

## **TERMS OF REFERENCE**

### **NAME OF THE PROJECT: CONDUCTING MEDICAL EXAMINATIONS OF WSP EMPLOYEES**

#### **1. INTRODUCTION OF THE PROJECT**

Acquire service of an accredited suitable qualified service provider to assist in conducting medical examination for sewer and water reticulation employee for Alfred Nzo District Municipality.

#### **2. AIMS OF THE PROJECT**

1.1. To conduct medical examination on Alfred Nzo District Municipality employees working with sewer and water reticulation.

2.2. Analyze the health status for each employee and make recommendations.

2.3. After conducting medical examination provide a detailed report with recommendations for each employee.

#### **3. SPECIFICATIONS**

3.1. Conduct medical examination / assessment about health status of each and every employee.

3.2. Conduct medical examination / assessment within the sewer and water reticulation in ANDM.

3.3. To conduct medical examination and produce reports of each employee after consultation.

3.4. To conduct medical examination and produce reports of each and every employee

#### **4. SCOPE OF WORK**

4.1 Routine general primary health care which includes BP, HGT, Weight, Height, BMI and history.

4.2. Do occupational tests follow which includes

a. Vaccination

b. Hepatitis and Typhoid – Hepatitis A( 1 dose the second will be done within 6 to 12 months and typhoid is 1 injection then will be administered after 3 years.

c. Do audiometry; spirometry and vision screening for drivers/ machine operators'. Snellen's chart will be done for plant /process controllers/ general assistants.

e. Do chest X rays if there is suspected TB where applicable.

f. Do ECG on patients with high cardiovascular risk where applicable

The project will be done in the following arrears as follows:

AREA	TOTAL NUMBER OF EMPLOYEES
Umzimvubu – MT AYLIF AND MT FRERE	57
MATATIELE	25
NTABANKULU	28
MBIZANA	35

#### KEY DELIVERABLES

1. Signing service level agreement and a performance plan with the municipality.
2. Providing invoices as per the agreed amount of money for the project.
3. Preparations and compilations of project reports as per the project milestone
4. Submission of a final and closed out report.

#### 5. EXPECTED OUTCOMES

**The expected outcome is good service:**

1. An informative examination for the municipality
2. A detailed examination report of all employees examined and immunized.

#### 6. FUNCTIONALITY

**PREFERENTIAL PROCUREMENT POINTS CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS 2011 POINTS WILL BE AWARDED AS FOLLOWS**

Received Responsive Proposals will be evaluated based on the following criteria

The bid will be evaluated in two stages namely:

- Stage 1 – Functionality
- Stage 2 – Price and BBBEE Points

Only bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
Functionality	100
Previous experience in Medical Examination	50
Capacity and Expertise	50
<b>STAGE 2 EVALUATION – PRICE &amp; BBBEE POINTS</b>	
Price	80
BBBEE Points	20

The points will be awarded as follows:

Functionality	Weight
<b>Previous Experience on the same nature of Project</b>	
- Proven track record of experience for completion of 5 projects with value of R150 000 .00 and above in Medical Examination	50
- Proven track record of experience for completion of 4 projects with value of R150 000.00 and above in Medical Examination	40
- Proven track record of experience for completion of 3 projects with value of R150 000.00 and above in Medical Examination	30
- Proven track record of experience for completion of 2 projects with value of R150 000.00 and above in Medical Examination	20
- Proven track record of experience for completion of 1 project with value of R150 000.00 and above in Medical Examination	10
<b>Capacity and Expertise</b>	
• Certificate in Occupational Health and Safety	40
• Valid accreditation letter/ Certificate from SABS stipulating that the service provider is accredited to do Immunization Activities.	10

**NB:** Contactable references must be attached and completed in the “**ANDM assessment of bidder form**” obtainable from the ANDM website; [www.andm.gov.za](http://www.andm.gov.za)

## **2. REQUIREMENTS**

A service provider must:

1. be registered in the municipal data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate
4. Submit a valid accreditation letter/ certificate from SABS stipulating that the provide.is accredited to do the immunization **Activities**.
5. Undertake to provide the required service from the date of appointment to the end date.
6. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverable;
7. Signing of a Service Level Agreement with the Alfred Nzo District Municipality
8. The service provider must have previous experience with regards to servicing of fire equipment on an organizational wide scale backed by at least three contactable references.
9. Service provider must demonstrate capacity to deliver on the project and share their methodology in details.

## **9. PROJECT MANAGEMENT**

The Service Provider will work very closely with the Alfred Nzo District Municipality and The Acting Executive Manager: Corporate Services is the designated Project Manager.

## **10. PROJECT TIMEFRAME**

The contract is for a period three months.

## **11. PROJECT BUDGET**

**9. PROJECT MANAGEMENT**

The Service Provider will work very closely with the Alfred Nzo District Municipality and The Acting Executive Manager: Corporate Services is the designated Project Manager.

**10. PROJECT TIMEFRAME**

The contract is for a period three months.

**11. PROJECT BUDGET**

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

**Recommended/Not Recommended**

  
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**Supervisor Signature**

**Submitted by:**   
**Mr. L. MATIWANE**  
**SENIOR MANAGER: CORPORATE SERVICES**

**Date: 03 JULY 2018**