



STEVE TSHWETE LOCAL MUNICIPALITY

Your Ref.

Telephone (013)2497000
Fax (013)2432550

Our Ref. Sam Van Zyl/ljm

PO Box 14
MIDDELBURG, MPUMALANGA
1050

29/09/2009 E-mail: council@stevetshwetelm.gov.za www.stevetshwetelm.gov.za

QUOTATIONS FOR STAFF MEDICAL SURVEILLANCE

Quotations are hereby invited for Medical Surveillance to be conducted Steve Tshwete Local Municipality's employees. There are approximately 250 employees identified for this service.

The following will be expected from the service provider:

1. Perform medical examination which shall comprise of the following:
 - Lung Function Test
 - Urine Test
 - Hearing Test
 - Eye Test
 - Physical Examination
 - Chest X - Ray
2. Submit full report on evaluation of each and every employee's medical and occupational history.
3. Make necessary recommendations to Steve Tshwete local Municipality regarding control of exposure, and remedial/preventative measures based on the outcome of the evaluations and assessments.
4. Make recommendations regarding personal Protective Equipment and Facilities where the exposure of an employee is not adequately controlled.
5. Maintain the confidentiality of employees Assessment, Test and evaluation Results.
6. The Provider to utilize own Equipments (Test Equipments, etc.)
7. All costs for the service must be included in a quotation.
8. Suppliers are expected to submit their business profile, directorship, etc. and such information will be captured in the service provider data prior to service delivery.
9. Provider must be a reputable service provider in the field of Occupational Health and be able to present a proof of previous (Contactable References), experience in this regard and be qualified to perform such a test (Medical Qualification).

Steve Tshwete Municipality will provide the following:

- Venue for the Medical Examinations
- Written communication to all departments to notify employees about Date, Time & Venue.

A supplier data registration form must be obtained from the Council's website www.stevetshwetelm.gov.za or the Finance/HR Departments and must be submitted completely filled in together with all necessary attachments.

Quotations without necessary attachments will not be considered.

The quotations must be delivered in a closed envelope to **Mrs. A Janse van Vuuren at HR Department, Ground Floor, (Office No. D106) Municipal Offices, Steve Tshwete Local Municipality, cnr Church and Wanderers Avenue, Middelburg, Mpumalanga.**

Enquiries may be directed to **Lethabo Mpe 013 249 7189**

Closing Date for submission of quotations: **08 October 2009 (16:00)**