**Annexure A - SPECIFICATION AND SCOPE OF WORK**

1. **Introduction**

As a critical service provider in the healthcare sector in South Africa, it is essential that, in order to prevent the transmission of diseases to Donors, patients and our healthcare workers, the appropriate Personal Protective Equipment (PPE) is provided and used by our staff. Disposable gloves form a key part of the PPE that is used by staff in our laboratories, Donor clinics and for patient care.

The SANBS invites proposals from service providers for the supply of medical grade gloves to the SANBS. As an essential services company, the SANBS needs to ensure continuity of supply of this key PPE. As such, the SANBS reserves the right to appoint multiple service provides for the duration of the contract period.

1. **Contract duration**

The contract duration shall be two (2) years.

1. **Specification**

Below is the specification of the 3 glove types that are used in the company.

|  |  |  |
| --- | --- | --- |
| **Glove 1** |  |  |
|  |  |  |
| **Glove material** | Nitrile | |
| **Powder** | Powder free | |
| **Latex** | Latex free | |
| **Sterility** | Non-sterile | |
| **Dexterity** | Ambidextrous | |
| **Length** | Wrist length | |
| **Pack size** | Packs of 100 gloves | |
| **Approvals\*** | FDA or CE approval |  |
| **Batch markings** | Batch number and expiry date to be printed on the carton of 100 gloves as well as the outer boxes. | |
| **Sizes** | **Size** | **Estimated Quantity for 1 year** |
|  | XS | 308 |
|  | S | 5 657 |
|  | M | 7 712 |
|  | L | 3 571 |
|  | XL | 560 |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Glove 2** |  |  |
|  |  |  |
| **Glove material** | Latex | |
| **Powder** | Powder free | |
| **Sterility** | Non-sterile | |
| **Dexterity** | Ambidextrous | |
| **Length** | Wrist length | |
| **Pack size** | Packs of 100 gloves | |
| **Approvals\*** | FDA or CE approval | |
| **Batch markings** | Batch number and expiry date to be printed on the carton of 100 gloves as well as the outer boxes. | |
| **Sizes** | **Size** | **Estimated Quantity for 1 year** |
|  | XS | 560 |
|  | S | 16 230 |
|  | M | 15 810 |
|  | L | 6 980 |
|  | XL | 300 |
|  |  |  |
| **Glove 3** |  |  |
|  |  |  |
| **Glove material** | Latex | |
| **Powder** | Powder free | |
| **Sterility** | Sterile | |
| **Dexterity** | Non – ambidextrous | |
| **Length** | Full cuff, Class 4 | |
| **Pack size** | Individually wrapped pairs in packs of 50 per carton | |
| **Approvals\*** | FDA or CE approval |  |
| **Batch markings** | Batch number and expiry date to be printed sleeve of the wrapped pair, on the carton of 50 pairs of gloves as well as the outer boxes. | |
| **Sizes** | **Size** | **Estimated Quantity for 1 year** |
|  | 5 | 46 |
|  | 6 to 6.5 |
|  | 7 to 7.5 |
|  |  |  |
| **\* = Approval certificates to be provided** | |  |

The estimated quantities provided are for 1 year. The SANBS shall not be bound by the quantities but will advise the service provider(s) should it not require as much or will require more than the estimated quantities during the period of the contract.

1. **Product evaluation**

As part of the evaluation of the product, we require the short listed service providers to supply the SANBS with the following samples:

Glove 1- 4 x sealed boxes of size small

Glove 1- 4 x sealed boxes of size medium

Glove 2 - 4 x sealed boxes of size small

Glove 2 - 4 x sealed boxes of size medium

Glove 3 – 1 x sealed box of size 7

These samples must be provided free of charge to SANBS. The samples will be evaluated by our staff as well as our Quality control department.

1. **Regulatory/Legislative/Certification requirements/**

The products supplied must conform to the US or the EU standards and must therefore bear the FDA or CE marks on the product. FDA or CE markings to be visible on carton, box and individually wrapped gloves (glove 3).

In addition to the product marking requirements, the SANBS will require that service providers supply a Certificate of Analysis for every batch delivered to our stores.

1. **Pricing and estimated quantities**

Service providers must complete the Appendix C Pricing schedule Medical Disposable Gloves spreadsheet for year 1 and year 2.

1. **Service level agreement (SLA) This will be applicable to the appointed service provider)**

Service providers are to include a service level agreement to:

* Respond to orders placed
* Respond to complaint(s)
* Provide the required level of reporting and other deliverables e.g. performance metrics to the SANBS
* Address non or poor-performance by way of penalties

A standing monthly SLA meeting will be set up with the successful service provider(s). This will be rolled up into quarterly business review meetings.

1. **Business continuity plan (This will be applicable to the appointed service provider)**

As the SANBS is an essential services organisation we must ensure continuity of supply for key products. Therefore it is of importance that service providers have a business continuity plan (BCP) in place should they be confronted with situations such as industrial action by their staff etc. The service provider must include the BCP in the submission.

1. **References**

Service providers are to provide 3 references for similar work undertaken for other clients in the past 12 months. The SANBS cannot be one of the reference names if you have undertaken similar business with our company in the past 2 years. The SANBS reserves the right to contact these references to verify the level of performance of that vendor.