if applicable
- 3.2. Intervention and management of incapacity leave in the workplace to accommodate temporary or permanently incapacitated employees within specified timeframes;
- 3.3. Rehabilitation, re-skilling, re-alignment and retirement, where applicable, of temporary or permanently incapacitated employees are identified for the PSETA's further attention

4. SCOPE OF WORK

4.1. The scope of work covers the following:

It will be required from the service provider, within the parameters of the PILIR for:

4.1.1. Short Periods of Temporary Incapacity leave i.e (1 – 29 days) to:

- 4.1.1.1. assess applications for short periods of temporary incapacity leave, which should include scrutiny of all relevant medical evidence and verification of information with the treating practitioner, among others;
- 4.1.1.2. provide advice to the relevant Employer; and
- 4.1.1.3. categorise the incapacity leave according to the categories prescribed in the above-mentioned policy.

4.1.2. Long Periods of Temporary Incapacity Leave (i.e. 30 days and more) to:

- 4.1.2.1. subject applications for long periods of temporary incapacity leave to a primary assessment and, where applicable, a secondary assessment as contemplated in the above-mentioned policy, among others;
- 4.1.2.2. provide advice to the relevant Employer; and
- 4.1.2.3. categorise the incapacity leave according to the categories prescribed in the above-mentioned policy.

4.1.3. Ill-Health Retirements

- 4.1.3.1. subject applications for ill-health retirements to a full assessment process as contemplated in the above-mentioned policy; and
- 4.1.3.2. provide advice to the relevant Employer.

5. COMPETENCY AND SKILLS REQUIREMENTS

The Service Provider should meet the following requirements:

- 5.1. In-depth experience in Health Risk Management;
- 5.2. High caliber professional medical knowledge and skills specializing in occupational health to assess and advise the relevant PSETA on applications for temporary incapacity leave and ill-health retirement, within specified timeframes,
- 5.3. knowledge and understanding of Health Risk Management in medical industry and processes;
- 5.4. Knowledge of analysing medical reports;
- 5.5. Knowledge of Health prescripts in the workplace; and
- 5.6. Report writing and presentation to management.

6. TIMELINES FRAMES

- 6.1. The duration of the contract will be for a period of 36 months and be contracted to render the service **as and when required** to assess the health of identified employee/s.

7. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals, once the minimum functionality criteria are met.

Phase 1: Functionality Evaluation	
Phase 2: Preferential Point System	Points
Price	80
Special goals	20

Black owned company	8
Women	4
Youth	5
Disability	3
Total	100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Company profile indicating all the requirements as per the evaluation criteria.
- 8.2. Team member names and roles.
- 8.3. CV and certified copies of qualifications.
- 8.4. Track record and experience.
- 8.5. Submission of all applicable documents as indicated below:
 - Certified copy of doctor's certification with medical practice number (refer to SBD 6.1)
 - Certified copies of the director's ID's document (Refer to SBD 6.1)
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
 - Copy of the registration document of the organisation (CIPC); and
 - Copy of the Central Supplier Database registration.

9. IMPORTANT INFORMATION FOR BIDDERS

- 9.1. Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.
- 9.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 9.3. All Standard Bidding documents (SBD) documents must be completed and signed.
 - SBD 4
 - SBD 6.1
 - Proof of registration on Central Supplier Database.

- General Conditions of Contract(each page must be initial)

NB: Please note that failure to submit documents requested on section 9(9.3) will render the proposal disqualified.

Bid applications must be submitted electronically to LungileM@pseta.org.za

No late applications will be accepted.

Please direct all queries to ursulam@pseta.org.za


14 June 2024