

**AMAJUBA DISTRICT MUNICIPALITY
INVITATION TO BID**

**BID No.: T2023/06
REQUEST FOR PROPOSALS FROM OCCUPATIONAL MEDICAL DOCTOR TO PROVIDE
SPECIALIZED FULL MEDICAL EXAMINATION AND VACCINES FOR EMPLOYEES FOR A PERIOD
OF 3 YEARS**

Bids are hereby invited from qualified Occupational Medical Doctors for specialized full medical examination of (vital signs, vision, spirometry, x-rays) and vaccines for employees. The proposals must detail the Service Provider's profile together with relevant experience in the fields of specialized full medical examination of (vital signs, vision, spirometry, x-rays) and vaccines for employees. Bidders must be registered on the Central Supplier Database. The bid document will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Cash Deposits/EFT must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 202303202303. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 12 May 2023 to khethiwem@amajuba.gov.za**. Evaluations will be done on bid companies that submitted their proof of payment before the closing date and time **12 May 2023**.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
HDI Points: 1. No Franchise before 1993 2. Gender = Female 3. Disability =	5 3 2
The promotion of enterprises located in KwaZulu-Natal for work to be done or services to be rendered in the Province of KwaZulu-Natal	5
The promotion of enterprises located in Amajuba district within the KwaZulu-Natal Province for work to be done or service to be rendered in that particular district	5
TOTAL POINTS CLAIMED	20

NB: This bid will be evaluated on price in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and Preferential Procurement Regulations of 2022 wherein 80 points are for price and 20 points are for specific goals. The enclosed forms must be scrutinized, completed and submitted together with your bid. The tender validity period is 90 days after tender closing date.

Bidders are required to submit original tax clearance certificates or Tax Compliance Status Pin or CSD number. Completed bid documents in sealed envelopes endorsed "**Bid No. T2023/06 OCCUPATIONAL MEDICAL DOCTOR TO PROVIDE SPECIALIZED FULL MEDICAL EXAMINATION AND VACCINES FOR EMPLOYEES FOR A PERIOD OF 3 YEARS**" must be deposited in the Municipality's tender box located in the reception of the Amajuba District Municipality on or before the closing date, whereby bids will be opened in public. Bids that are not sealed and numbered will not be considered.

Late bids will not be considered. Amajuba DM reserves the right not to award the lowest or any bid.

Technical enquiries must be directed to **Nomaswazi Nkosi** on 034 329 7200 or by email

nomaswazin@amajuba.gov.za and SCM enquiries must be directed to **Sabelo Zulu** on 034 329 7200 or by email: sabeloz@amajuba.gov.za.

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Closing date: Tuesday, 16 May 2023 at 12h00 noon

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**MR P.M MANQELE
ACTING MUNICIPAL MANAGER**





TERMS OF REFERENCE FOR QUALIFIED OCCUPATIONAL MEDICAL DOCTOR TO PROVIDE SPECIALIZED FULL MEDICAL EXAMINATION AND VACCINES FOR EMPLOYEES.

1. INTRODUCTION

Amajuba District Municipality hereby invites bids from qualified Occupational Medical Doctors for specialized full medical examination of (vital signs, vision, spirometry, x-rays) and vaccines for employees. The proposals must detail the Service Provider's profile together with relevant experience in the fields of specialized full medical examination of (vital signs, vision, spirometry, x-rays) and vaccines for employees.

2. SCOPE OF WORK

The scope of work includes among other things but not limited to the following:

- 2.1 Occupational Health Services.
- 2.2 Vaccinations.
- 2.3 Medical services and examinations

3. BID REQUIREMENTS

Bids will be accepted only from bidders registered with Health Profession Council of South Africa (HPCSA) and a member of South African Society of Occupational Medical Practitioner (SASOM). Proof of Professional Registration must be submitted with the application document.

Bidders having expertise in more than one field of Occupational & Medical Services, all relevant fields must be indicated in the proposal together with demonstrated experience in the specified areas.

4 SPECIAL CONDITIONS OF CONTRACT

- 4.1 A contract will be concluded with the successful Service Provider and be obliged to sign confidentiality and indemnity agreements.
- 4.2 The engagement will be on an assignment basis as and when required.
- 4.3 The Service Provider may not cede or assign any part of its agreement with the Amajuba District Municipality nor subcontract any part of the work assigned to them without prior written authorization of the Amajuba District Municipality.
- 4.4 The Service Provider must declare any interest it has in an assignment as well as declare any possible conflict of interest with the ADM in the pursuance of the proposed assignment. In the event that any conflict of interest is discovered during the assignment, the Council reserves the right to summarily cancel the agreement and demand that all information, documents and property of the Council be returned forthwith.
- 4.5 The contract period for this application is three (3) years; the assignments in the last three months of the contract period will be allowed to continue after expiry of this contract period.
- 4.6 The appointed Service Providers will report to the Director: Corporate Services.
- 4.7 The Service Provider ensure, confidentiality of services
- 4.8 **Intellectual Property Rights**
All copyrights and intellectual property rights that may result as consequences of the work to be performed will become the property of the Council.
Service Provider must hand over all documents and information in any format, including copies thereto, that it received from AMAJUBA DISTRICT MUNICIPALITY or that it had access to during the assignment immediately after completion of the assignment.

5 DURATION OF THE CONTRACT

The duration of the Service Provider's contract is three (3) years commencing on the date of appointment. Successful applicant will be required to enter into a formal Service Level Agreement governing the activities of the Service Providers with the AMAJUBA DISTRICT MUNICIPALITY within 30 days of receipt of a letter of appointment.

The three (3) year contract will be subjected to annual performance review, the Municipality reserves the right not to renew the contract due to poor performance.

4. Bid EVALUATION

This bid will be evaluated using 80/20 preference point system according to Amajuba District Municipality SCM policy. **Professional Fees:** Fees will be checked and must be aligned with the prescribed fees as regulated by the HPCSA and SASOM.

5. DOCUMENTS REQUIRED

The following documents should be submitted with the bid document:

Service providers are required to submit the following:

- 5.1 Proof of business registration
- 5.2 Certified ID copies of all members/Directors of business or sole proprietor
- 5.3 Banking details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
- 5.4 Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months

TERMS OF REFERENCE APPROVED/NOT APPROVED

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MR P.M. MANQELE
ACTING MUNICIPAL MANAGER

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
HDI Points:	5
1. No Franchise before 1993	3
2. Gender = Female	2
3. Disability =	
The promotion of enterprises located in KwaZulu-Natal for work to be done or services to be rendered in the Province of KwaZulu-Natal	5
The promotion of enterprises located in Amajuba	5

district within the KwaZulu-Natal Province for work to be done or service to be rendered in that particular district	
TOTAL POINTS CLAIMED	20