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**INVITATION FOR BID**

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| **YOU ARE HEREBY INVITED TO SUBMIT INFORMATION FOR THE REQUIREMENTS OF NATIONAL HEALTH LABORATORY SERVICES** |

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| **BID NUMBER:** | **RFI 002/13-14** |
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| **CLOSING DATE:** | **13 AUGUST 2013** |
|  |
| **CLOSING TIME:** | **11:00AM** |
|  |
| **BID VALIDITY PERIOD:** | **90 days (commencing from the RFI Closing Date)** |
|  |
| **IMPORTANT:** | **NO BRIEFING SESSION WILL BE HELD**All questions must be sent per e-mail to yolande.ngwenya@nhls.ac.za  |
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| **DESCRIPTION:** | **SOLUTION FOR THE DIAGNOSIS AND PREVENTION OF CERVICAL CARCINOMA)** |
| **PLEASE NOTE:** | **NO COMPULSORY SITE VISIT WILL BE HELD.**  |
| **RFI MUST BE MARKED WITH THE FOLLOWING:** | **OR** | **DEPOSITED IN THE BID BOX SITUATED AT:**  |
| **Procurement Controller: MS A Shusha** |
| **RFI 002/13-14****Bidders Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****RFB: Enclosed-Regret (delete N/A)****Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **NHLS MAIN RECEPTION****1 Modderfontein Road, Sandringham, Johannesburg.** |

Respondents should ensure that responses are delivered in time to the correct address. If the response is late, it will not be accepted for consideration. The bid box is generally accessible 24 hours a day, 7 days a week.

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| **THE FOLLOWING PARTICULARS MUST BE FURNISHED:** |
| NAME OF RESPONDENT |  |
| CONTACT PERSON |  |
| TELEPHONE NUMBER |  |
| FAX NUMBER |  |
| POSTAL ADDRESS |  |
| PHYSICAL ADDRESS |  |

**SIGNATURE OF RESPONDENT: ………………………………………………………………**

**DATE: ……………………………………………………………**

**CAPACITY UNDER WHICH THIS RFI IS SIGNED: ………………………………………**

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**GENERAL TERMS AND CONDITIONS**

1. **Definitions**
2. ***“RFI”*** - means a Request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
3. ***“RFI response”*** - means a written response in a prescribed form in response to an RFI.
4. ***“Acceptable RFI”*** - means any RFI, which, in all respects, complies with the specifications and conditions of the Request for RFI as set out in this document.
5. ***“Vendors”*** - means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by NHLS to submit a bid in response to this RFI.
6. ***“Client”*** - means Government departments, provincial and local administrations that participate in NHLS procurement processes.
7. ***“Comparative Price”*** - means the price after deduction or addition of non-firm price factors, unconditional discounts, etc.
8. ***“Consortium”*** - means several entities joining forces under an umbrella to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing a tender.
9. ***“Goods”*** – means any work, equipment, machinery, tools, materials or anything of whatever nature to be rendered to NHLS or Government in terms of a bid.
10. ***“Hosting Partners”*** - means companies who entered into an agreement with NHLS in the areas of application management; application hosting, application service provision, and marketplace hosting are incorporated in this category.
11. ***“Internal Collaboration”*** - means collaborative arrangements within a group of companies or within various strategic business units/subsidiaries/operating divisions in order to gain a strategic position whilst sharing resources, profits and losses as well as risks.
12. ***“Management”*** - in relation to an enterprise or business, means an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
13. ***“Organ of State”*** - means a constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
14. ***“Person (s)”*** - refers to a natural and/or juristic person (s).
15. ***“Rand Value”*** - means the total estimated value of a contract in Rand denomination, which is calculated at the time of information invitations and includes all applicable taxes and excise duties.
16. ***“Respondent”*** – means any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded to him.
17. **Acronyms, abbreviations and technical definitions**

The following acronyms and abbreviations are used in this information and must be similarly used in the information submitted in response and shall have the meaning ascribed thereto below.

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| Term | Definition |
| BEE | Black Economic Empowerment as defined by Act 5 of 2000. |
| CPI | Consumer Price Index |
| GITOC | Government IT Officers Council |
| HDI | Historically Disadvantaged Individuals |
| ICT  | Information and Communication Technology |
| IMS | Information Management System |
| IS | Information Systems |
| ISO | International Standards Organization |
| IT | Information Technology |
| LAN | Local Area Network |
| OEM | Original Equipment Manufacturer (see Brand owner, Legal entity) |
| PPPFA | Preferential Procurement Policy Framework Act |
| RSA | Republic of South Africa |
| NHLS | National Health Laboratory Services |

1. **Confidentiality**
2. The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFI. This confidentiality clause extends to all respondent or associates whom you may decide to involve in preparing a response to this RFI.
3. For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
4. The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of NHLS (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
5. The receiving party shall take all such steps as may be reasonably necessary to prevent NHLS’s confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, NHLS shall use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
6. Any documentation, software or records relating to confidential information of NHLS, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
* Shall be deemed to form part of the confidential information of NHLS,
* Shall be deemed to be the property of NHLS;
* Shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
* Shall be surrendered to NHLS on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.
1. **Preferential Procurement Reform**
2. NHLS supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, NHLS insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.
3. No preference certificate shall be completed for this RFI.
4. **News and Press Releases**
5. Vendors or their agents shall not make any news releases concerning this RFI or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with NHLS.
6. **Precedence of documents**
7. This RFI consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFI and the stipulations in any other document attached hereto, or the RFI submitted hereto, the relevant stipulations in this RFI shall take precedence.
8. Where this RFI is silent on any matter, the relevant stipulations addressing such matter and which appears in the NHLS Procurement Policy and Procedures (which are NHLS’s general conditions for Procurement) shall take precedence. RFI shall refrain from incorporating any additional stipulations in its RFI submitted in terms hereof other than in the form of a clearly marked recommendation that NHLS may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NHLS
9. It is acknowledged that all stipulations in the NHLS Procurement Policy and Procedures are not equally applicable to all matters addressed in this RFI. It however remains the exclusive domain and election of NHLS as to which of these stipulations are applicable and to what extent. The vendors are hereby acknowledging that the decision of NHLS in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendors. The vendors shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

1. **Language**

Responses shall be submitted in English.

1. **Gender**

Any word implying any gender shall be interpreted to imply all other genders.

###### Headings

Headings are incorporated into this RFI and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

###### The manner for submission of the RFI

1. Vendors shall submit RFI response in accordance with the prescribed manner of submissions as specified below.
2. Vendors shall submit one (1) original copy, 1 (one) hard copy and 1(one) electronic copy (on a single CD/DVD) in DOC or PDF format.
3. The original copy must be signed IN INK by an authorised employee, agent or representative of the respondent and initialised on each and every page of the information.
4. Respondents are requested to complete their responses in electronic format, in the spaces provided for answers within this document.
5. The CD / DVD must be marked with the responding organisation’s name and RFI number. The CD / DVD must be enclosed in a cover that is also marked with the responding organisation’s name and RFI number.
6. The CD / DVD and cover must be enclosed and sealed in a padded envelope that is marked with the responding organisation’s name and RFI number.
7. All additions to the information documents i.e. appendices, supporting documentation, photographs, technical specifications and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned. No product information or company profiles will be considered.

###### Instructions for submission of the RFI

1. RFI responses must be submitted in a prescribed format herewith reflected as Response Format, and be sealed in an envelope addressed as follows:

**RFI number:** **RFI 002/13-14**

**RFI Description: SOLUTION FOR THE DIAGNOSIS AND PREVENTION OF CERVICAL CARCINOMA**

**Addressed to: The Head: Procurement Services**

**NHLS Head Office**

**1 Modderfontein Road**

**Sandringham**

**Johannesburg**

**2131**

1. Vendors shall submit information responses in accordance with the prescribed manner of submissions as specified above.
2. RFI Responses must be deposited into NHLS’s Tender box on or before **13 August 2013** not later than 11h00 **South African Time**. The Tender Box is situated at the **Main Reception area** of NHLS Head Office in **Sandringham**.
3. The physical size of the envelope must be limited to 750mm x 300mm x 90mm as the Tender Box aperture cannot accommodate larger sizes. Alternative arrangements for the submission of the information shall be made with the Tender Office at telephone number: (011) 386 6138.
4. All responses in this regard shall only be accepted if they have been placed in the tender box before or on the closing date and stipulated time.
5. RFI responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the information box. Failure to comply with this requirement will result in your information being treated as “late response” and will not be entertained. Such responses will be returned to the respective vendors.
6. No information shall be accepted by NHLS if submitted in any manner other than as prescribed above.
7. NHLS will not disqualify any vendor for purposes of this Request for Information. Apart from the RFI document in its original format, no mandatory documents are required in the RFI response. The R500 fee payable for receipt of bids is **not applicable** for this RFI.
8. There will be NO PUBLIC OPENING of the RFI responses received and; however, the list of bids received may be published on the NHLS website. Any subsequent discussions shall be at the discretion of NHLS.
9. Unless specifically provided for in the information document, responses submitted by means of telegram, telex, facsimile or similar means will not be considered.
10. No response from any vendor with offices within the RSA will be accepted if sent via the Internet or e-mail. However responses from international vendors with no office or representation in the RSA will be accepted if received via the Internet or E-mail before the closing date and time.
11. NHLS will not be liable for any costs incurred by the respondents in the preparation of response to this RFI. The preparation of responses will be made without obligation to accept any of the suggestions included in any response, or to discuss the reasons why such suggestions were accepted or rejected.
12. Responses are non-binding on both NHLS and the respondent.
13. Respondents may respond only to selected parts of the document, should they choose to do so.
14. All questions in respect of this RFI must be forwarded to yolande.ngwenya@nhls.ac.za

###### Oral presentations and briefing sessions

1. Vendors who respond to this RFI may be required to give an oral presentation.
2. No briefing session will be held for this RFI.

###### Information requested

###### The objective of this Request for Information (RFI) is to obtain information from Industry regarding the Implementation of EPMO at NHLS to ensure HLS complies to all the clients’ needs/requirements for hosting their infrastructure with the organisation

1. This will enable NHLS to expand business opportunities which will increase the revenue being generated in the hosting environment

###### Evaluation criteria

1. No awards will be done in terms of this RFI
2. RFI DETAILS

# Background

The National Health Laboratory Service (NHLS) requests to review all new as well as innovative technologies for the diagnosis of pre-malignant and malignant lesions of the Cervix. Evaluation of relevant equipment may be done according to the HTA process and weighted specifications will be submitted to the suppliers.

# Statement of Need

This notice is issued by the office of the Chief Executive Officer (CEO) in NHLS, as a Request for Information (RFI) to solicit responses from interested parties.
This notice, which is for information and planning purposes only, allows industry the opportunity to provide feedback on their ideas for the provision of services noted above. This document will also verify reasonableness and feasibility of future program requirements and promote competition. NHLS intends to set up and implement these new innovative technologies as soon as feasible and is looking for a service provider that provides solutions and support for the issues listed below.

This RFI is not to be construed as a commitment by NHLS, nor will NHLS pay for the information submitted in response. This RFI is being used to obtain information for planning purposes only. Please note that, responses to this notice are not considered offers and cannot be accepted by the NHLS to form a binding contract. NHLS does not intend to pay for information furnished in response hereto.

1. **Issues to be Addressed**

The service provider must address the following items:

* **Define the Methodology of the system proposed.**

The Service provider must provide detailed information regarding the methodology proposed as per abovementioned requirements. Specimen collection, temperature control, methodology of preparation of specimens and level of automation must be stated. Specimen put-through per hour must be stated.

* **Equipment requirements, design and installation**

The Service provider must be able to provide information regarding the design, footprint, automation, equipment requirements and its capabilities in being able to install, service, support and maintain the system in the various laboratories. Turn around time for these services must be stated.

* **Price and Timeline Information**

The Service provider must provide a rough order of magnitude price for the placement/lease/purchase of equipment and all consumables and provide pricing assumptions along with a proposed time frame for the accomplishment of full evaluation/implementation of the system. The timeous supply and stock on hand of all consumables must be indicated.

* **Training of NHLS Personnel on the Implementation of the system proposed.**

The Service provider must provide detailed information regarding its capabilities to provide oversight and training on the use of the equipment and software management tools so that the system can be successfully implemented within NHLS.

1. **Additional information**

Service providers interested to provide a solution to suit these requirements must submit all relevant literature (e.g., FDA/NICE/ISO compliancy certificates, description of the services and products offered, specifications, price lists, etc.) and any other necessary information that demonstrates the above requirements can be met.