



**Western Cape
Government**

Health

BETTER TOGETHER.

TENDER & PROCUREMENT PROCESSES

SAMED

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8 February 2023

Introduction

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Procurement Processes & Contract Management

(1 of 2)

1. Procurement planning

- Needs analysis
- Market research

2. Specification & Advertisement (Bid Specification Committee)

- Specification-setting
- Determination of Special Conditions of Contract
- Advertisement on [eTender Portal](#)
- Bid closing ([Bids Received Register](#))

3. Evaluation (Bid Evaluation Committee)

- Compliance to mandatory criteria
- Capturing bidder's information
- Request for **samples**
- Evaluation of samples
- Application of Preference Points (80:20 / 90:10)

Procurement Processes & Contract Management

(2 of 2)

4. Adjudication (Bid Adjudication Committee) & Mobilisation

- Assessment of process
- Issuance of WCBD7.1s
- Contract Notice issued to Health facilities
- Contract data loaded onto **LOGIS & ESL**

5. Contractual Performance

- Issuing of orders & receipt of goods
- **Warehousing** & logistics
- Complaints management & escalation
- Non-performance management
- Supplier Relationship Management (SRM)

Evaluation – determining compliance

Compliant bids

- Attend briefing sessions
- Complete submissions (WCBD1, WCBD3.1/2, WCBD4, WCBD6.1/2)
- Supporting documents (NB: certified or original copies)
 - SAHPRA: supplier license
 - Local Content
 - Commodity-specific requirements, e.g.:
 - Radiation Control
 - Sterilisation certificates
 - ISO/SANS standards
- Registered on CSD (demonstrates tax compliance)
- Samples** for each item offered

Firm pricing vs Rate of Exchange

Collusion prohibited

Procurement Processes & Contract Management (1 of 2)

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 - Advertisement
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Why do we need samples?

- Each contract is a **standalone agreement**
- Each iterative round of **specifications** is **subject to amendment** to reflect the changing requirements of the end users
- **Each offer has to be evaluated in its own right**
- Bidders may choose to submit:
 - **multiple or single offers**
 - **multiple offers from same/different manufacturers**
 - **offers for all or certain sizes** (*depending on bid requirements*)
- **Manufacturing processes change**, and different manufacturers can supply different sizes of products within the same range
- Officials cannot rely on previous knowledge/experience of a product already in use as this would **prejudice** other bidders
- We **cannot evaluate an offer without a sample** *unless specifically articulated otherwise in the bid documents*

How are sample requirements articulated?

1) Bids are advertised:

- <R1m Requests for Quotation (RFQ): Electronic Procurement System (ePS)
- >R1m Formal Bids: eTender Procurement Portal

2) Sample requirements are either articulated in the bid documents or RFQs

- ☐ Quantities
- ☐ Range
- ☐ Delivery location(s)
- ☐ Delivery date/time – often TBC subject to compliance
- ☐ Contact person(s)

CLINICAL EVALUATION OF SAMPLES

example stipulations from bid document

1. Bidders must ensure that Clinical Sourcing is provided with **sufficient samples of ALL the products (all sizes) offered**, including those currently available on contract(s) and/or in use at institutions, on or before <date>, during office hours.
2. Under no circumstances will **late samples** be accepted for evaluation.
3. It is the bidder's responsibility to provide **written evidence of sample delivery**:
 - list of item number(s), description of the sample(s) submitted & quantities of each
 - the signature of the representative who delivered the samples and
 - signature of the official receiving the samples.
4. **Samples will not be evaluated if:**
 - the evaluation form does not contain all pages;
 - the evaluation form is supplied without samples for clinical evaluation;
 - the evaluation form does not correspond to the relevant sample;
 - each item/sub-item is not accompanied by a separate evaluation form; and/or
 - products are incorrectly labelled, not labelled or reflect incorrect information.

CLINICAL EVALUATION OF SAMPLES

example stipulations from bid document

5. No **representative samples** will be accepted for evaluation.
6. Each individual sample must be **marked** with:
 - bid number
 - item number
 - bidder's name and address in clear, legible print of a reasonable size.
5. Individual **evaluation forms** for each sample must be attached to the sample, and not be supplied separately in a box or envelope.
7. Samples supplied by the successful bidder will be **retained** for the full contract period.
8. **Unsuccessful bidders** will be contacted to collect their samples after the notification of the award. Samples not collected will be disposed of or destroyed.
9. As all offers are considered **sub judice** until a contract is concluded, no information about clinical evaluations may be disclosed and no discussion about results will be undertaken before finalization of the contract.
10. Offers of bidders who are **unable to comply** with the above requirements will be disregarded.

Example of Sample Evaluation Form

Section A1 & A2 for Completion
by Bidder

 OFFICIAL SAMPLE EVALUATION REPORT WCGHCC027/2018 TO BE USED FOR ADJUDICATION PURPOSES ONLY	
PLEASE NOTE: <ul style="list-style-type: none"> Section A 1 and A 2 must be completed in full and accurately by the bidder or their representatives. The purpose of this form is to obtain input from end-users for adjudication purposes only. The completed report is confidential and not for the information of bidders or their representatives. No other version of the evaluation form or report will be acceptable for adjudication purposes. Ariba (Trade/Original) purchases are not regarded as valid evaluations. Bidders are to make copies of this form and must ensure that each sample is labelled, numbered and has a corresponding form attached to it. 	
WCDOH/WCGHC CONTRACT NUMBER:	Contract ITEM NO:
WCGHCC027/2018	
SECTION A 1: COMPANY DETAILS: FOR COMPLETION BY BIDDER	
Bidders/company name:	
Representative's name and surname:	
SECTION A 2: PRODUCT DETAILS: FOR COMPLETION BY BIDDER	
Product name/type (e.g. gauze swab):	
Trade/Brand name (if applicable):	
Catalogue number/ Product code:	Offer number (if applicable):
SECTION B: FOR COMPLETION BY THE EVALUATING INSTITUTION	
Name of evaluating institution:	Date:
Evaluated by (print name):	Signature:
Department/Unit:	Contact number:
1. Is product to specification? (Please circle your option)	
YES/NO if NO, provide reasons	
2. Is product acceptable for intended use? (circle your option)	
YES/NO if NO, provide reasons	
3. Any other comments relating to the item:	
Name of supervisor (print name):	
Signature:	
Have you checked and verified the evaluation forms for correctness?	
YES/NO	
Name of CPS/Appointed official (print name):	
Signature:	
SECTION C: FOR HEAD OFFICE USE ONLY	
Received by (Print name):	
Signature:	Date:

Contractual performance

■ Variations

- Cessions*
- Product substitutions
- Price amendments

■ Contractual Performance

- Inspect outgoing deliveries
- Deliver on time
- Deliver contracted items & quantities
- **Communicate delays – failure to do so will result in penalties**
- Delivery of expired/expiring stock
- Use appropriate transport

■ Supplier Relationship Management

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We would like to ask you ...

... what challenges do you have with our procurement processes?

... do you know who to contact and/or how to request information when you are uncertain about a procurement process?

... does the Western Cape pay you timeously?

... would you benefit from regular engagements to discuss your contracts?

... any other questions?

Thank you