SCOPE OF WORK

1. INTRODUCTION

The Gauteng Risk Department is a support function that provides a range of services to departments across the Gauteng Region, including Occupational Health Services.

To ensure the continuous delivery of quality healthcare services and compliance with occupational health and safety requirements, it is essential that all clinics are adequately stocked with the necessary medical supplies, first aid consumables, equipment, and emergency medication.

The appointment of a suitably qualified and experienced service provider through a competitive tender process will ensure the uninterrupted availability of these critical items, support operational efficiency, and enable the department to effectively meet its healthcare obligations to employees across the region.

Approval is therefore requested to proceed with the tender process for the supply and delivery of the required medical consumables, first aid consumables/equipment, and emergency medication to the various clinics within the Gauteng Region.

2. BACKGROUND INFORMATION

The Gauteng Risk Department is responsible for providing Occupational Health Services to all departments within the Gauteng Region. In fulfilling this mandate, the department is required to ensure that employees are medically fit to perform their duties and that occupational health services are delivered in accordance with applicable legislation, standards, and organisational requirements.

In terms of SANS 3000-4:2011 Human Factors Management Standard and the PRASA Code of Practice (COP), medical assessments must be conducted on employees returning to work after prolonged absence, illness, injury, or any other applicable circumstance that may affect their fitness for duty. These medical assessments are critical in ensuring the safety of employees, passengers, and railway operations.

Failure to conduct the required medical examinations and provide adequate occupational health services may compromise PRASA's Permit to Operate and expose the organization to operational,

legal, and financial risks, including potential claims against the company arising from incidents involving medically unfit employees.

Furthermore, the business is mandated to comply with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as well as other applicable health and safety legislation, regulations, and standards. To effectively discharge these responsibilities, the Gauteng Risk Department must ensure that its clinics are adequately equipped with medical consumables, first aid consumables and equipment, and emergency medication required to support occupational health services and emergency medical interventions.

The procurement of these items through a formal tender process will ensure the continuous availability of essential medical supplies, support legislative compliance, maintain operational readiness**,** and enable the department to provide uninterrupted occupational health services across the Gauteng Region.

2.1 Status Quo

The Risk Department previously had two contracts in place for the supply and delivery of medical consumables, first aid consumables, equipment, and emergency medication to support the operations of its clinics. The contract is scheduled to expire in December 2026 or upon exhaustion of the allocated contract funding, whichever occurs first.

The clinics relied on these contracts to ensure the continuous availability of medical consumables and first aid items required for the implementation of the medical surveillance programme. The medical surveillance programme is a legislative requirement and forms an integral part of Occupational Health Services. Through this programme, employees undergo various medical examinations and assessments to determine their fitness for duty and to ensure compliance with applicable occupational health and safety legislation, standards, and organisational requirements.

The absence of an active contract for the supply of these critical items places the department at risk of stock shortages, which may adversely affect the provision of occupational health services and the effective implementation of the medical surveillance programme. This could result in non-compliance with legislative requirements, delays in conducting mandatory medical examinations, and potential operational, legal, and safety risks to the organization.

To ensure continuity of service delivery and compliance with statutory obligations, there is a need to appoint a service provider through a formal tender process for the supply and delivery of medical

consumables, first aid consumables and equipment, and emergency medication to the various clinics within the Gauteng Region.

2.2 Problem Statement

The absence of a contract for the supply and delivery of medical consumables, first aid consumables, equipment, and emergency medication poses a significant risk to the effective delivery of Occupational Health Services within the Gauteng Region.

Without the required medical consumables and first aid items, clinics will be unable to conduct mandatory medical examinations, assessments, and treatments required to determine employees' fitness for duty. Consequently, employees who have been absent from work are due to illness, injury, or any other applicable reason may not be medically assessed and cleared up to resume their normal duties as required by legislation and organisational policies.

In accordance with SANS 3000-4:2011 Human Factors Management Standard and the PRASA Code of Practice (COP), employees who have not been performing their duties due to medical conditions, prolonged absence, injury, or any other applicable circumstances must undergo appropriate medical assessments before being permitted to return to duty. Failure to conduct these assessments may result in non-compliance with legislative and regulatory requirements and could compromise operational safety.

Furthermore, the inability to perform mandatory medical surveillance activities and provide first aid treatment for work-related injuries may expose the organization to legal, operational, financial, and reputational risks. This includes the risk of employees performing safety-critical duties without the necessary medical clearance, potential claims against the organization, and implications for PRASA's Permit to Operate.

The appointment of a suitably qualified service provider for the supply and delivery of medical consumables, first aid consumables and equipment, and emergency medication are therefore essential to ensure legislative compliance, operational continuity, and the effective delivery of Occupational Health Services.

Without the medicals being conducted, employees will not be able to be placed back to their normal duties assessments as per required by legislation.

3 OBJECTIVE OF THE PROPOSED PROJECT

The objective of the proposed project is to appoint a suitably qualified service provider through a competitive tender process for the supply and delivery of medical consumables, first aid consumables and equipment, and emergency medication to clinics within the Gauteng Region.

The establishment of a formal contract will ensure a reliable and continuous supply of essential medical items, thereby reducing the risk of stock shortages and service disruptions. Furthermore, the appointment of a contracted supplier will minimise reliance on the three-quotation procurement process, thereby reducing administrative burdens and the potential risk of irregular expenditure arising from non-compliant procurement practices.

The availability of medical consumables and first aid items will enable the uninterrupted provision of Occupational Health Services, support the effective implementation of the medical surveillance programme, and contribute to operational efficiency by ensuring that employees are medically assessed and cleared for duty timeously.

3.1 How will the project benefit PRASA

3.1.1 Legislative Compliance

The project will enable PRASA to comply with the requirements of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), SANS 3000-4:2011 Human Factors Management Standard, the PRASA Code of Practice (COP), and other applicable occupational health and safety legislation, regulations, and standards. The availability of medical consumables, first aid equipment, and emergency medication is essential for the effective implementation of mandatory medical surveillance and fitness-for-duty assessments.

3.1.2 Monitoring and Management of Employee Health Risks

The project will enable the effective identification, monitoring, and management of employee health risks through the conduct of medical examinations and occupational health assessments. This will assist in determining employees' fitness for duty, identifying medical conditions that may affect operational safety, and implementing appropriate interventions to mitigate identified risks.

3.1.3 Enhanced Operational Safety and Continuity

The availability of the required medical consumables, first aid equipment, and emergency medication will support the timely assessment and treatment of employees, thereby reduce operational disruptions and ensure that employees are medically fit to perform their duties safely and effectively.

3.1.4 Improved Employee Health and Wellbeing

The project will contribute to the protection and promotion of employee health by ensuring access to occupational health services, first aid treatment, and emergency medical interventions when required. This will support a healthier workforce and a safer working environment.

3.2 The project aims to:

The project aims to ensure that clinics are adequately equipped to provide comprehensive occupational health services, support employee wellbeing, maintain operational continuity, and ensure compliance with statutory requirements.

3.3 Current mechanisms in place to address the problem

The Risk Department previously had two contracts in place for the supply and delivery of medical consumables, first aid consumables, equipment and emergency medication. One contract has already expired and the remaining contract is scheduled to expire in December 2026 or upon exhaustion of the allocated contract funding, whichever occurs first.

4. SCOPE OF WORK AND AREAS OF FOCUS

4.1 Scope

Manufacturing, supplying, and delivery of medical consumables, first Aid items/equipment and emergency medication as per the specifications outlined in this document.

4.2 Targeted Area

Gauteng Region

5. SPECIFICATION OF THE WORK OR SERVICES REQUIRED

5.1 Regulatory Compliance and Certification

The bidder shall possess a valid licence and/or registration certificate issued by the South African Health Products Regulatory Authority (SAHPRA), where applicable, and provide proof thereof with the bid submission. The bidder must further confirm that all medical consumables, first aid items, equipment, and emergency medication supplied under the contract will be sourced from manufacturers, distributors, or suppliers that are duly registered and authorised by SAHPRA throughout the duration of the contract.

5.2 Compliance with Legislation and Standards

All products supplied under this contract shall comply with applicable South African legislation, regulations, and recognised industry standards. Where products are imported or sourced internationally, the supplier shall ensure that such products comply with relevant South African National Standards (SANS) and any other regulatory requirements applicable to the product category.

5.3 Product Quality, Warranty and Maintenance

The supplier shall ensure that all products supplied meet the required technical and physical specifications and are fit for their intended purpose. Where applicable, the supplier shall provide product warranties, maintenance support, servicing requirements, and any relevant technical documentation. All supplied items shall be new, unused, and free from defects.

5.4 Training Requirements

Where the use of specialised medical equipment or products requires training, the supplier shall provide the necessary training to designated PRASA employees at no additional cost, unless otherwise agreed. The supplier shall maintain attendance registers and training records and make such records available for audit and compliance purposes upon request.

5.5 Scope of Medical Consumables

For the purposes of this tender, medical consumables shall include, but not be limited to, all consumable medical supplies, first aid consumables, first aid kit contents, diagnostic consumables, disposable medical products, emergency medical supplies, and any other related items required for the effective operation of Occupational Health clinics within the Gauteng Region.

5.6 Product Shelf Life and Expiry Dates

All medical consumables, first aid items, and emergency medication supplied under this contract shall have a minimum remaining shelf life of at least 12 - 24 months of the manufacturer's stated shelf life or a minimum of 12 months from the date of delivery, whichever is greater. Products with expired shelf life or products nearing expiry shall not be accepted unless specifically approved in writing by PRASA.

5.7 Delivery Requirements

The supplier shall be required to deliver products to designated PRASA clinics and facilities within the Gauteng Region within the agreed turnaround times. Standard orders shall be delivered within

five (5) to seven (7) working days from receipt of an official purchase order, while emergency orders shall be delivered within twenty-four (24) to forty-eight (48) hours, where applicable or as per commitment made in the delivery lead time confirmation letter. In an event that devices are to be delivered, the contractor will be given 1 month for delivery to occur.

The supplier shall ensure that all deliveries are accompanied by delivery notes indicating product descriptions, quantities supplied, batch numbers (where applicable), and expiry dates.

5.8 Batch Traceability and Product Recall

The supplier shall maintain adequate records of all batch numbers, lot numbers, and expiry dates for medical consumables and emergency medication supplied to PRASA. In the event of a product recall, quality concern, or regulatory directive, the supplier shall immediately notify PRASA and facilitate the replacement or withdrawal of affected products at no additional cost to PRASA.

5.9 Replacement of Defective, Damaged, or Expired Products

The supplier shall replace, at its own cost, any products that are found to be defective, damaged, contaminated, incorrectly supplied, or expired at the time of delivery. Such replacement shall be made within a period not exceeding five (5) working days from notification by PRASA.

5.10 Packaging and Labelling Requirements

All products shall be supplied in the manufacturer's original packaging and shall be clearly labelled in accordance with applicable legislative and regulatory requirements. Labels shall include, where applicable, the product description, batch number, manufacturing date, expiry date, storage requirements, and manufacturer's details.

5.11 Quality Assurance

The supplier shall maintain a documented quality management system and implement quality assurance measures to ensure that all products supplied are safe, fit for purpose, and comply with the applicable regulatory and quality standards. PRASA reserves the right to request supporting quality documentation and certificates of conformity where deemed necessary.

5.12 Product Availability and Continuity of Supply

The supplier shall maintain sufficient stock levels and supply chain arrangements to ensure the uninterrupted availability of medical consumables, first aid items, equipment, and emergency medication throughout the duration of the contract. Where a product becomes unavailable, discontinued, or subject to supply constraints, the supplier shall immediately notify PRASA and propose an equivalent or superior alternative for approval prior to supply.

5.13 Audit and Inspection Rights

PRASA reserves the right to conduct audits, inspections, or verification processes relating to the supplier's facilities, quality systems, licences, registrations, and records associated with the supply of medical consumables, first aid items, equipment, and emergency medication. The supplier shall provide reasonable access to relevant documentation and information for compliance and audit purposes.

6. PENALTIES

Failure to deliver on time, according to specifications, or quality deviations will incur penalties including:

- Rejection of sub-standard products with no cost to PRASA.
- PRASA reserves the right to reject non-conforming products, invoke contractual remedies, recover damages, terminate the contract for default and pursue any remedies available in law.

7. GENERAL

- Medical consumables, first aid items /equipment and emergency medication must be delivered as per the agreed schedule.
- Suppliers must maintain confidentiality and professional conduct.