

TERMS OF REFERENCE / SCOPE OF WORK - SPECIFICATIONS**Purpose**

The purpose is to obtain quotations from service providers for the provision an occupational therapist for Overberg District Municipality.

Scope of Work

The Overberg District Municipality wishes to appoint a registered Occupational Therapist for rendering of evaluation assessment service to the ODM employees during incapacity process. The service will be used for approximately 7 officials.

The bidder's office or practice must be situated within 240km from the Overberg District Region.

OCCUPATIONAL THERAPIST SCOPE AND MANAGEMENT OF THE SERVICES:

1. This evaluation/ assessment will be done by an Occupational Therapist during the Incapacity Procedures and application to determine an employees' capacity to perform his/her job functions as per job description. This examination will be done by an Occupational Therapist during the Incapacity Procedures and application to determine an employees' capacity to perform his/her job functions as per job description
2. **Assessment/Evaluation**
 - Functional evaluation capacity
 - The nature and extent of the said ill-health
 - Adapt employees work circumstances to accommodate ill-health
 - Recommend employee's occupational capacity and ability
 - Conduct and compile assessment report using evaluation methods Functional evaluation capacity
3. **Report**
 - Compile a collateral report
 - Provide recommendations
4. **Session**
 - Rehabilitation session
5. **Service Levels**
 - The successful service provider must comply with the turnaround times as indicated below, in respect of medical surveillance and related services. Failure to meet the Service Levels may attract penalties.

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DELIVERABLES:

The successful bidder(s) will be required to:

- a) Provide occupational therapy services to employees in identified areas to ensure such employees continue fitness for duty.
- b) Conduct assessment on employee's functional capacity
- c) Conduct evaluations of the nature and extent of the said ill-health as and when required
- d) Adapt employees work circumstances to accommodate ill-health
- e) Make recommendations on employees' occupational capacity and ability
- f) Conduct and compile assessment reports using evaluation methods
- g) Facilitate rehabilitation sessions
- h) Provide the required services during working office hours (8:00 to 16:30)
- i) Implement and maintain appropriate information security safeguards to avoid loss, destruction or any unauthorised disclosure of personal information as per section 21 of Protection of Personal Information Act, 2013. (Act No.4 of 2013) [hereinafter "the Act"] and any other applicable legislation. Bidder(s) should note that processing of personal information shall be dealt with in accordance with the prescripts of the Act and for the purposes of the services it will render to the separately, is regarded as an "operator" as defined in the Act. *"Bidders are note that the municipality will conduct a risk assessment exercise on their information security, its implications and controls. The bidder must demonstrate the information technology and organisational systems it has in place for safeguarding information."*
- j) Ensure that they maintain adequate information security systems throughout the duration of the contract to be entered into with the municipality.
- k) Ensure that municipal personnel information obtained pursuant to this tender process is kept separate from its other clients' data.
- l) Always ensure the physical security of municipal records, including when in transit or during storage.
- m) Provide a comprehensive report after completion of the services in electronic format, the report must include but not limited to:
 - Identified functional capacity issues/ ill-health.
 - Common trends; and
 - Recommendations.

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OCCUPATIONAL THERAPIST

Only Bidders that meet the mandatory requirements of the pre-qualification criteria will be evaluated in terms of functionality. The below table contains the mandatory evaluation criteria.

No	Mandatory evaluation criteria	Bidder to submit as proof
1	The bidder must have an Occupational Therapist that is registered with the Health Professions Council of South Africa, to perform functional capacity assessments, evaluations and sign-off on reports that are required for services rendered.	<p>The service provider must provide, together with the completed tender, an originally active/valid proof of registration with the Health Professions Council of South Africa.</p> <p>Updated originally certified copies of registration with the Health Professions Council of South Africa should be submitted annually for the duration of the tender period.</p> <p>NB: the registration must be valid at the closing date of the tender.</p>
2	The service provider must be a qualified Occupational Therapist with a Degree in occupational Therapist or a more advanced Degree in Occupational Therapist.	

Note: If the bidder does not meet any of the mandatory evaluation criteria, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.

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Technical evaluation criteria

Note: Bidders must obtain a minimum of 70 out of 100 points for functionality to be considered for further evaluation.

- All supporting documents must be included in the completed bid.
- Bidders are required to indicate the page reference number of supporting documentation submitted

No.	Criteria	Description	Maximum achievable score	Bidder self-score	Page Reference
1	Relevant Years of Experience	<p>Bidders must demonstrate a minimum of 5 years' experience of rendering the services as an Occupational Therapist.</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • 5–7 years = 10 points • 8–9 years = 20 points • 10+ years = 30 points <p>Proof: General experience in number of years allocated calculation of the average years of experience.</p>	30		
2	Quality service offerings confirmed by satisfied customers for similar services	<p>Bidders must provide proof of quality service offerings confirmed by satisfied customers for similar services.</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • 1-2 reference letters = 5 points • 3-4 reference letters = 10 points • 5+ reference letters = 15 points <p>Proof: Bidders must provide reference letters.</p>	15		
3	Qualifications	<p>The service provider must be a qualified Occupational Therapist with a Degree in Occupational Therapist or more advance Degree in Occupational Therapist.</p> <p>Occupational Therapist should be registered with the Health Professions Council of South Africa (HPCS).</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • No proof of relevant qualifications and registration = 0 points • Degree in Occupational Therapist but no proof of registration = 10 points • More advanced Degree in Occupational Therapist a registered with HPCS = 15 points <p>Proof: Qualification and Proof of Registration with the HPCA.</p>	15		

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No.	Criteria	Description	Maximum achievable score	Bidder self-score	Page Reference
4	Methodology and Approach	<p>The bidder must provide a detailed and structured approach to handling and conduct onsite and off-site interviews and assessments.</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • No methodology submitted = 0 points • Basic structure/outline with limited detail = 10 points • Detailed and structured logical steps addressing all scope items = 20 points <p>Proof: Detailed Methodology and Work Plan.</p>	20		
5	Project Logistics and Delivery Plan	<p>Ability to manage logistics, including scheduling, travelling, virtual engagements, and delivery of reports. Bidders should include a realistic project timeline and demonstrate availability during working office hours (8:00 to 16:30).</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • No logistics plan = 0 points • Basic schedule = 10 points • Realistic plan covering virtual and on-site logistics = 15 points • Detailed plan with contingencies and flexibility covering virtual and on-site logistics = 20 points <p>Proof: Logistics and Delivery Plan including timeframes and availability.</p>	20		

ADDITIONAL INFORMATION

A. PRE-QUALIFICATION CRITERIA, SUB-CONTRACTING AND SOCIAL RESPONSIBILITY

A.1. No sub-contracting between third parties of any kind will be allowed and will lead to non-compliance as per the criteria disclose under eligible criteria in paragraph C.

B. EVALUATION AND ADJUDICATION

B.1. The estimated quantities (where applicable) will be used for evaluation purposes only and must not be seen as actual quantities to be supplied.

B.2. Two bidders will be identified for award, to ensure that, should the first bidder fail to perform according to the tender conditions, the second bidder will be used to render the service. The first bidder will be held responsible for the cost difference. The Municipality will not be obligated to place orders with the second bidder, when performance of the first bidders is of an acceptable standard.

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C. ELIGIBILITY CRITERIA

The evaluation of tenders will be done in terms of compliance with the following criteria. Tenders that do not comply with all criteria below will not be evaluated further.

- C.1. The bidder must have an Occupational Therapist that is registered with the Health Professions Council of South Africa, to perform functional capacity assessments, evaluations and sign-off on reports that are required for services rendered.
- C.2. The service provider must be a qualified Occupational Therapist with a Degree in occupational Therapist or a more advanced Degree in Occupational Therapist.

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