



health

Department:

Health

REPUBLIC OF SOUTH AFRICA

REFERENCE: DOH 228/2025-26

REQUEST FOR QUOTATION FROM MEDICAL WRITERS FOR THE DEVELOPMENT OF EXECUTIVE AND COMPREHENSIVE REPORT FOLLOWING A STAKEHOLDER FORUM ON KIDNEY HEALTH, RENAL DIALYSIS AND ORGAN TRANSPLANTATION

CLOSING DATE AND TIME OF RFQ:

10 SEPTEMBER AT 11H00AM

SUBMISSION VIA EMAIL:

purchasing@health.gov.za

TERMS OF REFERENCE

Project Title	Development of Executive and Comprehensive Reports: Stakeholder Forum on Kidney Health, Renal Dialysis, and Organ Transplantation
Duration	5 weeks (max)
Location of Progress Report	Remote/Hybrid (Some meetings may be held at the National Department of Health, Pretoria)
Reports to	Deputy Director: Organ Transplant and Renal Dialysis, National Department of Health

1. Background

The National Department of Health hosted a national stakeholder forum focusing on improving service delivery in kidney health, renal dialysis, and organ and tissue donation and transplantation. The event was attended by stakeholders from provincial departments of health, academic and private hospitals, civil society organisations, nephrology and transplant professionals, and donor networks.

To capture the outcomes and inputs of the forum, two formal reports are required:

- a. An Executive Report for senior leadership and stakeholders.
- b. A Comprehensive Report synthesising all submitted presentations, discussion outcomes, and breakaway session insights.

2. Purpose of the Assignment

To appoint a qualified and experienced medical writer to develop two professionally written and edited reports based on stakeholder submissions, recordings, and planning documents. The reports will inform policy, planning, and implementation of national interventions in kidney health and transplantation.

3. Scope of Work

The medical writer will be responsible for:

Reviewing all submitted reports, stakeholder presentations, and discussion recordings.

Structuring and drafting:

An Executive Summary Report (8–12 pages, Max 20 pages);

A Comprehensive Forum Report (30–50 pages, Max 70 pages);

Extracting and categorising information by theme (e.g. renal dialysis/nephrology services, organ donation and transplantation, civil society);

Ensuring clarity, consistency, and accuracy of medical/clinical terminology.

Working closely with the NDoH led to incorporating edits and feedback.

Submitting revised drafts after two rounds of stakeholder/technical review.

Ensuring final reports are formatted for publication in line with NDoH corporate identity.

4. Deliverables and Timelines (Changes can be made to the timelines)

Deliverable	Format	Deadline flow
Inception brief and structure	Word/PDF	One week
Draft Executive Report	Word	Two weeks
Draft Comprehensive Report	Word	One week
Finalised Reports (after feedback)	Word + PDF	One week

5. Qualifications and Experience

Essential:

- ✓ Medicine (MbChB) (optional)
- ✓ Master's degree in public health, Biomedical Sciences or Medicine.
- ✓ Certification or training in Medical Writing.
- ✓ Minimum 5 years of experience in medical or health policy writing.
- ✓ Previous writing experience in nephrology, renal care or transplantation fields; and
- ✓ Demonstrated experience compiling government or academic reports.

Desirable:

- ✓ Knowledge of the South African health system and the National Health Act.
- ✓ Familiarity with the WHO's guiding principles on transplantation.
- ✓ Ability to interpret qualitative and clinical data.

6. Technical Requirements

Ability to use transcription tools (e.g. Otter.ai, Trint).

Proficiency in MS Word and PowerPoint.

Referencing.

Capability to develop annexures, tables and infographics.

High-quality editing and formatting skills.

7. Application Process required documents

Interested candidates must submit:

- ✓ CV highlighting relevant experience.
- ✓ Quotation with estimated days and rates.
- ✓ Two sample documents or published work (preferably in nephrology/transplantation).
- ✓ Confirmation of availability for the assignment period.

8. Other requirements

The department guides the finalisation of chapters/sections.

9. Supply Chain Evaluation Process

The SCM evaluation process will be carried out in 3 stages as follows:

Stage 1: Mandatory Requirement and Documentation

Stage 2: Compliance Check Evaluation

Stage 3: Price and Preference Points Evaluation

9.1 Stage 1: Mandatory Requirements and Documentation

As per the standard procurement process, the following must be adhered to and submitted with your quotation:

- A) Tax Compliance Status PIN issued by SARS.
- B) Completed and signed SBD 4 and SBD 6.1 forms (see below).
- C) The quotation must:
 - Reflect the National Department of Health quotation reference number (starting with DoH).
 - Be in the letterhead of the company.

- Clearly state its validity period.
- Signed at the bottom.

D) Supplier must submit the Central Supplier Database (CSD report.

NB: Failure to comply with any of the above mandatory requirements will result in disqualification.

9.2 Applicability of the General Condition of Contract (GCC)

The appointment of the successful service provider will be subject to the General Conditions of Contract (GCC) for government procurement, as issued by National Treasury.

All bidders are deemed to have read and understood these conditions. By submitting a quotation, suppliers acknowledge that the GCC will form part of the contract between themselves and the Department of Health.

The GCC is available on the National Treasury website and may be provided on request.

9.3 STAGE 2: COMPLIANCE CHECK

Note to Suppliers: The table below shows what NDoH will check during evaluation. Please make sure you respond clearly to each area and provide the evidence listed. Only bidders who comply with all areas will be considered for the 80/20 price and preference evaluation.

No.	Area of Assessment	Requirement	How NDoH will Check	Evidence to Submit (by Supplier)	Complied (✓) / Not Complied (X)
1.	Qualifications	Master's in Public Health, Biomedical Science, or Medicine	Look at certified certificate (s)	Certified qualifications	
2.	Experience	At least 5 years in medical or policy writing, preferably in kidney care, organ transplant, or health sector	CV must show number of years, specifying each period and type of experience	Detailed CV	
3.	References	At least 2 references from a previous client for similar work (medical or policy writing)	NDoH will check if the reference is relevant and confirms quality of work	List of contactable references with contact person, organisation, role, and email or phone number. A written reference letter (if available) can also be attached.	
4.	Writing Sample	Quality of writing, clear structure, use of correct medical terms	NDoH will read the sample. It must be relevant and well written	One sample document	
5.	Understanding of Work	Does the bidder understand what's expected, which include 2 reports, use of themes, work with NDoH feedback	Check if the quote or letter explains the approach to the work	Short cover letter explaining how the work will be carried out.	

9.4 Stage 3: Price and Preference Points Evaluation (80/20)

Only service providers who comply with all 5 criteria above will be considered for Price and Preference Points

To claim preference points in terms of the Preferential Procurement Regulations 2022, the following conditions apply:

- **SBD 6.1 must be fully completed** to claim preference points for:
 - Historically Disadvantaged Individuals (HDI) – persons who had no franchise in national elections before the 1983 and 1993 Constitution (10)
 - Women ownership (8)
 - Persons with disabilities (2)

[NB: For disability claims, supporting documentation must include a valid medical certificate or doctor's note confirming the condition]

- Where ownership is held **under a trust or other shareholding arrangement**, the following must be submitted:
 - A **shareholding certificate** clearly indicating the ownership structure (number of shares held by each member or director of the company)
 - **Copies of ID documents** for all beneficiaries or shareholders

NB: Failure to complete SBD 6.1 and to provide relevant supporting documents for any claimed preference points will result in zero points allocated under that category. The quotation will be evaluated based on price only.

B-BBEE DOCUMENTATION (NON-MANDATORY)

All suppliers are **required to submit valid B-BBEE documentation** as part of their quotation, in line with the requirements of the Broad-Based Black Economic Empowerment Act, No. 53 of 2003. This documentation is required for compliance and reporting purposes. Acceptable B-BBEE documents include:

- A **Sworn Affidavit** (for EMEs and 51%+ black-owned QSEs), or
- A **SANAS-accredited B-BBEE Certificate** (for Generic Enterprises and applicable QSEs)

SUBMISSION INSTRUCTION

All quotations and supporting documentation **MUST** be submitted via email to: purchasing@health.gov.za

NB: Submissions sent to any other email address, including the sender's personal email, will not be accepted and may be disqualified without further notice.

SUBMISSION DUE DATE AND TIME :10 SEPTEMBER 2025 AT 11:00AM

NB: Late submissions will not be considered.

For queries or clarifications ONLY, please write an email to nonkululeko.ndwandwe@health.gov.za quoting reference number: **DoH 228/2025-26**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name).....in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor noted or document as evidence of the disability.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10		
Women	8		
People with Disabilities	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary

proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....