

BETTER TOGETHER.

## **TENDER & PROCUREMENT PROCESSES**

SAMED

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### 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 (<u>Bids Received Register</u>)

#### 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



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#### Evaluation (Bid Evaluation Committee

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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)</li>
- >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 <u>no</u> 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

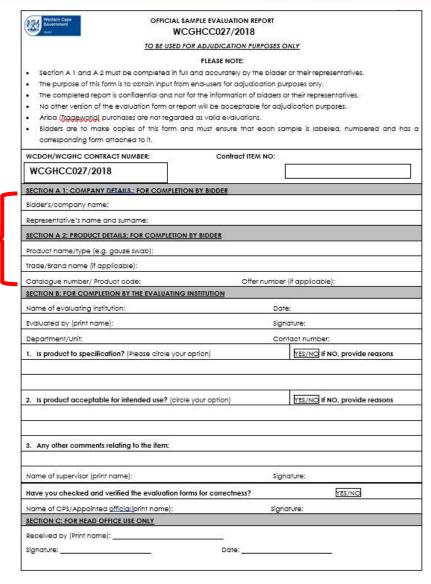
### example stipulations from bid document

- 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





# 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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Contract
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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