

PO Box / Posbus 3  
BULTFONTEIN  
9670

Tel: 051 853 1111  
Fax: 086 539 3183  
E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION  
FWPQ 20 OF 2020/2021  
RENDERING OF VACCINATION SERVICES FOR 93 EMPLOYEES**

Formal written price quotations are hereby requested from competent and reputable service providers to render services of vaccination for 93 employees

**Specifications**

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Comments	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
1	93	Hepatitis A & B						
2		Transport	More than 220 jurisdiction					

All quotations must be e-mailed at loapep@tswelopele.org not later than **07 April 2021** before **12H00 pm** or hand delivered and SCM Office, 1 Bosman street, Civic Centre, Bultfontein, 9670. No quotations should be delivered at the tender box.

**Minimum requirements**

**Certification**

- A certified copy of the practitioner's qualification in the field, in which they are bidding must be submitted as proof and must not be more than three months old.

**Medical Practitioner**

- MBCHB Degree and registration with HPCSA.
- Postgraduate qualification in Occupational health and safety.

**Nurses**

- Registration with SANC as a Professional Nurse
- Diploma / B – Tech occupational Nursing
- Registration with SASOHN

**FUNCTIONALITY**

<b>Item No</b>	<b>Criteria</b>	<b>Weight</b>
<b>A</b>	Reputable track record for carrying out similar assessment ( appointment letters/completion certificate, signed by relevant party and be able to contact reference for confirmation)	<b>35</b>
	Maximum 7 ( 35 points)	
	5 References (30 points)	
	4 references (25 Points)	
	3 references (20 points)	
	2 References (10 points)	
	1 Reference (5 points)	
<b>B</b>	<b>Qualifications and experience</b>	
<b>B.1</b>	Occupational medical Practitioners and nurses experience in years	<b>30</b>
	5 years and above (30 points)	
	4-3 years (15 points)	
	3-0 (10 points)	
<b>C</b>	<b>Locality</b>	<b>30</b>
<b>C.1</b>	Proof that the project will be taken within near boundaries of Tswelopele Local Municipality	
	5 km to 220 (single trip) (30 points)	
	220km – 400km (20 points)	
	400 and above ( 10 Points)	
<b>D</b>	<b>Certification of Registration</b>	<b>5</b>
<b>D.1</b>	Certification and registration with SASOHN or HPCSA (5 points)	
<b>Total Points</b>		

**The bidder must be able to obtain 70 points for further evaluation.**

**The following terms and conditions shall apply:**

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Cost Must Include delivery cost for transportation, the Municipality will only be able to deliver employees for Jurisdiction of minimum of 220 kilometres single trip without return, anything that is above that the supplier must include transportation in the quotation.
3. All relevant certificates will be verified.
4. Bidders must specify the location and venue where vaccinations will be done.
5. Formal written price quotations will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.

6. The Relevant MBD 4 forms **must** be completed and submitted with the quotation No which can be downloaded from the municipality's website [www.tswelopele.gov.za](http://www.tswelopele.gov.za) and it is compulsory.
7. Bidders **must** submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by SARS to be in order.
8. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number.
9. Suppliers should be registered with Centralised Suppliers Database with National treasury, Please provide the MAAA Number and only suppliers who did register the relevant commodity or industry on CSD will be considered or advanced to the next stage of evaluation.
10. Prospective suppliers should also note that verification with SARS for tax status, CIPRO for registration of the business and DTI for verification of the Chartered accountant/auditor for BBEE will be done with each and every quotation requested/received.
11. Prices on quotations must be valid for 30 (thirty) days from the closing date.
12. No Payment will be made (in Full or Partially) prior to Delivery of such Goods and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
13. Bidders who did not quote on all items that are requested expose their quotation to rejection as it affects the comparison of prices thereon.
14. Non-adherence to any of the conditions may lead to your quotation not to be considered.
15. Council reserves the right to not make an appointment on an advertised request for quotation.

All SCM enquires to be directed to **Ms. Puseletso Loape** at 051 853 1111

**MRE Mogopodi**  
**Municipal Manager**

**30/03/2021**

