



TENDER DOCUMENT: HPCSA 08/2024

REQUEST FOR PROPOSAL PROVISION OF INTERNET SERVICES AND TELEPHONE VOICE AT HPCSA FACILITIES FOR A PERIOD FIVE (5) YEARS

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

**Deadline for tender submission: 29 October at 12h00
(South African Standard Time)**

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PART 1 – GENERAL TENDER INFORMATION

| | |
|---|--|
| TENDER ADVERTISED | 06 October 2024 |
| TENDER CLOSING DATE/TIME | 29 October 2024 (12h00 – Local SA Time) |
| COMPULSORY SITE VISIT DATE AND TIME | 15 October 2024 (10h00 – Local SA Time) |
| VENUE FOR SITE VISIT | HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 |
| TENDER BOX & ADDRESS | Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the reception. |
| HPCSA TENDER REPRESENTATIVES | Ms S Ledwaba email: Tenders@hpcsa.co.za |
| TENDER FEE: | N/A. |
| OPENING OF TENDERS: PLACE TIME | HPCSA Main Building, 553 Madiba Street 29 October 2024 (12h00 Local SA Time) |
| PREFERENCE SYSTEM (Preferential Procurement Regulations 2022) | 80/20 |

PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor Close Corporation Company

Partnership or Joint Venture or Consortium Trust Other:

2.2 Required Details (Please provide applicable details in full):

| | |
|---|--|
| Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor | |
| Trading as (if different from above) | |
| Company / Close Corporation registration number (if applicable) | |
| Postal address | Postal Code _____ |
| Physical address (Chosen domicilium citandi et executandi) | Postal Code _____ |
| Contact details of the person duly authorised to represent the tenderer | Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____ |
| Income tax number | |
| VAT registration number | |
| SARS Tax Compliance Status PIN | |

PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 08/2024: PROVISION OF INTERNET SERVICES AND TELEPHONE VOICE AT HPCSA FACILITIES FOR A PERIOD FIVE (5) YEARS

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

| | |
|--|--|
| Name of Tendering Entity* (“the tenderer”) | |
| Trading as (if different from above) | |

AND WHO IS represented herein by:(full names of signatory)

duly authorized to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk.
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
 - a. terms and conditions stipulated in this tender document.
 - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):

On behalf of the tenderer (duly authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 08/2024: PROVISION OF INTERNET SERVICES AND TELEPHONE VOICE AT HPCSA FACILITIES FOR A PERIOD FIVE (5) YEARS

PART B (TO BE FILLED IN BY THE HPCSA)

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER")

_____, thereby

concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months.

2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(duly authorized in terms of the
System of Delegations as approved
by Council)

FORM OF OFFER AND ACCEPTANCE (continued)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- e) Subject
Details
.....
.....
.....

- f) Subject
Details
.....
.....
.....

- g) Subject
Details
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification, or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1. Purpose

4.1.1 The Health Professions Council of South Africa (HPCSA) hereby invites suitably qualified and experienced bidders to submit proposals and quotations for the **Provision of Internet Services and Telephone Voice at the HPCSA Facilities located at Main Building 553 Madiba St, Arcadia, Pretoria, 0083; Metroden Building 572 Madiba St, Arcadia, Pretoria, 0083 for a period of five (5) years.**

4.2 HPCSA Terms & Conditions of the Tender

4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s). The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

4.2.2 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

4.2.3 Tenders should be submitted in a sealed package marked, **“HPCSA 08/2024.” Bidders are required to provide both hard and electronic copies of their bid submission/ regarding Envelope 1 – “Technical Proposal”, bidders must provide original proposal plus three (3) hard copies.** The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.

Note: This Tendering Process will use a two-envelope system i.e., Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.

4.2.4 No Tender received by telegram, mail, e-mail, or facsimile will be considered.

4.2.5 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

4.2.6 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.

4.3 Confidentiality

4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

4.4 Retention of Tenders

4.4.1 All tenders submitted shall become the property of the HPCSA. The HPCSA will make all reasonable efforts to maintain tenders in confidence. Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

4.5.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

4.6.1 During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions.

4.6.2 All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.

4.6.3 All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

4.7.1 The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued.

4.7.2 Subcontracting assignments will be allowed. The subservice providers should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subservice provider.

4.8 Response Validity Period

4.8.1 Tender responses will be valid for a period of 120 days after the closing date.

4.9 Pricing Section – (See Annexure E)

4.9.1 These guidelines are to assist you in submitting pricing data.

4.9.2 Provide a summary description of your standard estimating methods bearing the following in mind:

- a) Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated.
- b) Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
- c) Price must be fixed for all categories and inclusive of the three yearly increases.

5 PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 BACKGROUND

5.1.1 The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 (as amended) and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- a) Setting standards for the Education, training and registration and practice of all health professions registered under the Act.
- b) Fostering compliance with the standards set.
- c) Ensure ongoing continuing professional development by practitioners; and
- d) Investigate complaints lodged against practitioners registered under the Act.

5.1.2 Objective

5.1.2.1 To appoint a suitably capable and licensed internet service provider for the Provision of Internet Services and Telephone Voice (SIP Trunk Solution) at Health Profession Council of South Africa offices for a period of five (5) years.

5.1.3 Current business SLA is 99.5% with QoS for VoIP and monitoring.

5.1.3.1 The Health Professions Council of South Africa (HPCSA) has two offices (Main and Metroden; 533 Madiba Street and 572 Madiba Street in Pretoria) which are allocated adjacent to each other on Madiba Street in Pretoria. The head office is currently having two 200Mbps bandwidth dual-homed on active-standby set-up. Two of HPCSA's firewalls (network edge devices with high availability set-up) are connecting to rented current ISP's two routers via two 1Gbps copper cables, one from each firewall.

5.1.3.2 The buildings are connected with two 100Mbps radio/microwave with antenna or Customer Premises Equipment (CPEs) on each building. The HPCSA is utilizing a separate service provider for telephone voice Session Initiation Protocol (SIP Trunk) on the other service provider's telephone/contact centre infrastructure.

5.2 SCOPE OF WORK AND DELIVERABLES

5.2.1 Internet Connectivity Provision

- 5.2.1.1 Provide dual-homed Internet links of 200Mbps each that can scale up to 1000Mbps.
- 5.2.1.2 The upscaling of the links must be done without a need for new installations and within 48 hours of such a request.
- 5.2.1.3 The links must easily allow for virtual circuit creation or Dense Wavelength-division Multiplexing (DWDM) signal to major metros.
- 5.2.1.4 The internet links must forward traffic at the same time.
- 5.2.1.5 Dual-homed set-up must use separate carriers for each link.
- 5.2.1.6 Each link shall not at any point intersect with the other except at network edges.
- 5.2.1.7 The service provider or their transit partner must peer with Microsoft at any datacentre in Johannesburg.

Peering or transit partnership with others will be an added advantage, to indicate number of peering and/or transit partners. International sea links must be with two or more dark fiber carriers, added advantage if using different sea routes. Peering in foreign countries to be added advantage. All international speed must be guaranteed through reliable transit partners with international traffic having same speed as local traffic

- 5.2.1.8 Provide evidence of 200Mbps speed test on 200Mbps provisioned link from local internet exchange (which HPCSA will be connected to) to foreign ISPs in their respective country across all continents.
- 5.2.1.9 Send Fiber routes indicating peering and transit.
- 5.2.1.10 Provide 100Mbps or more Point-to-Point (P2P) radio/microwave link (with redundancy) between the two buildings with Fiber cabling that connect to HPCSA networking devices within the two buildings, with media converter device serving the same purpose to convert Fiber to copper for connectivity to a switch or HPCSA networking devices. The link bandwidth must be able to scale up to 1Gbps or more.

5.2.2 The VOIP Solution is required to meet the following requirements.

- 5.2.2.1 Provide cloud-based telephone voice services.
- 5.2.2.2 Session Initiation Protocol (SIP) Trunk Services (280 concurrent sessions)
- 5.2.2.3 Must be integrated into HPCSA's current telephones and contact centre solution.
- 5.2.2.4 The SIP Trunk should have redundancy to guarantee 99.5% uptime.
- 5.2.2.5 All calls within HPCSA network to be zero rated.
- 5.2.2.6 Solution must provide telephone utilization and accounting report capabilities.

Solution to provide features such as Call Barring, Call Forwarding, Do Not Disturb Function, Speed Dials, Pin Code Dialing, Directory, Call Waiting, Call Transfer, Music on Hold, Auto Attendant

5.2.3 Service Management and Support

- 5.2.3.1 The service to provide a single point of contact for HPCSA to log Support Call
- 5.2.3.2 Must provide capability for Quality of Service (QoS) and Monitoring of services 24x7x3.
- 5.2.3.3 The service will be expected to maintain a minimum uptime of 99.5% on monthly basis.
- 5.2.3.4 The Service Level Agreement (SLA) to be entered with the service provider must specify penalties for SLA.

5.2.4 Duration of Contract

- 5.2.4.1 The Service Provider would be required to enter into a service level agreement for a period of Five (5) years.

6 PART 6 - EVALUATION PROCESS

- This tender will be evaluated in accordance with the Preferential Procurement Regulations. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.
- **The stages are outlined in the diagram below and further detailed in the paragraphs that follow.**



6.1 Stage 1: Administrative Evaluation

- During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:
 - a) Complied with all the conditions of tender; and
 - b) Submitted all mandatory documentation required.
 - c) Service Provider must be accredited and have all valid and necessary licenses/ accreditation to provide stipulated services.
 - d) Attended Compulsory Site Visit
- A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further

- The required mandatory administrative documentation includes the following:

| Mandatory Document | Checklist |
|---|-----------|
| Duly completed HPCSA Service Provider declaration form Annexure D | |
| Company Registration Certificates | |
| If applicable; a Joint Venture agreement (certified) | |
| A Company Profile (Company footprint must be included) | |
| Valid updated Workman's Compensation Certificate | |
| Bidder's Current audited financial statement (2022 or 2023) or proof from the Financial Institution/ bank, not older than thirty (30) days, that the company has the financial stability to successfully execute the contract | |
| Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document) | |
| Compulsory Site Visit | |
| Proof of support presence within Gauteng Province (Proof of address) | |
| Independent Communications Authority of South Africa (ICASA) License | |
| Firewall Original Equipment Manufacturer (OEM) Accreditation | |
| Supplier to provide proof of Network Operation Center | |
| SBD4 – Bidders Disclosure Annexure A | |

6.2 Stage 2: Functional Evaluation

- Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

6.2.1 Scoring Criteria

- All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following.

| TECHNICAL EVALUATION CRITERIA | | | | | | | | | | |
|------------------------------------|--|----------------|----------------|----|----|---------------------|------------------------------|----|----|-----------|
| CRITERIA | SUB-CRITERIA | POINTS | | | | | | | | |
| Company Experience | <p>Company Experience: The Company must have a minimum of five (5) combined years of experience and above, delivering internet services and SIP trunk solution. Bidders must submit Company Experience Template (Annexure F) and Company profile stating years of experience.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>5 -10 years</th> <th>Above 10 years</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>NB: Annexure F – Company Experience Template (Attached Separately)</p> <p>The bidder must provide signed reference letters on client's letterhead on providing internet services and SIP trunk solution.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>3 reference Letters</th> <th>4 and more reference letters</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>Note: The signed reference letters must vividly include:</p> <ol style="list-style-type: none"> Client Name, Contact person, telephone number and email address Description of work (service) Value of work (i.e., the service provided) inclusive of VAT) Start and End Date. <p>NB: Failure to submit reference letters on client/s letter head, the service provider will forfeit points. Information provided will be verified.</p> | 5 -10 years | Above 10 years | 15 | 20 | 3 reference Letters | 4 and more reference letters | 15 | 20 | 40 |
| | 5 -10 years | Above 10 years | | | | | | | | |
| 15 | 20 | | | | | | | | | |
| 3 reference Letters | 4 and more reference letters | | | | | | | | | |
| 15 | 20 | | | | | | | | | |
| Project Implementation Plan | <p>The Service provider must provide fully detailed implementation plan based on the following requirements.</p> <ul style="list-style-type: none"> Project plan with delivery timelines not exceeding 90 days. Clear migration plan for internet services | 20 | | | | | | | | |

| | <ul style="list-style-type: none"> Clear migration plan for SIP trunk Services <p>NB: Failure to attach project implementation plan with requirements will result in 0 points</p> | | | | | | | | | | | | | | | | |
|-----------------------------|---|-----------------------|--------------------|-----------------------|-----------------|----------|----------|-----------------------------|----------|----------|----------------------------|----------|----------|--------------------------|----------|----------|-----------|
| Solutions Approach | <p>The Service provider must provide full details of the proposed Installation for the ISP Services and Telephone Voice with the following requirements.</p> <ul style="list-style-type: none"> Documented solution design/diagram Internet service design or diagram must meet all specifications. Telephone service design or diagram must meet all specifications. <p>NB: Failure to attach proposed solution with requirements will result in 0 points</p> | 20 | | | | | | | | | | | | | | | |
| Team experience | <p>The service provider must provide CV detailing years of experience and Qualifications for the following Resources. The resources will be scored as per below table.</p> <table border="1" data-bbox="379 685 1305 1010"> <thead> <tr> <th></th> <th>2 - 5 years</th> <th>Above 5 years.</th> </tr> </thead> <tbody> <tr> <td>Project manager</td> <td>3 points</td> <td>5 points</td> </tr> <tr> <td>Certified firewall Engineer</td> <td>3 points</td> <td>5 points</td> </tr> <tr> <td>Certified Network Engineer</td> <td>3 points</td> <td>5 points</td> </tr> <tr> <td>Certified Voice Engineer</td> <td>3 points</td> <td>5 points</td> </tr> </tbody> </table> <p>NB: Failure to provide CV's detailing years of experience and Qualifications will result in 0 points</p> | | 2 - 5 years | Above 5 years. | Project manager | 3 points | 5 points | Certified firewall Engineer | 3 points | 5 points | Certified Network Engineer | 3 points | 5 points | Certified Voice Engineer | 3 points | 5 points | 20 |
| | 2 - 5 years | Above 5 years. | | | | | | | | | | | | | | | |
| Project manager | 3 points | 5 points | | | | | | | | | | | | | | | |
| Certified firewall Engineer | 3 points | 5 points | | | | | | | | | | | | | | | |
| Certified Network Engineer | 3 points | 5 points | | | | | | | | | | | | | | | |
| Certified Voice Engineer | 3 points | 5 points | | | | | | | | | | | | | | | |
| | | 100 | | | | | | | | | | | | | | | |

- All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and Specific Goals.

6.3 Stage 3: Price and Specific Goals

6.3.1 All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

Table 1: Price

| CRITERIA | POINTS | POINTS |
|-----------------------------|-------------------|-------------------|
| Price | 80 | 90 |
| Specific Goals ¹ | 20 | 10 |
| TOTAL | 100 points | 100 points |

Table 2: Specific Goals

| SPECIFIC GOALS | POINTS | POINTS |
|---|----------------|----------------|
| | (80/20 system) | (90/10 system) |
| Black ownership ² | 10 | 5 |
| 30% Black women ownership | 5 | 2 |
| Any % of ownership by Black Designated Groups ³ | 2 | 1 |
| Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE) | 3 | 2 |
| TOTAL POINTS | 20 | 10 |

Note: Non-submission of the Preference Point Claim Form (**Annexure C**) will lead to a zero (0) score on specific goals. Proof of Specific goals Ownership and verification will be confirmed using the following documents namely: CIPC documents, valid copy of B-BBEE certificate, For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted, copy of Identity document, or medical report for disability ownership NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals

¹ Specific Goals for this tender and points that may be claimed are indicated on Table 2

² Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) or 5 points (if 90/10 system), and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system) or 2 points (if 90/10 System).

³ Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

6.4 Stage 4: Objective Criteria

6.4.1 To ensure that a contract is awarded fairly and to the best bidder, the HPCSA will apply the objective criteria. Therefore, the HPCSA reserves the right to withhold the award of a contract to the highest scoring bidder if the award poses a risk to the HPCSA.

6.4.2 Objective Criteria are:

- a) The bidder that poses reputational risk to the HPCSA. This will be assessed in line with the bidder's disclosure (Refer to Annexure A: Bidders Disclosure).
- b) The bidder's financial capability in relation to the execution of the contract.
- c) The bidder's financial capability in relation to the execution of the contract.

7 PART - 7 HPCSA Contract Template (Attached separately)

1. ANNEXURE A: Bidder's Disclosure

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

1.1 BIDDER'S DECLARATION

- 1.2 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ⁴ in the enterprise, employed by the state? **YES/NO**
- 1.2.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |

- 1.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 1.3.1 If so, furnish particulars:

.....
.....

⁴ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

1.4 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

1.4.1 If so, furnish particulars:

.....
.....

2. DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1. I have read, and I understand the contents of this disclosure.

I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.2. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium ⁵ will not be construed as collusive bidding.

3.3. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5. There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

2. ANNEXURE B: Shareholders' Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1.1 Current Shareholders/ Members

| Name of the shareholder | ID Number | Race | Gender | % Shares |
|-------------------------|-----------|------|--------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: The bidder must also attach the detailed Company/ Group Structure whererelevant.

1.2 Black Shareholders/ Members as per the B-BBEE Certificate

| Name of the shareholder | ID Number | Race | Gender | % Shares |
|---|-----------|------|--------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Black Shareholding % as per the current and valid B-BBEE Certificate | | | | |

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

3. ANNEXURE C: Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- a) the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“Price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1.** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|--|--|
| Black ownership | 5 | 10 | | |
| 30% Black women ownership | 2 | 5 | | |
| Any % of ownership by Black Designated Groups | 1 | 2 | | |
| Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE) | 2 | 3 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - a) disqualify the person from the tendering process.
 - b) recover costs, losses, or damages it has incurred or suffered as a result of that person’s conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
 - d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

ANNEXURE D



Health Professions Council of South Africa

**SERVICE PROVIDER
DECLARATION FORM**

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION
SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

| ANNEXURE B. SERVICES | | |
|-----------------------------|---|--|
| 1. | Where are your offices located? | |
| 2. | Number of years in business? | |
| 3. | Are you involved in any community development programmes – if yes, please give details | |
| 4. | Are you prepared to negotiate on price? | |
| 5. | Do you accept payment <i>via</i> EFT? | |
| 6. | Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice | |

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:

COMPANY STAMP

ANNEXURE E – Pricing Schedule

- The following table should be used as a guideline for pricing.
- All prices must be VAT inclusive.

| Service Type | Monthly rate | Total per year. (x 12 months) |
|--|------------------------|----------------------------------|
| Internet services | | |
| | Year 1 | |
| | Year 2 with escalation | |
| | Year 3 with escalation | |
| | Year 4 with escalation | |
| | Year 5 with escalation | |
| Total for 5 years (60 Months) | | |
| Vat | | |
| Grand Total | | |
| Voice | Call rate per minute | |
| Local call | | |
| Mobile call | | |
| Regional Call | | |
| International Call | | |
| Porting of numbers x 3 numbers with extensions (once-off) | | |
| Implementation and Configuration (Once off) | | |
| Monthly account administration fees for voice | | |
| Total (VAT excl) | | |
| Vat | | |
| Grand Total (VAT Incl) | | |

LIST OF ANNEXURES

| ANNEXURES | DESCRIPTION OF ANNEXURES |
|-------------------|--|
| Annexure A | SBD 4 – Bidders Disclosure |
| Annexure B | Shareholders Information |
| Annexure C | Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 |
| Annexure D | HPCSA Service Provider Declaration form |
| Annexure E | Pricing Schedule |
| Annexure F | Company Experience Template (attached Separately) |
| | HPCSA Contract Template (attached Separately) |

