

# BRIEFING SESSION PRESENTATION

## RT54-2025 SUPPLY AND DELIVERY OF MENTAL HEALTH ASSESSMENT TOOLS, DEVICES AND FURNITURE TO THE STATE FOR THE PERIOD OF SIXTY (60) MONTHS

PRESENTED BY:

**Ntombi Sidinile**

*Division: OCPO*

**Date: 9 December  
2024 @10H00**



**national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**



**STAY  
SAFE**

**VACCINATE TO SAVE SOUTH AFRICA**

## **RT54-2025:SUPPLY AND DELIVERY OF MENTAL HEALTH ASSESSMENT TOOLS, DEVICES AND FURNITURE TO THE STATE FOR THE PERIOD OF SIXTY (60) MONTHS**

### **AGENDA**

- 1. Opening, welcome and Introductions
- 2. Purpose of the RFP
- 3. Duration of the Contract
- 4. Bid Timelines
- 5. How to access the Tender Document
- 6. Technical Specification and Scope of Work
- 7. Evaluation Criteria as per SCC
- 8 Terms and Conditions
- 9. Question and Answers
- 10. Closure

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1. Opening, welcome, and Introductions
2. Purpose of the RFP
  - The purpose of this request for proposal (RFP) is to solicit bids from interested parties (“Respondents”) to enable National Treasury to appoint suppliers for **RT54-2025**: supply and delivery of mental health assessment tools, devices and furniture to the state.
  - The RFP consists of the Special Conditions of Contract ( SCC), Technical Specification/Scope of Work (clause 5.2 of the SCC) , GCC, Pricing Schedule, Standard Bidding Documents (SBD) and TCD documents.
  - To obtain market-related Prices and to ensure that the Government benefits from the economics of scale.
3. Duration of Contract – Thirty-six (60) Months

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### 4. Bid Timelines

| ACTIVITY   | DUE DATE  |
|--|---|
| RFP Upload on e-Tenders Portal – Tender Document | The tender was advertised on e-Tender Portal & National Treasury website on 28 November 2024. |
| Non-compulsory briefing session                  | 9 December 2024 at 10:00 – 11:00 ( Online session: MS Teams)                                  |
| Bid Validity period                              | 180 Days from the closing date of the bid   |
| Bid Closing date and Time                        | 24 January 2025 at 11:00am  |
| Communication channels                           | Attention: Contract Manager<br>Email: Demand.Acquisition3@treasury.gov.za                     |
| Deadline for Queries, Question and Answers       | 12 December 2024 at 16:00   |
|  |   |

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- Where bid documents can be obtained:

National Treasury website

<http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx>

E-tenders: <https://www.etenders.gov.za/>

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### **6. Technical Specification and Scope of Work**

- Bidders on RT54-2025 must be able to **SUPPLY AND DELIVERY OF MENTAL HEALTH ASSESSMENT TOOLS, DEVICES AND FURNITURE TO THE STATE FOR THE PERIOD OF SIXTY (60) MONTHS** as per the technical specifications/scope of work and services. (Clause 5.2, from page 9 of the special conditions of contract)

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### 7. Evaluation Criteria as per clause 6 of the SCC

| Phase 1   | Phase 2  | Phase 3   | Phase 4  |
|---|--|---|--|
| Administration Requirements                               | Mandatory and other bid requirements                 | Technical Compliance  | Price and Specific Goals                               |
| Compliance with the Administration documents requirements | Compliance with mandatory and other bid requirements | Compliance with the technical specifications and requirements | Bids evaluated in terms of the 80/20 preference system |

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### **PHASE 1: Administrative Requirements**

Bidders are required to submit the required documents , which must be completed in full.

- a. SBD 1 – Invitation form to bid.
- b. Proof of Authority – This is a company resolution for the capacity under which this bid is signed as per SBD 1.
- c. SBD 4 – Bidders Disclosure
- d. SBD 5 – The National Industrial Participation Programme
- e. SBD 6.1 – Preference points claim form
- f. TCD 13 and 13.1 Authorisation Declaration
- g. Central Supplier Database
- h. Written Confirmation to disclose tax status
- i. Company registration documents issued by CIPC
- j. Copy of Identity Document (Directors/Owners)



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### **PHASE 2: Mandatory Requirements**

- a. Pricing Schedule

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### PHASE 3: Technical Compliance Evaluation

During this phase, the bidder's response will be evaluated based on the technical requirements for each item offered. Non-compliance with all the evaluation requirements will result in the disqualification of the relevant line item being evaluated. Bidders must be Compliant with Item Standards/Specifications Requirements

#### PART A:

##### Compliant to Item Standards/Specifications Requirements

Items must comply with pricing schedule (Annexure 2) as stated in the bid document of each item. Non-compliance to the requirements will invalidate the items to which the compliance is not adhered.

Where specific specifications and/ or standards are applicable for each item, the quality of products shall not be less than the requirements of the latest edition of such specifications and/or standards throughout the contract period.

##### **South African Health Products Regulatory Authority (SAHPRA) License (please refer to clause 6.5.6 of the SCC)**

For medical equipment related items, bidders are required to adhere to Medicines and related substances Act, 1965 (Act No. 101 of 1965), as amended as per the Regulation relating to Medical Devices and In Vitro Diagnostic (IVD'S) Medical Devices. Non-compliance with these conditions will invalidate the bid.

Bidders must submit with the bid, on or before the closing date and time of bid evidence of the approved medical device establishment licence.

##### **Quality Assurance Requirements**

Where applicable, bidders are required to submit a valid ISO 13485 certificate for medical devices/equipment offered with the bid at the closing date and time of the bid.

Where applicable, bidders are required to submit a valid ISO 9001 certificate for items offered that are not classified as medical devices or equipment with the bid at the closing date and time of the bid

##### **The Health Professions Council of South Africa (HPCSA)**

All psychological assessment tests in this bid must be accredited and approved by the HPCSA. Bidders must submit proof that they comply with the HPCSA standards at the closing date and time of the bid. Failure to comply with the above requirements may result in the disqualification of the bid for such relevant item/s.

##### **Warranty / Guarantee Periods and Repair of Equipment**

Where applicable, bidders are required to submit warranty letter/certificate or confirmation letters for items offered which require 24 months warranty.

##### **1. TCD 13.2 Authorization Letter /Letter of Undertaking**

Any bidder who is not an original equipment manufacturer (OEM) of the product must submit a valid Third-Party Undertaking letter (template provided as TCBD 13.2) in full for all relevant goods or services.

##### **Requirements for the authorisation letter to be valid**

1. letter must be in a manufacturer or third party letterhead, dated and signed and must not be older than 30 days at the closing date and time of the bid
2. Must List items, description, brand name and model number
3. Contact details of the signatory i.e. address and telephone number
4. It must be written in English

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- **PART B:**
- **Samples submission for Visual Screening Evaluation**
- All items must comply with technical specifications as provided in this bid as stated in the technical specification detail of each item. Failure to comply will invalidate the items concerned.
- Bidders are required to submit samples for visual screening evaluation for all items offered to verify compliance with technical specifications. Failure to submit the samples as required will invalidate the bid for the items for which samples are not submitted.
- **Only bidders who qualified Phase 3 Part A** are required to submit samples for the items offered to verify compliance with technical specifications at the venue, date, and time that will be communicated by the National Treasury. Failure to submit samples will invalidate the items which the samples are not submitted
- Where applicable, the BEC may subject any of the samples required to applicable clinical evaluations, applications, or tests at any State facility to verify compliance with the technical specifications. In this case, this will be arranged with the bidder.

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### **PHASE 4: PRICE AND SPECIFIC GOALS**

#### **Pricing Schedule and Structure Requirements**

Prices quoted must be furnished based on “delivered to State facility” country-wide inclusive of VAT.

The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. Bidders are required to complete a mandatory Pricing Schedule as a response to how much the items offered will be charged.

Due diligence on market-related pricing reasonability may be conducted. The State reserves the right to disqualify bid offers that are under-quoted and or are above market value. In this case, the bidder may be required to submit supporting documentation to the State to prove that the pricing is not under-quoted or above market value.

Conditional discounts offered will not be taken into consideration during evaluation.

Prices submitted in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

The Pricing Schedule (Annexure 2) must be submitted in Excel at the closing date and time of the bid on etenders.

All units offered must be of the latest model – bidders should state the date of initial manufacture of the model range offered in the pricing schedule response field. All parts must be supplied new; no second-hand or refurbished parts will be accepted.

The cost of the standard accessories including the starter pack for accessories and consumables items indicated on the item technical specifications must be included in the price of each equipment.

Minimum requirements for the standard accessories including the starter pack for consumables is indicated but is not limited to the provided detailed pricing schedule. Bidder must offer all starter pack consumables which will enable the equipment to be functional.

Comprehensive Warranty and Guarantee-The bid price must be inclusive of the warranty and guarantee twenty- four (24) months which will be effective from the date of commissioning and should cover all applicable maintenance.

Optional accessories must be quoted separately on the provided pricing schedule.

Prices submitted in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

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### Preferential Points

- The pricing evaluation will be in terms of the Preferential Procurement Regulations as per the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20 preference point system based on: The bid price (Maximum of 80 points)
- Historically disadvantaged individuals as well as specific goals (maximum 20 points)
- The following formula will be used to calculate the points for price out 80:

The following formula will be used to calculate the points for price:

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

Where,

$P_s$  = Points scored for the comparative price a of bid under consideration

$P_t$  = Comparative price of a bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

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### Points Scored for Specific Goals

1. The following formular will be used to calculate the points for price:

$$\bullet \text{ } PSSG = MPA \times \frac{POE}{100}$$

Where,

PSSG = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

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| GOALS   | POINTS |
|---|--------|
| Preference points for equity ownership by historically disadvantaged Individuals who, due to the apartheid policy that had been in place had no franchise in national elections before the introduction of the Constitution of the RSA, 1983 (Act 110 of 1983) or the Constitution of the RSA,1993 (Act 200 of 1993), (“the Interim Constitution”) and or | 20     |

- a)The points scored by a bidder in respect of the goals indicated above will be added to the points scored for price.
- b)SBD 6.1: Bidders are required to complete the SBD 6.1 and 6.1(a) forms to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 and 6.1(a) preference points claim forms will be considered for preference points.
- c)The bidder’s Central Supplier Database (CSD) report, CIPC registration documents, and Identity Documents (ID) copies submitted will serve as proof of ownership and directorship of the company.
- A tenderer who does not submit proof of ownership may not be disqualified from the bidding process but will be allocated zero points for the relevant specific goals for ownership

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### 8.4 Multiple Award

- The State reserves the right to award the same item to more than one (1) bidder to address item availability and compatibility.
- Benchmarking will be applied to ensure that pricing is affordable, market-related, and aligned to end-user requirements.
- The maximum number of bidders per item to be awarded will be at the discretion of BEC.



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### • STANDARDS

- Bidders are required to ensure that all products and services provided under this contract comply with relevant industry standards, including but not limited to, ISO standards and other applicable regulations in the medical field. All equipment, materials, and processes must meet or exceed the current standards set by recognized bodies for safety, quality, and performance.
- International Specifications: Products must meet or exceed the latest editions of applicable international standards (e.g., EU, ADA, USP, USNE, EP, ISO, or DIN). Bidders must submit a compliance certificate with their bid.
- Certification of Information Technology Devices by SITA
- All bidders should ensure that any information technology devices on this transversal contract are certified by SITA prior to closing date and time.
- Bidders can refer to [www.sita.co.za/prodcert.htm](http://www.sita.co.za/prodcert.htm) for details on certified equipment. SITA contact details are available on clause 17 of the SCC.

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### **CONTRACT PRICE ADJUSTMENT**

- Bidders are required to take note of clause 13 of the SCC
- Price adjustment periods – Annually
- Dates : Table 9 on page 31 of the SCC
- Price adjustment will only be effective once it is approved.
- Price adjustment is not automatic therefore bidders must apply for price adjustment and attach the necessary documents as stipulated on this clause.

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### **8. TERMS AND CONDITIONS**

#### **Counter Conditions**

- Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.

#### **Fronting**

- The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury does not support any form of fronting.

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### **Right Of Award**

#### **The State reserves its following rights -:**

- To award the bid in part or in full,
- Not to make any award in this bid or accept any bids submitted,
- Request further technical information from any bidder after the closing date,
- Verify information and documentation of the bidder(s),
- Not to accept any of the bids submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

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### 9. SUBMISSION OF BIDS

#### ONLINE SUBMISSION

- Bidders must submit their bids online through the eTender Publication portal.
  - **Manual or hardcopy bids are not acceptable.**
  - Video that guides bidders on uploading documents on E tender: <https://youtu.be/B7pNseNJYHM>
  - Bidders must submit all technical issues with online bid submission to [etenders@treasury.gov.za](mailto:etenders@treasury.gov.za) / or call 012 406 9222
- Bid Enquiries: -** All RT54-2025 bid enquiries should be in writing to: [Ntombi.Sidinile@treasury.gov.za](mailto:Ntombi.Sidinile@treasury.gov.za) , [demand.acquisition3@treasury.gov.za](mailto:demand.acquisition3@treasury.gov.za).
- The closing date for receipt of all enquiries is **12 December 2024**. All enquiries beyond the closing date will not be considered.

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