



Public Service Sector Education & Training Authority

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www.pseta.org.za

**REQUEST FOR QUOTATIONS TO APPOINT THE HEALTH RISK MANAGER'S
SERVICE PROVIDER TO CONDUCT INCAPACITY LEAVE ASSESSMENT FOR
PSETA.**

TERMS OF REFERENCE

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1. INTRODUCTION

The PSETA invites quotations from suitably qualified Service Providers who have been registered and are listed on the National Treasury's Central Supplier database (CSD) to conduct Health Risk Assessment for the PSETA.

2. BACKGROUND

The Public Service Sector Education and Training Authority ("PSETA") was established in accordance with the Skills Development Act, 97 of 1998, as amended. This Act seeks to provide an institutional framework to implement national, sectorial and workplace strategies to develop and improve the skills levels of the South African workforce.

The PSETA Policy on Leave Management states that, "In cases where temporary incapacity leave or where applicable, permanent incapacity is granted, the employer must conduct an investigation into the nature and extent of the employee's incapacity". Furthermore it also states that "Such investigations must be carried out in accordance with item 10(1) of Schedule 8 of Labour Relations Act (LRA) No. 66 of 1995, as amended.

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

3.1. In order to give effect to the above provision of LRA and Leave Policy, the PSETA invites quotations from Health Risk Manager accredited with the South African Medical Association to conduct incapacity assessment for a Pseta employee. The Health Risk Manager must undertake an assessment by:

- Determining the validity of the temporary incapacity leave.
- Conduct a full assessment to the employee.
- Scrutinize the available medical information such as medical certificates, tests results etc.

- Contact the treating medical practitioner to verify information where necessary.
- Provide independent and impartial opinions on the nature and extent of the employee's condition.
- Provide an independent opinion in a form a report, whether incapacity is of a permanent nature, or whether PSETA should consider an alternate employment, or to adapt the work circumstances/duties of the employee in order to accommodate the employee, or to retire the employee on the grounds of ill health.

4. TIME FRAME

The expected deliverables is 26 February 2019.

5. MANDATORY REQUIREMENTS.

The bidder must indicate its compliance / non-compliance to the requirements.

Service provider must provide proof of registration-:	Comply	Not Comply
The service provider must produce the current proof of registration with Health Professions Council of South Africa (HPCSA)		
The medical practitioner must have a Medical Degree plus 3-5 years' experience within the field of Health Risk Manager (Incapacity leave assessment). CV's must be attached.		
The provider must provide at least three (3) relevant references for similar work done preferably in the public sector/ or public entities for the past 3-5 years.		

NB: FAILURE TO SUBMIT REQUIRED DOCUMENTS UNDER PARAGRAPH 5 WILL DISQUALIFY THE QUOTATION.

6. EVALUATION PROCESS

PHASE 1 – PREFERENTIAL POINT SYSTEM SCORING

The quotations will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE. The applicant with the highest total number of points will be awarded the contract.

7. COMPLIANCE WITH SPECIFICATIONS

The quotation must comply with the requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Quotes must strictly be according to the specification. Offers exceeding the minimum requirements of the specification are acceptable.

8. PRICE

- a. All prices must be in South African Rand value and must be inclusive of VAT. Only bidders that are registered for VAT may claim VAT in which case VAT number must be reflected on the invoice.
- b. Prices submitted in response to this quotation must be inclusive of all costs involved in the performance of the contract and only statutory price adjustment will be considered favorably.

9. CONFIDENTIALITY



This quotation and all information in connection therewith shall be held in strict confidence by provider and usage of such information shall be limited to the preparation of the bid. Provider shall undertake to limit the unauthorized numbers of copies of this document. All provider are bound by confidentiality agreement preventing the unauthorized disclosure of any information regarding the PSETA or of its activities to any other organization or individual. The provider may not disclose any information, documentation or products to other clients without written approval of the PSETA.

DELIVERY ADDRESS OF SERVICE :

353 Festival Street

Hatfield

Pretoria

All quotations must be submitted to:

Nhlanhla Moutlana/ Lungile Maleleka

Email all documents to nhlanhlam@pseta.org.za/ lungilem@pseta.org.za



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Email all documents to nhlanhla@pseta.org.za

Cc: Ursulam@pseta.org.za

Technical enquiries :

Mbali Shange @ 012 423 5700

SCM Enquiries:

Ursula or Nhlanhla @012 423 5700

CLOSING DATE : 30 JANUARY 2019??