

WRITTEN PRICE QUOTATION REQUEST

PROFESSIONAL SERVICES



National Department of Health

DETAILS

CONTRACT NO	DoH 484/2025-2026
BRIEFING SESSION	No Briefing session
CLOSING TIME & DATE	15 December 2025 at 11:00am, Bid validity 90 days from closing.
SERVICE REQUIRED	The provision of a Health Technology Consultant/Specialist for the Ethandakukhanya Community Health Centre
DESCRIPTION OF WORKS	The appointment of a service provider to provide Health Technology services in the planning and implementation of health technology at the Ethandakukhanya CHC in Mkhondo, Mpumalanga Province.
SUBMISSION ADDRESS	Email to: Purchasing@health.gov.za

DETAILS OF THE SERVICE PROVIDER

COMPANY NAME	
CONTACT PERSON	
E-MAIL ADDRESS	
TELEPHONE NUMBER	
CELLPHONE NUMBER	

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Dear Supplier,

You are kindly requested to submit a quotation in accordance with the attached specification.

As per the standard procurement process, the following **MANDATORY REQUIREMENTS AND DOCUMENTATION** must be adhered to and submitted with your quotation:

1. Tax Compliance Status PIN issued by SARS.
2. Completed and signed SBD 4 and SBD 6.1 forms (attached).
3. The quotation must:
 - Reflect the National Department of Health quotation reference number (starting with DoH484-2025/2026).
 - Be in the letterhead of the company where applicable.
 - Clearly state its validity period.
 - Signed.
4. The Health Technology Specialist must hold a relevant tertiary qualification at NQF Level 6 or higher. (bidder to attach qualification)
5. Detailed Signed Curriculum Vitae (CV) of the Health Technology Specialist personnel, with five (5) Years of experience. CV to highlight relevant experience, indicating two (2) years of experience in a hospital environment, doing health technology planning, procurement, commissioning, and maintenance, and in a project environment for three (3) years as per the scope of work in this RFQ.
(CV to be signed by the owner of the CV. Failure to sign CVs will result in disqualification.
6. Bidder company to illustrate proven experience in successfully equipping and furnishing healthcare facility projects, from planning to commissioning and handover. Bidder to submit a company profile and reference letter(s) of projects they have completed.

NB: Failure to comply with any of the above mandatory requirements will result in disqualification.

CLAIMING PREFERENCE POINTS (HDI, WOMEN, DISABILITY)

To claim preference points in terms of the Preferential Procurement Regulations 2022, the following conditions apply:

- **SBD 6.1 must be fully completed** to claim preference points for:
 - Historically Disadvantaged Individuals (HDI) – persons who had no franchise in national elections before the 1983 and 1993 Constitution
 - Women ownership
 - Persons with disabilities

[NB: For disability claims, supporting documentation must include a valid medical certificate or doctor's note confirming the condition]

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- Where ownership is held **under a trust or other shareholding arrangement**, the following must be submitted:
 - A **shareholding certificate** clearly indicating the ownership structure (number of shares held by each member or director of the company)
 - **Copies of ID documents** for all beneficiaries or shareholders

NB: Failure to complete SBD 6.1 and to provide relevant supporting documents for any claimed preference points will result in zero points allocated under that category. The quotation will be evaluated based on price only.

B-BBEE DOCUMENTATION (NON-MANDATORY)

All suppliers are **required to submit valid B-BBEE documentation** as part of their quotation, in line with the requirements of the Broad-Based Black Economic Empowerment Act, No. 53 of 2003. This documentation is required for compliance and reporting purposes. Acceptable B-BBEE documents include:

- A **Sworn Affidavit** (for EMEs and 51%+ black-owned QSEs), or
- **CIPC issued B-BBEE certificate**
- A **SANAS-accredited B-BBEE Certificate** (for Generic Enterprises and applicable QSEs)

Supplier must submit the Central Supplier Database (CSD report)(NON-MANDATORY)

SUBMISSION INSTRUCTION

All quotations and supporting documentation **MUST** be submitted via email to:
purchasing@health.gov.za

NB: Submissions sent to any other email address, including the sender's personal email, will not be accepted and may be disqualified without further notice.

SUBMISSION DUE DATE AND TIME: 15 December 2025 @11:00am via email
purchasing@health.gov.za

NB: Late submissions will not be considered.

APPLICABILITY OF THE GENERAL CONDITION OF CONTRACT (GCC)

The appointment of the successful service provider will be subject to the General Conditions of Contract (GCC) for government procurement, as issued by National Treasury. All bidders are deemed to have read and understood these conditions. By submitting a quotation, suppliers acknowledge that the GCC will form part of the contract between themselves and the Department of Health.

The GCC is available on the National Treasury website and may be provided on request.

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For any queries or clarifications, please respond directly to the sender of this RFQ using the email address from which you received it.

Kind Regards

1 PURPOSE

1.1 The National Department of Health is in the process of constructing a new 24-Hour Community Health Centre in Piet Retief, Mpumalanga. The facility will serve as a referral point for primary healthcare clinics in the Mkhondo sub-district. The services to be rendered will include Minor ailments, Chronic care consulting, Maternity and Obstetric Unit, emergency care, dental and mental health services, rehabilitation, pharmacy, and eye care.

1.2 This RFQ seeks to appoint a suitably qualified Health Technology Specialist to:

1.2.1 Familiarise and assess health technology work already completed on the project, compile a plan on how the remainder of the work will be carried out, to align with building activities.

1.2.2 Implement remaining work as per the scope of work.

1.2.3 Hand over a fully equipped, furnished and commissioned building to the Client.

Key Information	
Goods/Service Required:	Health Technology Services
Location of Service Required:	Ethandakukhanya Community Health Centre (Mkhondo)

2 RETURNABLES

No.	Deliverable	Attached (Yes/No)
1	Written Price Quotation Request (The entire submission, including the NDoH's request)	
2	<u>Signed CV</u> & Qualifications of Key Personnel (Annexure B)	
3	Company Registration Documents (Annexure C)	
4	Provide a Tax Compliant Status Pin issued by the South African Revenue Service	
5	References – Proof of previous relevant projects done	
6	Bidder to submit Central Supplier Database (Annexure C)	

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No.	Deliverable	Attached (Yes/No)
	The Bidder is required to be registered on the Central Supplier Database (CSD) prior to submitting the Bid.	
7	Standard Bidding Documents (SBD 4, and 6.1) (Annexure D)	
9	Addendums - if issued by the NDoH (Annexure E)	

3 LOCALITY OF THE COMMUNITY HEALTH CENTRE

3.1 This work entails the planning, implementation, and handover of health technology for the Ethandakukhanya CHC.

Facility Name	Local Description	Longitude (°E)	Latitude (°S)
Ethandakukhanya Community Health Centre	Ethandakukhanya CHC, Gert Sibande District, Mkhondo, Mpumalanga	30.778	-27.027

4 SCOPE OF WORK

- 4.1 The Health Technology Specialist/Consultant will be expected to provide the following services:
- 4.1.1 Planning and Coordination
- 4.1.1.1 Overall management, coordination, and implementation of health technology (HT) for the Ethandakukhanya CHC project, including equipping, furnishing, and commissioning the facility as per the approved HT list.
- 4.1.1.2 Continuous consultations with the Client (NDoH, Mpumalanga Department of Health; provincial and district) on HT and project-related matters.
- 4.1.1.3 Coordination with the PSP team and Contractor on all HT that impacts the building; provide specifications where required (e.g., examination lights, procedure lights, autoclave, bedpan washer, etc.).
- 4.1.1.4 Assess already installed HT and facilitate corrective measures where necessary for the successful commissioning after project completion.
- 4.1.1.5 Review of room data sheets and building plans to ensure all required services are catered for in the installation and commissioning of HT.
- 4.1.1.6 Review the BOQ and scope of work of other PSPs to prevent duplication in the provision of

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HT.

- 4.1.1.7 Attendance at site visits, building progress meetings, and ad hoc meetings related to the project.
- 4.1.1.8 Biweekly meetings with the Client to discuss progress on HT planning, procurement, and overall HT activities.
- 4.1.1.9 Provide support to the Contractor and/or PSP on clinical matters relating to HT.
- 4.1.1.10 Compile procurement documents for the procurement process as prescribed by the National Treasury. All suppliers should be registered on the Central Supplier Database. All items must receive approval by either the NDoH Director: Planning or the Director: Health Technology.
- 4.1.1.11 Align all HT activities as per the Contractor's program, to complete and hand over the facility as per the agreed-upon date.

4.1.2 Specifications and Procurement

- 4.1.2.1 Compile specifications for all furniture, equipment, linen, appliances, surgical instruments, and tools suitable for the level of service in liaison with the end-users (Please note that furniture, appliances, and a month's starter pack of consumables for equipment should be included where required);
- 4.1.2.2 Prepare RFQ documentation for HT items not covered under transversal contracts.
- 4.1.2.3 Liaise with suppliers, send out RFQs, prepare evaluation documentation, present options to end users and Client, provide recommendations, and compile purchase order requests.
- 4.1.2.4 Conduct product evaluations of HT available on the transversal contracts of the National Treasury site and provide recommendations to end users.
- 4.1.2.5 Arrange equipment demonstrations during evaluation, where necessary.
- 4.1.2.6 Compile a procurement and delivery schedule.

4.1.3 Delivery and Commissioning

- 4.1.3.1 Compile the HT commissioning plan.
- 4.1.3.2 Coordinate HT deliveries: acceptance and verification of items delivered against purchase orders, and ensure compliance before payment.
- 4.1.3.3 Facilitate and manage HT installations with relevant suppliers; ensure all HT is placed in

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designated areas, tested, and commissioned before handover.

4.1.3.4 Sign all invoices and delivery notes from all suppliers and recommend payment where required. Prepare documentation required for payments (e.g., order, quotation, contract, acceptance/appointment letters, delivery note, invoice). All payment requests should be accompanied by relevant commissioning documents for payment to be effected.

4.1.3.5 Compile a training plan and facilitate end-user training with HT suppliers.

4.1.3.6 Keep a record of all relevant documentation about HT, including training registers, end-user manuals, and technical manuals.

4.1.4 Reporting

4.1.4.1 Provide monthly reports on HT procurement progress to the NDoH office (format and requirements to be specified by the Client).

4.1.4.2 Report to the Principal-Agent, the Health Technology committee, the NDoH Project Management Office, the Director: Project Management, and the Director: Health Technology as and when required.

4.1.5 Asset Management and Maintenance

4.1.5.1 Coordination between the NDoH, Provincial, and District asset departments.

4.1.5.2 Compile a services and maintenance plan, clearly stating warranties for procured HT, aligned to the Client's specific requirements, indicating estimated cost for maintenance, to enable the Client to plan for future maintenance requirements.

4.1.5.3 Asset tagging on all assets and complete the asset register with all relevant information, including barcodes assigned by the asset department.

4.1.6 Project Close-out

4.1.6.1 Verify that all HT has been delivered and installed in every section as per the approved HT list.

4.1.6.2 Ensure all documentation (procurement files, acceptance certificates, manuals – both hard and soft copies) is available for all procured HT.

4.1.6.3 Provide the end user with a signed-off list of HT per section, with copies to be retained for records.

4.1.6.4 Ensure readiness for the exit strategy in line with the Province/NDoH and District

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requirements (Client to provide template).

- 4.1.6.5 Compile a customer care plan listing all HT suppliers used in the project, including contact details for post-occupation support.

5 DELIVERABLES

- 5.1 Health technology procurement plan
- 5.2 Health Technology specifications
- 5.3 Request for Quotations (RFQ) and Evaluation Documentation
- 5.4 Procurement Documentation - Request for orders for both HT on the transversal contract and RFQ. Purchase orders, payment certificates.
- 5.5 HT Procurement and commissioning plan
- 5.6 HT procurement report
- 5.7 Delivery and Training Schedule
- 5.8 Final close-out report
 - 5.8.1 Service and Maintenance Plan - indicating estimated cost for maintenance, to enable end user to plan for future maintenance requirements.
 - 5.8.2 Asset Register
 - 5.8.3 Health technology exit report - completed
 - 5.8.4 Customer care plan
 - 5.8.5 Copies of training records, user manuals and other relevant documentation

6 QUALIFICATIONS, EXPERIENCE, AND REQUIREMENTS:

- 6.1 **Participants shall submit one CV of their nominated personnel.**
- 6.2 **bidder Experience**
 - 6.2.1 Bidder must have completed a minimum of 3 health facility projects, which include at least 1 community health centre, covering the work stipulated in the scope of work at section 4, by submitting relevant documentation. Contactable reference letters to be attached.
- 6.3 **Nominated personnel**
 - 6.3.1 The nominated individual must hold a relevant engineering tertiary qualification at NQF Level 6 or higher.

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- 6.3.2 Overall minimum of five (5) years of experience; two (2) years in Hospital Health technology planning, procurement, and maintenance, and three (3) years working in a project environment performing tasks as stipulated in the scope of work above.

7 QUOTATIONS AND QUOTE RECEIPT

- 7.1 In order to be eligible for consideration, the Service Provider is required to submit the mandatory documents along with a quote that fully aligns with the specifications and conditions stated in this RFQ. The quote must be signed by an authorized representative who has the authority to enter into contractual agreements on behalf of the Service Provider. The quote should be emailed to purchasing@health.gov.za on or before the specified closing date and time. Please note that RFQs received after the designated closing date and time will not be taken into consideration.

8 ACCEPTANCE OF QUOTATION CONTENT

- 8.1 The contents of this quotation, along with its attachments and any written agreements mutually accepted by all parties, will become binding contractual obligations should a contract be established. It is important for the successful vendor to acknowledge and accept these obligations, as failure to do so may lead to the cancellation of the proposed agreement.

9 INDEMNIFICATION

- 9.1 The bidder shall provide indemnification and hold harmless the NDoH (National Department of Health), its agents, and employees against any claims, damages, losses, and expenses, including attorney's fees, arising from the performance of the contracted work.
- 9.2 This indemnity encompasses all labour, materials, and equipment necessary for fulfilling the service outlined in the contract. It applies to claims, damages, losses, or expenses that meet the following criteria: 1) involve injury to or destruction of tangible property (excluding the work itself), including loss of use resulting from such damage; and 2) are caused, in whole or in part, by any negligent act or omission of the supplier, its sub-suppliers, individuals directly or indirectly employed by them, or anyone whose actions could potentially hold them liable. Regardless of whether the liability arises in part due to the actions of the indemnified party, the service

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provider assumes complete responsibility and liability for complying with all applicable local and state legislation and regulations concerning the supplier and its employees.

10 PRICING INSTRUCTIONS

- 10.1 Bidders are requested to provide pricing for all required items mentioned in this RFQ and under Annexure A.
- 10.2 The Health Technology budget for this project is estimated at **R 15 000 000 (including VAT)**.
- 10.3 Bidders must base their professional fee as a **percentage of this budget**, covering all activities described in this RFQ.
- 10.4 The corresponding **Rand amount** must then be shown as the bidder's total offer.
- 10.5 The fee will represent the contract price for evaluation and payment.
- 10.6 A provisional sum for disbursements (travel, accommodation, printing, communications, etc.) has been allowed.
- 10.7 Actual expenses will be reimbursed **against original supporting documents**, subject to NDoH approval and limited to the provisional amount.
- 10.8 The Department may revise the provisional sum during implementation to reflect verified actual requirements.
- 10.9 The per kilometer rate for the reimbursement of travel expenses shall be limited to the kilometer rates published by the Department of Transport from time to time for vehicles with engine capacities of various capacities but not exceeding the maximum of 2500 cc for the purpose of this contract. If 4x4 vehicles or other vehicles exceeding 2500 cc are required due to accessibility or poor road conditions, the applicable rate needs to be agreed between the Service Provider and the Employer upfront before trips are undertaken.

11 GENERAL CONDITIONS

- 11.1 The National Treasury General Conditions of Contract shall be applicable.
- 11.2 The bidder is required to adhere to all rules and regulations established by the receiving property regarding security, building use, and the conduct of the supplier's employees on the site premises.
- 11.3 The NDoH will not provide any upfront deposits or advance payments.
- 11.4 The NDoH will make payments under the following conditions:

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11.4.1 When all ordered goods and services are received in good and acceptable condition.

11.4.2 When the received goods and services have been checked and verified to match the ordered quantities.

11.4.3 When all relevant documentation is submitted.

11.4.4 When the delivery is signed off by NDoH.

11.5 The NDoH will make payment for work done.

11.6 The following standard bidding documents and other bid requirements must be submitted:

11.6.1 SBD 4, which is the declaration of interest form.

11.6.2 SBD 6.1, the Preference Points Claim Form, in accordance with the Preferential Procurement Regulations 2022.

12 EVALUATION CRITERIA

12.1 The NDoH will evaluate the quotation in two (2) phases, covering compliance and price.

12.2 PHASE 1: MANDATORY REQUIREMENT

12.2.1 There will be no briefing session. Failure to meet this requirement will result in immediate disqualification.

#	Mandatory Requirements	Attached(Yes/No)
1	Tax Compliance Status PIN issued by SARS	
2	Completed and signed SBD 4 and SBD 6.1 forms (attached).	
3	The quotation must: <ul style="list-style-type: none">• Reflect the National Department of Health quotation number (starting with DoH484-2025/2026).• Be in the letterhead of the company where applicable.• Clearly state its validity period.• Signed.	
4	The Health Technology Specialist must hold a relevant tertiary qualification at NQF Level 6 or higher. (bidder to attach qualification)	
5	Detailed Signed Curriculum Vitae (CV) of the Health Technology Specialist personnel, with five (5) Years of experience. CV to highlight relevant experience in a hospital environment for a minimum of two (2) years and three (3) years of experience in a project environment, in health technology planning, procurement, commissioning, and maintenance.	

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	<i>Failure to submit a signed CV will lead to disqualification.</i>	
6	Bidder to illustrate proven experience in successfully equipping and furnishing healthcare facility projects, from planning to commissioning and handover. Bidder to submit a company profile and reference letter(s) of projects they have completed of a similar nature.	

12.2.1 ADMINISTRATIVE DOCUMENTATION - Central Supplier Database Report/Number, SBD 4, SBD 6.1

12.3 PHASE 2: PRICE AND SPECIFIC GOALS - The 80/20 preference point system for acquiring goods or services with a Rand value equal to or below R50 million will be used in this quote.

12.3.1 The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for the price of tender under consideration;
 P_t = Price of tender under consideration; and
 P_{\min} = Price of lowest acceptable tender.

12.3.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

12.3.3 The points scored for the specific goal must be added to the points scored for the price, and the total must be rounded off to the nearest two decimal places.

12.3.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Table 1: Specific goals for the quote and points claimed are indicated per the table below. *Note to Service Providers: The service provider must indicate how they claim points for each preference point*

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system.)

The specific goals allocated points in terms of this quote	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the service provider)	Number of points claimed (80/20 system) (To be completed by the service provider)
HDI	10		
Women	8		
People with Disabilities	2		

The following formula must be applied to calculate the number of points for equity ownership by an HDI:

$$NEP = NOP \times \frac{EP}{100}$$

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity ownership by an HDI

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13 ANNEXURES

13.1 ANNEXURE A: PRICING SCHEDULE

13.2 ANNEXURE B: ATTACHED SIGNED CV

13.3 ANNEXURE C: ATTACH COMPANY DOCUMENTS, REFERENCE LETTERS, A VALID TAX CLEARANCE CERTIFICATE/ TAX COMPLIANCE STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER.

13.4 ANNEXURE D: ATTACH ALL COMPLETE AND SIGNED REQUIRED STANDARD BIDDING DOCUMENTS (SBD 4, AND 6.1)

13.5 ANNEXURE E: ATTACH ANY ADDENDUMS ISSUED BY THE NDoH ACKNOWLEDGED AS SIGNED AND RECEIVED

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ANNEXURE A: PRICING SCHEDULE

Item No.	Description of Work	Unit	Qty	Rate (ZAR)	Amount (ZAR)
1. Site Assessments & Verification	Conduct physical site visits and assessments of already installed Health Technology, assess and verify the availability of services and equipment that have an impact on the building, verifying operational status, and facilitate corrective measures where required.	Lump Sum	1		
2. Stakeholder Engagement & Liaison	Meetings, correspondence, and consultations with PSPS, Contractor, NDoH, MPDoH, and local authorities to obtain required approvals and ensure compliance.				
3. Compilation of documentation	Compilation of documentation (specifications, procurement planning documentation) and submission as per the scope of work and deliverable list.				
4. Procurement and Commissioning	Ensure all HT is procured, placed, and installed as per the HT list and room data sheets. End-user training completed.				
5. Final Close-out Report	Comprehensive final close-out report as per the scope of work and deliverable list.				
6. Disbursements	Travel, accommodation,	Provisional Sum	1	-	R 200 000.00
	TOTAL COST FOR THE PROJECT				

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ANNEXURE B: ATTACHED SIGNED CV

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ANNEXURE C: ATTACH COMPANY DOCUMENTS, REFERENCE LETTERS, A VALID TAX COMPLIANCE STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER

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ANNEXURE D: ATTACH ALL COMPLETE AND SIGNED REQUIRED STANDARD BIDDING DOCUMENTS (SBD 4, AND 6.1)

ANNEXURE E: ATTACH ANY ADDENDUMS ISSUED BY THE NDoH

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.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 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

2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 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**

2.3.1 If so, furnish particulars:

.....

3 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;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 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

² 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.

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.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor noted or document as evidence of the disability.

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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 (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10		
Women	8		
People with Disabilities	2		

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 authorised 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 favourable 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:

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.....

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