



South African Reserve Bank

Procurement Section

370 Helen Joseph Street (formerly Church Street) Pretoria

Tender

Tender No.ND/27-2012

October 2012

**Project Name: Provision of physiotherapy services for the
South African Reserve Bank**

Closing date: Monday, 19 November 2012 at 11H00



South African Reserve Bank

Financial Services Department

2012 – 10 – 24

Invitation to tender

Provision of physiotherapy services to the South African Reserve Bank

Ref: ND/27-2012

The South African Reserve Bank (the Bank) wishes to engage a physiotherapist on a part-time basis to complement the services of the Bank's Health Professionals in formulating and implementing treatment and/or rehabilitation programmes levelled at musculoskeletal problems for targeted Bank employees. The service provider will be based at the Bank's Head Office situated at 370 Helen Joseph Street (formerly Church Street) in the Pretoria Central Business District.

The appointment will be on a three-year-term contract basis. Kindly note that shortlisted service providers will be subjected to a personnel security vetting process in accordance with the Bank's Security Vetting Policy.

The Bank accordingly invites physiotherapists to take part in the tender process by submitting copies of the following documents:

- Proof of qualifications as a physiotherapist;
- Proof of registration with the Health Professionals Council of South Africa (HPCSA); and
- Curriculum Vitae (CV) of vendor or CVs of vendors in the case of a consortium.

Your proposals, together with your personal and organisation's profile, clearly marked 'original', plus two copies clearly marked 'copy', must be submitted in a sealed envelope, bearing the above-mentioned invitation heading and reference number. Tenders shall remain valid for a period of one hundred and twenty (120) days from the closing date for the submission of tenders, during which period it may not be amended or withdrawn. However, the Bank reserves the right to cancel the tender at any stage of the tender process.

The documents must be deposited in the tender box at the South African Reserve Bank Head Office, 370 Helen Joseph Street (formerly Church Street), Pretoria, **by no later than 11h00 on Monday, 19 November 2012.**

Late tenders will not be considered.

Enquiries: Noluthando.Deyi@resbank.co.za



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2.1 Eligible vendors

2.1.1 Only vendors who have been invited to tender may participate in this tender.

2.2 Vendor and consortium

2.2.1 Vendors may act as a consortium with other vendors to respond to the tender. The vendor must act as the primary respondent. Where the vendor is referred to in the requirements, it will also mean the consortium. It is up to the vendor to negotiate the relationship with other vendors to form the consortium. All correspondence will be conducted with the vendor (in its role as primary respondent) only.

2.2.2 Proof of the legal relationship among partners forming the consortium must be provided if the vendor is invited to respond to the tender. This should outline the responsibilities of the various parties (in percentage).

2.3 Language of communication

2.3.1 The language of the tender will be English. All information provided shall be in English.

2.4 Cost of submitting responses to the tender

2.4.1 The vendor shall bear all costs related to the preparation and submission of its response to the tender. The Bank will not be liable for any costs, regardless of the outcome of the tender process.

2.5 Ethical standards

2.5.1 It is a requirement that all parties involved in the tender process adhere to the highest ethical standards, during the response process and any other

related process that may follow. If it is demonstrated that an official of any of the vendor, or anyone acting on his or her behalf, has committed any form of corrupt or unfair procurement practices, the Bank will:

- a. reject the vendor's proposal; and/or
- b. take any further steps that may be deemed appropriate under the circumstances.

2.6 Publicity and media releases

2.6.1 While the tender process is in progress, the vendor is not entitled to generate publicity or issue media releases that in any way refer to this tender or the vendor's response to it without the prior written consent of the Bank.

2.7 Clarification of tender

2.7.1 Reasonable care should be taken to ensure that the tender contains the appropriate information that the vendor needs to formulate a response. If the vendor is in any doubt as to the completeness of the tender, it should seek clarification through the Procurement Section of the Bank, which clarification questions should be submitted via email through the Procurement Section. Both the question and the response will be sent to all vendors.

2.8 Confidentiality

2.8.1 All vendors receiving and responding to the tender must treat the contents of the tender as confidential.

2.9 Place, time and method of delivery

2.9.1 Vendors should deliver their responses to the tender strictly into the tender box at the physical address as stated in 2.1 above. The response to the tender must be enclosed in sealed envelopes together with **three (3) hard copies (four (4) in total)** of the complete document clearly marked "**original**" and "**copy**" bearing the applicable headings, reference number and

closing time and date. Failure to comply with these requirements could result in disqualification.

2.9.2 If courier services companies are used for delivery of the documents, please give specific instructions for the documents to be deposited in the tender box and **not through the Bank's internal mailing system. Tenders not deposited in the tender box will not be accepted.**

2.10 Alternative responses

2.10.1 No alternative response will be considered.

2.11 Documentation

2.11.1 Incomplete responses will not be considered.

2.12 BEE compliance

2.12.1 BEE Ownership Profile (Please complete table if applicable)

	White	Black	Coloured	Indian
Ownership %				

Board of Directors (Please complete table if applicable)

	White	Black	Coloured	Indian
Number				

2.13 Empowerment scorecard

Kindly attach your company's valid Broad-based Black Economic Empowerment certificate issued in terms of the Department of Trade and Industry's BEE Code of Good Practice.

2.14 Employment equity compliance/performance (Please complete table if applicable)

Employee %	White	Black	Coloured	Indian
Male				
Female				
Total				

2.15 Legal documentation

2.15.1 Please ensure that all requested documentation is attached to tender and returned to the Procurement Section.



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Section 3

Scope of work/Terms of Reference/Specification

3.1 The scope of work

3.1.1 Formulating and implementing rehabilitation programmes levelled at musculoskeletal problems for targeted Bank employees.

3.2 Selection Criteria

3.2.1 Proof of qualification as a physiotherapist;

3.2.2 Proof of registration with the Health Practitioners Council of South Africa (HPCSA) as a physiotherapist;

3.2.3 Experience (minimum two (2) years) practising as a physiotherapist;

3.2.4 Capacity to deliver an uninterrupted service;

3.2.5 BBBEE; and

3.2.6 Price.



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Breakdown of costs

Detailed cost breakdown must be provided and attached herewith and signed by the service provider.

A company letterhead and VAT registration (if applicable) must be provided at the top of each page of the breakdown list of costs and the pages must be initialled. Please insert this page at the end of the cost breakdown and sign it.

Signed: _____

(for and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____



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Appendix A

Employer: The South African Reserve Bank
 Street address: 370 Helen Joseph Street (formerly Church Street), Pretoria
 Telephone number: 012-313 4665
 Supplier: _____
 Contact person: _____
 Postal address: _____
 Telephone: _____ Fax: _____

	<u>Provision of physiotherapy services for the Bank</u>
The tender sum	
14% VAT	
TOTAL:	

Amounts in words

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.....

Signed: _____

(For and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____

VAT Number: _____

Tax Number: _____

Please attach your standard terms and conditions of contract if applicable

Section 4

Company Profile / Curriculum Vitae