



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**THE DEPARTMENT OF PUBLIC WORKS ARTISAN
DEVELOPMENT PROGRAMME:**

**MEDICAL ASSESSMENTS FOR ARTISANS IN THE
PRETORIA REGIONAL OFFICE**

REQUEST FOR QUATATION TO BID FOR MEDICAL ASSESSMENTS:

- 1.1 Human Capital Investment, request for a quotation for medical assessments.
- 1.2 This bid is issued under the condition that the bidder should at any stage during the production or execution or on completion of the bid be subjected to inspection. The premises of the bidder or training shall be open at all reasonable hours, for inspection by the representative of the National Department of Public Works (DPW) acting on behalf of the State.
- 1.3 The bidder shall provide, equipment, tests and analysis, apparatus will be required for purpose of the medical assessment.
- 1.4 The National Department of Public Works is implementing the Water Graduate Programme for a period of twenty four months (24).
- 1.5 The Artisans are placed in Prisons, Ports of Entries, South African Police Services, Army bases, Municipal Water Facilities, Laboratories, Mines, Water Boards, Environmental sites. They primarily work on Water and Waste Treatment Plants, Mines, Laboratories, Wetlands and Environmental Management sites. Refer to attached training plans **Annexure A**.
- 1.6 The conditions that the Artisans are working under are Health Hazardous at water and wastewater treatment plants. It is compulsory for Artisans to conduct medical assessments.
- 1.7 The following Health Hazardous at water and wastewater treatment plants are as follows:

Process	Hazards	Health effect
Primary Secondary	Domestic waste faeces with: Viruses Bacteria Fungus Worms Protozoa	GI infections Hepatitis Kidney disease
Chlorination	Chlorine gas	Anemia Pulmonary and mucous membrane irritation
Sludge treatment	Methane Hydrogen sulfide Pathogens present in domestic waste Oxides of metal	Asphyxiation Respiratory arrest GI infection
Machinery	Pumps noise	Hearing impairment

1.8 The appointment of the service provider will be for once off, administration of the medical assessments. The Service Provider must keep files of Artisans for twelve (12) months and after that hand them over to the employer to be saved and for record keeping.

1.9 Qualifications for Artisans are as follows: Water Care, Geology, Analytical Chemistry, Civil Engineering, Chemical Engineering, Environmental Science/ Environmental Management, Earth Science Hydrology & Water Resources, Mining and Environmental Geology, Community Water Services and Sanitation, Process Plant operation, Biology & Chemistry, Biochemistry & Microbiology, Applied Maths & Chemistry, Agric-soil Science, Biomedical Technology, Life & Earth Sciences, Biotechnology, Life and Environmental Sciences, Civil Engineering, Environmental Health, Hydrology & Water Resources, Geography & Geology.

2. OBJECTIVE OF THE PROJECT

2.1 The departmental mandate is to be the custodian and manager of all national governments' fixed assets, for which other legislation does not make another department or institution responsible. This includes the determination of accommodation requirements, rendering expert built environment services to client departments, the acquisition, maintenance and disposal of such assets.

2.2 The department sees itself as:

- The "Handy Man" of the State
- The "Leader" of the EPWP

2.3 The aim objectives of the programmes are mainly as follows:

- To assist Artisans with scientific knowledge, technical skills, competencies,
- To identify and solve water quality problems, environmental and occupational health and safety challenges.
- Transfer of technical skills to unemployed youth.
- Increase employability of youth.
- To build needed capacity for the country.
- Assist to register as candidates with SACNASP.
- Assist to register with relevant bodies like Environmentalist, Health and Safety officers and Process Controllers.
- Developmental outcomes especially personal, technical knowledge and levels of responsibility.

3. SCOPE OF WORK

MEDICAL ASSESSMENT TO BE ADMINISTERED

1. Service provider will be expected to perform the following task:-

The appointment of the service provider will be once off. The Service Provider must keep files of Artisans for twelve (12) months and after that hand them over them to the employer to be saved and for record keeping.

2. Baseline medical exam: Full Medical Examination without chest- x-ray consisting of the following: Audiogram, Spirogram, Urine dipstick screening, Vision screening, Medical & occupational history and a physical examination that includes a blood pressure check.
3. The medical assessments will be conducted in- house within the Department of Public Works and Infrastructure.
4. Service Provider to bring along all the necessity equipment's for medical assessment.
5. Vaccinations: To be conducted once off.

The following vaccinations will be administered:

- ✓ Tetanus
- ✓ Twinrix Hepatitis A&B

6. Biological monitoring test to end organ damage:

- ✓ HB and White Blood Cell count.
- ✓ Chest x-ray
- ✓ Chest x-ray with Radiologist report

7. Clinical examinations: physical exam, medical history, urine test and certificate of fitness.

8. Occupational Medical Practitioner Examination.

9. Occupational Medical Practitioner File review and sign off.

4. EXPERIENCE/KNOWLEDGE

- The medical assessment to be administered by certified Occupational Medical Practitioner, certified nurse or the Medical doctor and all the work is certified by the Medical doctor and registered with relevant statutory bodies.
- The following personnel will be administering the medical assessments:
 - Certified Occupational Medical Practitioner
 - Certified Professional Nurse
 - Certified Medical Doctor
- **LIST OF THE REQUIREMENTS FOR PERSONNEL ADMINISTERING MEDICAL ASSESSMENTS**
 - Academic: Undergraduate/Post graduation qualification in Occupational Therapist, Nursing and **Bachelor of Medicine and Bachelor of Surgery (MBChB)** degree qualification
 - Professional registration: Health Professions Council of South Africa (HPCSA), South African Nursing Council (SANC), Health Professions Council of South Africa (HPCSA)
 - Curriculum Vitae: Detailed CV, experience, three references
 - Number of years' experience: Three to five years relevant experience in the administering medical assessments and in the practising field
 - The documents to be submitted to be certified within the last twelve (12) months.
 - Department reserves the right to verify certificates

5. DELIVERABLES

- The Service Provider must keep files of Artisans for twelve (12) months and after that hand them over them to the employer to be saved and for record keeping.
- The Service Provider to provide Full Medical Examination report.
- The Service Provider to provide Full Baseline medical exam report: Full Medical Examination without chest- x-ray consisting of the following: Audiogram, Spirogram, Urine dipstick screening, Vision screening, Medical & occupational history and a physical examination that includes a blood pressure check.
- The Service Provider to provide Full vaccination results. Vaccinations: To be conducted once off.
 - Tetanus
 - Twinrix Hepatitis A&B

- The Service Provider to provide Full Biological monitoring test to end organ damage:
 - HB and White Blood Cell count.
 - Chest x-ray
 - Chest x-ray with Radiologist report
 - Clinical examinations: physical exam, medical history, urine test and certificate of fitness.
 - Occupational Medical Practitioner Examination.

- Occupational Medical Practitioner File review and sign off.

- The project to be undertaken in the following region:

Pretoria Head Office

CGO Building, 256 Madiba Street, Pretoria

Private Bag X65, Pretoria, 0001

Attention: Mr James Maitsapo

Telephone Number: 012 406 1350/082 582 4666

6. TIME FRAMES/ DURATION

- The Service Provider must be able to complete the medical assessment within thirty (30) days of granting of the project.

7. PROJECT PROPOSAL REQUIREMENTS.

The proposal for the project should contain amongst others the following:

- (a) A detailed Baseline medical exam.
- (b) A detailed Baseline Medical Examination report.
- (c) A detailed Full vaccination results.
- (d) The Service Provider to provide Full baseline medical exam: Full Medical Examination without chest- x-ray consisting of the following: Audiogram, Spirogram, Urine dipstick screening, Vision screening, Medical & occupational history and a physical examination that includes a blood pressure check.
- (e) A detailed Biological monitoring test report to end organ damage:
 - HB and White Blood Cell count.
 - Chest x-ray
 - Chest x-ray with Radiologist report

- (f) A detailed Clinical examinations report: physical exam, medical history, urine test and certificate of fitness.
- (g) A detailed Occupational Medical Practitioner Examination report
- (h) Occupational Medical Practitioner File review and sign off.
- (i) The bidder shall provide, equipment, tests and analysis, apparatus will be required for purpose of the medical assessment.
- (j) Key activities and milestones associated with the project
- (k) The medical assessments will be conducted in- house within the Department of Public Works.
- (l) Service Provider to bring along all the necessity equipment's for medical assessment.
- (m) Vaccinations: To be conducted once off
- (n) A certified medical certificate for the doctor and occupational therapist accompanied by a detailed and comprehensive signed documents showing delivery of a successful completion of Medical assessments (Relevant Professionals with registered with relevant statutory bodies)
- (o) A detailed copy of the company profile must be submitted.
- (p) The qualification and certification status of all the employees that will be undertaking the medical assessments.
- (q) Prices quoted should be inclusive of VAT for VAT registered companies.

8. PAYMENT SCHEDULE

- The payment schedule to cover the following items:

RATE PER GRADUATE	NUMBER OF ARTISANS	TOTAL	VAT	GRAND TOTAL

9. COMPANY QUALIFICATIONS, APPROPRIATE EXPERIENCE AND SKILLS

- The Service Provider must reflect as part of the proposal, the human resources capacity and indicate evidence of project team competency.
- The Service Provider must be able to bring all the infrastructural equipment to enable execution of the project.

10. ALL RESOURCES AND TRAINING REQUIRED :

1. The quotation will be for 25 Artisans
2. Training Providers should only quote for Twenty Five (25) Artisans.
3. The medical assessments will be conducted in- house within the Department of Public Works and Infrastructure.
4. Service Provider to bring along all the necessity equipment's for medical assessment.