

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(South African National Biodiversity Institute)</i>					
BID NUMBER:	SANBI: HR552/2025	CLOSING DATE:	09 December 2025	CLOSING TIME:	11:00 am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SPECIALISED EMPLOYEE WELLNESS SERVICES IN ALL THE CENTRES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF FIVE (5) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
A compulsory briefing session will be conducted at the time and date given as follows:					
Date: 14 November 2025					
Time: 10H00 AM					
Venue: Microsoft Teams: Join the meeting now					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	o.ramapuputla@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 NO YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SANBI: HR552/2025
Closing Time 11:00	Closing date: 09 December 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - *Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

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 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

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.

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 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

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.

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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.

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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = 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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Black Ownership = 10 Points		(10)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Female Ownership = 05 Points		(05)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Disability Ownership = 05 Points		(05)		
Total		20		

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

<p>..... SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p>
<p>.....</p>

REQUEST FOR TENDER

**TERMS OF REFERENCE
FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
SPECIALISED EMPLOYEE WELLNESS SERVICES IN ALL THE CENTRES
FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)
FOR A PERIOD OF FIVE (5) YEARS**

Physical address

**02 Cussonia Avenue
Brummeria
Pretoria
0184**

Tender Number: SANBI: HR552/2025

Table of Contents

1. INTRODUCTION AND BACKGROUND.....	3
2. VIRTUAL COMPULSORY BRIEFING SESSION.....	4
3. REQUIRED DOCUMENTS.....	4
3.1. Mandatory Documents.....	4
3.2. Other Requirements.....	5
4. SCOPE OF WORK.....	5
4.1. Direct Services to employees and their immediate family members.....	6
4.2. Managerial Consultation to support managers.....	7
4.3. Target training/workshops interventions	7
4.4. Marketing and Promotional Materials.....	8
4.5. Management and Administration.....	8
4.6. Data and Information System.....	8
4.7. Monitoring and Evaluation.....	8
5. PRICING.....	9
6. CONTRACT.....	9
7. OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS.....	9
8. FUNCTIONALITY EVALUATION.....	9
9. SUBMISSION OF TENDERS.....	12
ANNEXURE A CONDITIONS OF SERVICE.....	14
ANNEXURE B COSTING.....	15

1. Introduction and background

The South African National Biodiversity Institute (SANBI) is a public entity established by the National Environmental Management Biodiversity Act (NEMBA), Act No. 10 of 2004. In terms of this Act, SANBI must, amongst other things, monitor and report on the status of South Africa's biodiversity. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.

In order to fulfil its mandate, SANBI requires a healthy and productive workforce. An Employee Wellness Programme plays a vital role in supporting the physical, psychological, and social well-being of employees, thereby assisting employees to perform optimally in line with the strategic objectives of SANBI. SANBI has centres in the following provinces and towns that need to be serviced in terms of an Employee Wellness Programme:

PROVINCE	NAME OF THE CENTRE	ESTIMATED NUMBER OF EMPLOYEES (Permanent, contract, interns and students)
Free State Province	Free State National Botanical Garden, Bloemfontein.	50
Northern Cape Province	Hantam National Botanical Garden, Nieuwoudtville.	10
Western Cape Province	Harold Porter National Botanical Garden, Betty's Bay.	35
	Karoo Desert National Botanical Garden, Worcester	38
	Kirstenbosch National Botanical Garden, Newlands, Cape Town	280
Eastern Cape Province	Kwelera National Botanical Garden, East London.	15
KwaZulu-Natal Province	KwaZulu-Natal Herbarium, Durban.	12
	KwaZulu-Natal National Botanical Garden, Pietermaritzburg.	30
Mpumalanga Province	Lowveld National Botanical Garden, Mbombela.	55
Gauteng Province	Pretoria National Botanical Garden, Pretoria.	195
	Walter Sisulu National Botanical Garden, Roodepoort.	65
	National Zoological Garden, Pretoria.	300
Limpopo Province	Mokopane Biodiversity Conservation Centre, Mokopane.	25
	Thohoyandou Botanical Garden, Thohoyandou.	10

The staff complement of SANBI is approximately 1120 permanent and contract employees, interns and students.

2. Virtual compulsory briefing session

There will be a virtual compulsory briefing session on **14 November 2025** from 10:00 to 12:00 on Microsoft Teams. Two representatives per service provider will be allowed to attend.

The link for the briefing session is as follows:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTEwODhiYWWEtOGJjYy00N2ZiLWE1ODYtYTc1YTc2NDJmYWY0%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%228ccd4848-c735-4c81-8504-1ce450f5c3ae%22%7d

Bidders may direct technical and bidding procedure enquiries to the email addresses below.

- For bidding procedure inquiries: sanbi.tenders@sanbi.org.za
- For technical inquiries: o.ramapuputla@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after **24 November 2025**. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the compulsory briefing session.

Failure to attend the virtual compulsory briefing session will disqualify a potential bidder's proposal.

3. Required documents

3.1. Mandatory documents

Tenders must include the following documentation (**failure to submit this required documentation WILL lead to disqualification**):

- a) A copy of the company Central Suppliers Database (CSD) registration report.
- b) Duly signed and fully completed Standard Bidding Document (SBD) forms.
- c) Valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- d) Proof of membership to the professional body of the Employee Assistance Programme Association and registration of counsellors with professional bodies (e.g., Health Professional Council of South Africa (HPCSA) and the South African Council for Social Service Professions (SACSSP).
- e) Documents indicating details of the Bidder's national footprint and ability to respond to requests across all listed SANBI centres, including a list of affiliates per province. The service provider must provide details of these affiliates, including their registration with professional bodies, as indicated in point (d) above. The successful service provider must have a national footprint with access to counselling services close to the SANBI centres within each province. In the case of crisis intervention and where face-to-face response is needed, the service provider must have counsellors available to respond within 24 to 48 hours. The service provider must provide details of these counsellors, including their registration with professional bodies, as indicated in point (d) above.
- f) Signed compulsory briefing session certificate.

3.2. Other requirements

Service providers interested in this Request for Tender should submit a concise written proposal that addresses the scope of work and the above requirements. **Failure to submit these documents will not result in disqualification**, however, the information contained in them is required for evaluation purposes and **failure to include these documents will be considered non-responsive**. The proposal must include:

- a) A summary of the Bidder's mission and vision statement, values and strategic objectives as well as specific in-house skills, strengths, capabilities, and capacity of the Bidder to provide the required services.
- b) The approach and methodology that the service provider will follow in response to the scope of work and requirements in terms of reference.
- c) A detailed project plan for the employee wellness services to be provided (See point 4: Scope of Work).
- d) A list of five relevant Employee Wellness Programmes rendered in the past five (5) years, providing details on the scope of work, duration, value and number of employees serviced.
- e) Short CVs (each CV not more than three (3) pages in total) for the project management team (Accounts Manager, Business Analyst and training team) who will be involved in this work, detailing their qualifications/training, specialist skills and knowledge, and their relevant experience of similar work related to their role for this Tender.
- f) Three (3) positive reference letters for relevant Employee Wellness Programmes from different clients in the past five (5) years. These must include the company name, contact person, telephone number, services provided, total value of the contract and contract duration with contract.

4. Scope of Work

The service provider must be able to provide services as per the required timelines.

4.1 . Direct services to employees and their immediate family members

A) Professional support services

The service provider must provide life management services to cover at least the following areas:

- Legal services as well as referrals to appropriate legal services and bodies.
- Financial counselling to assist employees and their immediate families who require assistance regarding financial management.
- Substance abuse support and education to employees and their immediate families regarding alcohol and drug problems (this excludes admittance to rehabilitation centres).
- Relationship advice to help employees and their immediate families cope with their relationship issues (e.g., family, work, partners, and friends etc.).
- Stress management to assist employees and their immediate families in dealing with personal and work-related stress.
- Family care services (e.g., domestic violence, parenting, etc.).
- Supply of information resources (e.g., information related to family members, such as childcare resources and specialised services needed).

- Support in other health-related matters to support employees with their health-related matters.

The above services are to be provided through the following mechanisms as required:

- **Professional line support service**

A 24/7/365 call centre which is multilingual (i.e., Afrikaans, English, Xitsonga, IsiXhosa, IsiZulu, Sepedi, Sesotho, Setswana, siSwati, IsiNdebele, and Tshivenda) and has a national coverage. Employees and their immediate families must have access to a toll-free centre or a please-call-me service to get personal support and life management services by qualified and registered professional counsellors.

- **Face-to-face, telephonic or virtual counselling**

Face-to-face, telephonic or virtual counselling services with a maximum of eight personal counselling sessions per condition of an employee or family member per year. A multilingual, multicultural network of registered clinical psychologists and social workers must be available to provide employees and their families/dependents with access to face-to-face or virtual psychological counselling, where appropriate.

B) Online information services

Access to comprehensive online medical and health-related information. The online programme should include an integrated suite of e-mail and web-based health management applications.

C) Critical incident management

The service provider must provide trauma debriefing services to individuals and/or groups in the event of onsite work-related trauma. Onsite trauma debriefing services must be provided within 24 to 48 hours after the critical incident is reported.

D) HIV/AIDS education, counselling and support

To assist employees and their immediate families who are infected or affected by the pandemic.

4.2. Managerial consultation to support managers

The service provider is required to provide managerial consultation and referral services to support managers in their work relationships with employees. This should include development support, assistance with poor staff performance and providing managers with professional help to effectively handle challenging and difficult employees or complex people management issues.

4.3. Targeted training/workshop interventions

The service provider is expected to develop and implement targeted programmes/ interventions aimed at addressing identified challenges in SANBI. These will include, but will not be limited to:

- Managers' workshop: One face-to-face or virtual workshop per year for all SANBI managers
- Employees' workshops: Two information sessions (face-to-face or virtual) per year.

- Wellness Champions support: Ongoing coaching and mentoring, with one face-to-face or virtual training session annually.

The service provider is expected to conduct five (5) additional targeted virtual workshops annually as follows:

- Women's workshop: One workshop per year.
- Men's workshop: One workshop per year.
- Stress/relationship management workshop: One workshop per year.
- Gender-based violence workshop: One workshop per year.
- Management of HIV/AIDS workshop: One workshop per year.

4.4. Marketing and promotional materials

The service provider will be required to:

- Provide ongoing marketing and promotional material highlighting the employee wellness services to both managers and employees. Launching and re-launching of the services should be undertaken at all SANBI centres.
- Provide promotional material (brochures/pamphlets) to employees during the launch and re-launch of the Employee Wellness Programme.
- Deliver posters for all the SANBI centres (in line with the Department of Health's National awareness calendar).
- Participate in all wellness events within the SANBI centres and provide educational sessions and materials.
- Provide a monthly newsletter.

4.5. Management and administration

The service provider must provide:

- A dedicated Account Manager to coordinate the programme and ensure that the Employee Wellness Programme is appropriately implemented, marketed and fully integrated into SANBI's programmes.
- A dedicated Business Analyst to complete a comprehensive case management report monthly, quarterly and annually as part of the quality control process of the contract (see section 4.7 below).

4.6. Data and information system

The service provider must provide:

- A data and information system to provide detailed information about calls received through the dedicated toll-free number (dedicated to SANBI employees and their immediate families) is required.
- The system must be user-friendly and must be able to provide SANBI management with comprehensive reports on usage, the type of issues raised, etc., as and when these services are required.

4.7. Monitoring and evaluation

The service provider will be required to:

- Submit monthly, quarterly and annual detailed reports to SANBI's Human Resources Division including

information on costs and statistics of services, and make presentations on management and governance structures, as and when required.

- Present a comprehensive report on the Employee Wellness Programme to the sub-committee of the Board (Human Resources and Remuneration Committee) twice a year.
- Attend meetings with SANBI's Human Resources Division on a quarterly basis or as and when required.

5. Pricing

The service provider must submit a costing breakdown using the “**fees per utilisation model**” as per the staff complement of SANBI (Annexure B).

6. Contract

A service level agreement contract will be entered into with the service provider and will be reviewed at the end of every twelve (12) months from the date of commencement for a maximum of five (5) years.

7. Occupational health, safety and environmental requirements

All service providers entering a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The service provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the part of the garden they are stationed in and the evacuation procedures.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.

8. Functionality evaluation

In accordance with the National Treasury Instruction Note on the amended Guidelines in respect of Bids that includes functionality as a criterion for evaluation (issued 3 September 2010), the tender will be evaluated in two stage.

Stage 1 will evaluate functionality according to the criteria listed in the table below. **Failure to submit documents containing** information required for evaluation **will** result in the criteria being considered non-responsive.

Criteria	Points
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Past experience:

This refers to the previous experience of the Bidder to undertake the scope of work. The Bidder is required to provide details on at least five (5) similar Employee Wellness Programmes rendered in the past five (5) years, including the scope of work, duration, value and number of employees serviced. (25)

30

Sub-Criteria		Points
Number of relevant projects rendered in the past five (5) years:		10
Sub-Criteria	Points	
No submission	0	
One relevant project	2	
Two relevant projects	4	
Three relevant projects	6	
Four relevant projects	8	
Five or more relevant projects	10	
Average number of staff supported:		10
Sub-Criteria	Points	
No submission	0	
100 - 399	1	
400 - 599	2	
600 - 799	3	
800 - 999	4	
1 000 and above	5	
Types of services provided: (1) Professional line support service, (2) managerial consultation, (3) target training and workshop intervention, (4) marketing and promotional materials, (5) critical incident management.		5
Sub-Criteria	Points	
No service	0	
Only one (1) service rendered	1	
Only two (2) services rendered	2	
Only three (3) services rendered	3	
Only four (4) services rendered	4	
All five (5) services rendered	5	

Reference letters:		5
At least three (3) positive reference letters for relevant Employee Wellness Programmes from different clients in the past five (5) years. These must include the company name, contact person, telephone number, services provided, total value of the contract and contract duration with contract.		
Sub-Criteria	Points	
No submission	0	
One positive reference letter	1	
Two positive reference letters	3	
Three or more positive reference letters	5	

Company and team capabilities:		30
The Bidder should demonstrate the capabilities of the team to carry out the work required in this tender. The team must possess professional qualifications and experience relevant to Employee Wellness (<i>refer to third bullet C in section 3.2 above</i>).		
Accounts Manager:		
Sub criteria	Points	
An Account Manager with less than 5 years' experience	2	
An Account Manager with between 5- and 8-years' experience	6	
An Account Manager with between 8- and 10-years' experience	8	
An Account Manager with more than 10 years' experience	10	
Business Analyst:		
Sub criteria	Points	
A Business Analyst with less than 5 years' experience	2	
A Business Analyst with between 5- and 8-years' experience	6	
A Business Analyst with between 8- and 10-years' experience	8	
A Business Analyst with more than 10 years' experience	10	
Training team:		
Sub criteria	Points	
Training team with less than 5 years' experience	2	
Training team with between 5- and 8-years' experience	6	
Training team with between 8- and 10-years' experience	8	
Training team with more than 10 years' experience	10	

Proposed concept of operation for the Employee Wellness Programme (<i>refer to Scope of Work</i> (section 4). Failure to submit documents containing information required for evaluation will result in the sub-criteria being considered non-responsive.	40
Approach and methodology to the scope of work and requirements in terms of reference (20)	
Detailed project plan for the Employee Wellness services to be provided (15)	
Value added services (5)	
Total	100

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

9. Submission of Tenders

The closing date for submission of tenders: 09 December 2025 @ 11:00.

This is a one-envelope tender process. Service Providers are to submit **one (1) pack of original bid documents**, in a sealed envelope, with both technical and financial proposals included, **and one (1) electronic copy on a USB**, also with both technical and financial proposals included. The envelope must be clearly marked with the Bid Number and the Bidder's Name.

Both technical and financial proposals must be included in the original bid documents and on the USB. NB. Failure to submit:

- one pack of original documents with both technical and financial proposals
- one electronic copy on USB with both technical and financial proposals

in the prescribed manner WILL lead to the bid being disqualified.

Failure to include other documents required for the functionality evaluation (see section xx) will not result in disqualification, however, the information contained in them is required for evaluation purposes and will lead to your proposal being considered non-responsive.

Tenders can be submitted in the tender box located in the reception area of the **Biodiversity Centre Building** at the **Pretoria National Botanical Garden**, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 daily. E-mailed and faxed submissions will not be accepted. **Late submissions will be disqualified.**

SANBI reserves the right, at its sole discretion to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) as per below objective criterion :

- Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous or current contract with SANBI or any other organ of state.
- SANBI reserves the right to obtain and consider additional information regarding a bidder's past performance, even if such information is not included in the bid's returnable documents.

ANNEXURE B: CONDITION OF SERVICE

(Please see the attached annexure B)

ANNEXURE A: COSTING

The service provider will be expected to use the “**fees per utilisation model**” as per the staff complement of SANBI. The annual increase must be included from Year 2 and indicated in the table below. The service provider should be in a position to render costed services as per the scope of work. A detailed breakdown of the costing model should be provided in the table below:

EWP utilisation	Year 1	Year 2 with escalation increase	Year 3 with escalation increase	Year 4 with escalation increase	Year 5 with escalation increase
0-3 %					
3.1- 6%					
6.1-9%					
9.1-12%					
12.1-15%					
15.1%- and above					
Targeted training or workshop intervention (4 workshops p/a)					
Targeted virtual workshop (5 workshops p/a)					
Total per year					
Total cost of contract					