



logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

CPSC/403/1/4/PQ/PC/220/2025R

Telephone: (012) 649-6699
Fax: (012) 649-6672
Enquiries: Ssgt A.C. Netshidzivhani

Department of Defence
(Logistic Support Formation)
Central Procurement Service Centre
Eco-Origin Office Park Block E
349 Witch Hazel Avenue,
Eco Park, Centurion
0157

12 March 2026

Sir/Madam

INVITATION TO QUOTE FOR OUTSOURCING OF SERVICE PROVIDER EMPLOYEEE WELLNESS PROGRAMME FOR THE PERIOD OF THREE (3) YEARS AT MILITARY OMBUD, PRETORIA FILE:CPSC-PQ-PC-220-2025R

1. Kindly submit a price quotation for the supply of the following abovementioned services on or before **11:00am on 19 March 2026**, with a firm price and if possible, firm delivery.
2. The following documents should be included in this fax and they are as follows: This Cover Letter (3 Pages), SBD3 (Pricing Schedule), SBD4, SBD6.1 and Sub-contractor Document.
3. **BIDDERS ARE ENCOURAGED TO NUMBER THE PAGES OF THE QUOTATION (E.G. 1 TO 100) AND TO MAKE COPIES OF THE ENTIRE QUOTATION DOCUMENT**
4. **THE FOLLOWING CONDITIONS MUST BE STRICTLY ADHERED TO; FAILURE TO ADHERE TO ALL THE CONDITIONS LISTED BELOW MAY INVALIDATE YOUR QUOTATION:**
 - a. **Bidders are requested to complete all Standard Bid Documents (SBD's) in full.**
 - b. **Please note that any scratches or using of tipex is not allowed on the pricing schedule or SBD 3.**
 - c. **A Group Questionnaire must be submitted with the bid documents and be fully completed. Failure to fully complete the Group Questionnaire may invalidate the quotation.**
 - d. **Bidders a requested to hand deliver at Central Procurement Service Centre or email response (email address: bidreceiptcpsc@gmail.com)**



INVITATION TO QUOTE FOR OUTSOURCING OF SERVICE PROVIDER FOR EMPLOYEE WELLNESS PROGRAMME FOR THE PERIOD OF THREE (3) YEARS AT MILITARY OMBUD, PRETORIA FILE:CPSC-PQ-PC-220-2025R

5. Please acknowledge that you have received this request by phoning the above-mentioned contact person or return this page stating "unable to quote". In this regard the Department of Defence is updating its database and you are requested to give a short reason in the event of not being able to quote.

Reason:

6. Service required by **Military Ombud**

7. Validity required: **120 days.**

8. All prices quoted must include delivery costs (delivered into store).

9. The following persons can be contacted regarding the following aspects of the price quotation only during office hours.

a. Completion of Document: Staff Sargent A.C. Netshidzivhani (012) 649-6699.

b. Technical Information: Mr R. Mokgethi (012) 676-3844

10. Confirm that in the event of a contract being concluded, it will be in terms of General Bid Conditions (GBCs) and General Conditions of Contract (GCC), (obtainable from **Logistical Support Formation, Central Procurement Service Centre, Eco-Origin Office Park, Block E, 349 Witch Hazel Avenue, Eco Park, Centurion**, the contents of which you are fully acquainted with.

11. Further to the above your company is requested to number each page that is emailed back in response to this request.

INVITATION TO QUOTE FOR OUTSOURCING OF SERVICE PROVIDER FOR EMPLOYEE WELLNESS PROGRAMME FOR THE PERIOD OF THREE (3) YEARS AT MILITARY OMBUD, PRETORIA FILE:CPSC-PQ-PC-220-2025R

12. Kindly authenticate this document.

COMPANY
NAME:

TEL NO:

PHYSICAL
ADDRESS:

EMAIL
ADDRESS:

AFTER HOURS
CONTACT NO :

CAPACITY OF
THE
AUTHORITY
UNDER WHICH
THIS
QUOTATION IS
SIGNED:

POSTAL
ADDRESS

NAME (PRINT):

SIGNATURE:

DATE:

13 Your reply per email or hand delivery will be appreciated.

(CAPTAIN M.G. MMEKWA)

OFFICER COMMANDING CENTRAL PROCUREMENT SERVICE CENTRE: COLONEL



**OUTSOURCING OF A SERVICE PROVIDER FOR EMPLOYEE
WELLNESS PROGRAMME FOR A PERIOD OF THIRTY SIX (36)
MONTHS REQUIRED AT MILITARY OMBUDSMAN**

CPSC/PQ/PC/220/2025R

VALIDITY: 120 Days

CLOSING DATE AND TIME: 19-03-2026 at 11H00

INDEX

Section A: Bid General Information

Contact Information
Bid Submissions
Standard Bid Documents

Section B: Bid Adjudication Information

Central Supplier Database (CSD) Full Report
Evaluation Criteria
Registration Authority Compliance

Section C: Requirement and Contract Information

General Bid Conditions (GBC): Department of Defence
General Conditions of Contract (GCC): National Treasury
Special Conditions of Contract (SCC): Generic
Special Conditions of Contract (SCC): Pertaining to the requirement
(If Applicable)
Specification/Scope of Work: End User

Prepared by: TSS Approved by: CCPSC	AMENDMENT : 000 Original	DATE : 14/10/2025	Page 2 of 54
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SECTION A:

BID GENERAL INFORMATION

Contact Information

Bid Submissions

Standard Bid Documents

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CONTACT INFORMATION

1. Information regarding the Technical Specification / Scope of Work:

Mr R. Mokgethi

Office Tel No: (012) 676 3871

2. Information regarding the Bid Document or Bidding Process:

Major D.M. Moroka

Office Tel No: (012) 649 6610

Fax No: (012) 649 6645

Contract Management: (After awarding of contract)

Major M.E. Mukhanu

Office Tel No: (012) 649 6726

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BID SUBMISSIONS

3. Closing period of bid : 5 to 6 weeks
4. Closing date and time : 2025 at 11h00
5. Validity of bid : 120 days
6. Address for **depositing of completed bid documents:**

Street: Central Procurement Service Centre
Eco-Origin Office Park
Block E
349 Witch Hazel Park Eco-park
Centurion
0157

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STANDARD BID DOCUMENTS (SBD)

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Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ-PC-220-2025R-02	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
PQ-PC-220-2025R-03	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
PQ-PC-220-2025R-04	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
PQ-PC-220-2025R-05	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
PQ-PC-220-2025R-06	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	PQ-PC-220-2025R-12	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON-SITE GROUP TRAUMA AND CRISIS INTERVENTIONS - LIMITED TO 2X ON-SITE TRAUMA INTERVENTIONS PER YEAR ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-13	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON-SITE GROUP TRAUMA AND CRISIS INTERVENTIONS - ADDITIONAL INTERVENTIONS ON FREE PER SERVICE PRICING MODEL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-14	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGEMENT CONSULTANCY AND REFERRAL SERVICE - COMPREHENSIVE BRIEFING AND TRAINING FOR MANAGERS/SUPERVISORS/TEAM ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-15	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE - MANAGERIAL REFERRAL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-16	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE - CUSTODIAN REFERRAL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-17	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MARKETING AND COMMUNICATION - INFORMATION DROPS ON MILITARY OMBUD BRANDING INFORMATION SESSIONS WEBINARS AND IN-HOUSE WEEKLY FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-18	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MARKETING AND COMMUNICATION - FIRST INDUCTION SESSION IN-HOUSE ONCE-OFF FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-19	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ONLINE HEALTH AND WELLNESS PROGRAMME, WEEKLY RELEVANT HEALTH INFORMATION VIRTUAL, AVAILABILITY OF A WELLNESS PORTAL ACCESSIBLE TO EMPLOYEES, ON VARIOUS TOPIC, THE PORTAL MUST INCLUDE VARIOUS, INTERACTIVE CAPACITY BETWEEN EMPLOYEES AND CONSULTANTS ON HEALTH TOPICS - WEEKLY - 24/7 FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-20	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR REPORTING - 24/7 ACCESS TO ONLINE REPORTING DASHBOARD FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-21	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR PROGRAMME MANAGEMENT - CLIENT SUPPORT SERVICE TEAMS, ON-GOING AWARENESS SESSIONS, VIRTUAL HEALTH TOPIC TALKS (PHYSICAL, MENTAL AND FINANCIAL HEALTH), MONTHLY DIGITAL DROPS (PHYSICAL, MENTAL AND FINANCIAL) - DIGITAL DROPS (NO LESS THAN 4X MONTHS), WEBINARS (NO LESS THAN 4X MONTHS) FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-22	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 1X ANNUAL WELLNESS DAY - COMBINED HEALTH SCREENING, HEIGHT AND WEIGHT, BLOOD PRESSURE, GLUCOSE LEVELS, BLOOD CHOLESTROL, BODY COMPOSITION, BODY MASS INDEX, WAIST AND HIP AND CIRCUMFERENCES AND RATION FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-23	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WELLNESS DAY ACTIVITIES - ANNUALLY - COORDINATION AND FACILITATION, MEDICAL SCREENING, BIOMECHANIC SERVICE (PHYSICAL ACTIVITIES), DIETITIAN SERVICE, ZUMBA, NUTRITION STAND, NECK AND SHOULDER MASSAGE AND KEYNOTE PRESENTATION (BY SUBJECT EXPERT) FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-24	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING - 10X COACHING SESSIONS FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER, COACHING TO ADDRESS CONFLICT AND COACHING FOR TEAM COHESION FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Item Description	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PQ-PC-220-2025R-25 TOTAL COST FOR ON PER QUARTER AND ON REQUEST TRAINING - WELLNESS TOPIC OF CHOICE - FINANCIAL MANAGEMENT, MENTAL HEALTH AND MUSCULOSKELETAL FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Item Description	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PQ-PC-220-2025R-26 TOTAL COST FOR UNLIMITED 24/7 CLINICAL ADVICE FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Item Description	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PQ-PC-220-2025R-27 TOTAL COST FOR 24/7 UNLIMITED TELEPHONIC COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Item Description	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PQ-PC-220-2025R-28 TOTAL COST FOR UNLIMITED 24/7 FACE TO FACE COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Item Description	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PQ-PC-220-2025R-29 TOTAL COST FOR UNLIMITED 24/7 VIRTUAL COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-30	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR LIFE MANAGEMENT SERVICES - 24/7 FINANCIAL ADVICE, LEGAL ADVICE AND FAMILY CARE SUPPORT FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-31	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES - HEALTH COACHING AND HEALTH RISK MANAGEMENT;HIV/AIDS COUNSELLING AND SUPPORT AND REFERRAL TO EXISTING COMPANY SERVICE FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-32	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING - SHORT-TERM PROBLEM FOCUSED AND SOLUTION ORIENTATED COUNSELLING. SERVICE AVAILABLE IN ALL 11 SA OFFICIAL LANGUAGES FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 33	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 UNLIMITED VIRTUAL COUNSELLING FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 34	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR LIFE MANAGEMENT SERVICE , 24/7 FINACIAL ADVICE FOR 63 EMPLOYEES FOR YEAR TWO (2)AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 35	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR LIFE MANAGEMENT SERVICE, 24/7 LEGAL ADVICE FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 36	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR LIFE MANAGEMENT SERVICES, 24/7 FAMILY CARE SUPPORT FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 37	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES, HEALTH COACHING AND HEALTH RISK MANAGEMENT FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 38	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 HIV/AIDS COUNSELING AND SUPPORT FOR 63 X EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 39	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 REFERRAL TO EXISTING COMPANY SERVICE FOR 63 X EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ/PC/220/2025R 55	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
TOTAL FOR ALL ANNUALLY WELLNESS DAY ACTIVITIES COORDINATION AND FACILITATION BIKINETIC SERVICE (PHYSICAL ACTIVITIES) FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ/PC/220/2025R 56	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES COORDINATION AND FACILITATION DIETITION SERVICE FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ/PC/220/2025R 57	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES COORDINATION AND FACILITATION ZUMBA FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ/PC/220/2025	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES COORDINATION AND FACILITATION NUTRITION STAND FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
PQ/PC/220/2025R 59	Military Ombud	1	Total for All		
Item Description	Lead Time	Delivery Point	Quantity Available	Date Required	
TOTAL COST FOR WELLNES DAY ACTIVITIES COORDINATION AND FACILITATION NECK AND SHOULDER MASSAGE FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION Line Comment					

Item Code	PO/PC/220/2025R 60	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ANNUALLY WELLNES DAY COORDINATION AND FACILITATION KAUNOTE PRESENTATION (BY SUBJECT EXPERT) FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 61	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING 10 COACHING SESSION FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER, COACHING TO ADDRESS CONFLICT FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 62	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING COACHING FOR TEAM COHESION FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 63	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ONE PER QUATER AND ON REQUEST TRAINING WELLNESS TOPIC OF CHOICE E.G FINACIAL, MANAGEMENT, MENTAL HEALTH, TOPICS AND MUSCULOSKELETAL FOR 63 EMPLOYEES FOR YEAR TWO(2) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 64	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 CLINICAL UNLIMITED CLINICAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	PQ/PC/220/2025R 66				
Item Description	TOTAL COST FOR 24/7 PROFESSIONAL SERVICES UNLIMITED TO FACE COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	PQ/PC/220/2025R 67				
Item Description	TOTAL COST FOR 24/7 PROFESSIONAL SERVICES UNLIMITED VIRTUAL COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	PQ/PC/220/2025R 68				
Item Description	TOTAL COST FOR 24/7 LIFE MANAGEMENT SERVICES FINANCIAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Code	PQ/PC/220/2025 R 69				
Item Description	TOTAL COST FOR 24/7 LIFE MANAGEMENT SERVICES LEGAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	PQ/PC/220/2025R 75	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING , SERVICE AVAILABLE IN ALL 11 SA OFFICIAL LANGUAGES FORB 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 76	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST ON-SITE GROUP TRAUMA AND INVENTIONS LIMITED TO 2 ON-SITE TRAUMA IN INTERVENTION PER YEAR FOR 63 EMPLOYEES FOR YEAR THREE(3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 77	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST ON-SITE GROUP TRAUMA AND CRISIS INVENTIONS , ADDITIONAL INTERVENTION ON FREE PER SERVICE PRICING MODEL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 78	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , COMPREHENSIVE BRIEFING AND TRAINING FOR MANAGERS/SUPERVISORS/TEAM FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 79	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , MANAGERIAL REFERRAL FOR 63 EMPLOYEES FOR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 80	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , CUSTODIAN REFERRAL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 81	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WEEKLY MARKETING AND COMMUNICATION INFORMATION DROPS ON MILITARY OMBUD BRANDING INFORMATION SESSIONS WEBINARS AND IN HOUSE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 82	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ONCE-OFF MARKETING AND COMMUNICATION FIRST INDUCTION SESSION IN HOUSE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	CPSC/PQ/PC/220/2025R 83	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WEEKLY 24/7 / FOR THE INFORMATION PORTAL ONLINE HEALTH AND WELLNESS PROGRAMME , WEEKLY RELEVANT HEALTH INFORMATION VIRTUAL AVAILABILITY OF A WELLNESS PORTAL ACCESSIBILITY TO EMPLOYEES, ON VARIOUS TOPIC, THE PORTAL MUST INCLUDE VARIOUS, INTERACTIVE CAPACITY BETWEEN EMPLOYEES AND CONSULTANTS ON HEALTH TOPICS FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	CPSC/PQ/PC/220/2025R 84	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 REPORTING ACCESS TO AN ONLINE REPORTING DASHBOARD FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION BIOMECHANIC SERVICE (PHYSICAL ACTIVITIES) FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION				

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION DIETITIAN SERVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION				

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION ZUMBA FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION				

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION NUTRITION STAND FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION				

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	Military Ombud	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION NECK AND SHOULDER MASSAGE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION				

Item Code	PO/PC/220/2025R 94	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES - COORDINATION AND FACILITATION KEYNOTE PRESENTATION (BY SUBJECT EXPECT) FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 95	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING / BUILDING 10 COACHING SESSION FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER AND COACHING TO ADDRESS CONFLICT FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 96	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING / BUILDING COACHING FOR TEAM COHESION FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 97	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ONE PER QUATER AND ON REQUEST TRAINING WELLNESS TOPIC CHOICE E.G FINANCIALMANAGEMENT, MENTAL HEALTH TOPICS AND MUSCULOSKETAL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	Military Ombud	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	CPSC/PC/220/2025R 84	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 REPORTING ACCESS TO AN ONLINE REPORTING DASHBOARD FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	CPSC/PQ/PC/220/2025R 63	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WEEKLY 24/7 / FOR THE INFORMATION PORTAL ONLINE HEALTH AND WELLNESS PROGRAMME . WEEKLY RELEVANT HEALTH INFORMATION VIRTUAL AVAILABILITY OF A WELLNESS PORTAL ACCESSIBILITY TO EMPLOYEES ON VARIOUS TOPIC .THE PORTAL MUST INCLUDE VARIOUS INTERACTIVE CAPACITY BETWEEN EMPLOYEES AND CONSULTANTS ON HEALTH TOPICS FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES COORDINATION AND FACILITATION NUTRITION STAND FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025 60	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 REPORTING ACCESS TO ONLINE REPORTING DASHBOARD FOR 63 X EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025 R 69	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 LIFE MANAGEMENT SERVICES LEGAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 33	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 UNLIMITED VIRTUAL COUNSELING FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 49	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WEEKLY 24/7 FOR THE INFORMATION PORTAL ONLINE HEALTH AND WELLNESS PROGRAMME . WEEKLY RELEVANT HEALTH INFORMATION VIRTUAL AVAILABILITY OF A WELLNESS PORTAL ACCESSIBLE TO EMPLOYEES .ON VARIOUS TOPIC.THE PORTAL MUST INCLUDE VARIOUS INTERACTIVE CAPACITY BETWEEN AND CONSULTANTS ON HEALTH TOPICS FOR 63 X EMPLOYEES FOR YEAR TWO (2) AS PER SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 51	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR PROGRAMME MANAGEMENT .DIGITAL DROPS: NO LESS THAN 4 A MONTH AND WEBINARS: NO LESS THAN 4 A MONTH.CLIENT SUPPORT SERVICE TEAMS.ON-GOING AWARENESS SESSIONS. VIRTUAL HEALTH TOPIC TALKS (PHYSICAL,MENTAL AND FINANCIAL HEALTH) FOR 63 X EMPLOYEES FOR YEAR TWO (2)AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 52	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR PROGRAMME MANAGEMENT MONTHLY DIGITAL DROPS. (PHYSICAL,MENTAL AND FINANCIAL HEALTH),DIGITAL DROPS : NO LESS THAN 4 A MONTH. WEBINARS: NO LESS THAN 4 A MONTH FOR 63 X EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 53	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY , COMBINED HEALTH SCREENING HEIGHT AND WEIGHT BLOOD PRESURE GLUCOSE LEVELS BLOOD CHOLESTEROL BODY COMPOSITION BODY MASS INDEX WAIST AND HIP CIRCUMFERENCES AND RATION FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 60	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ANNUALLY WELLNES DAY COORDINATION AND FACILITATION (KUNOTE PRESENTATION (BY SUBJECT EXPERT) FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 61	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING 10 COACHING SESSION FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER, COACHING TO ADDRESS CONFLICT FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 62	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING COACHING FOR TEAM COHESION FOR 63 EMPLOYEES FOR YEAR TWO (2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 63	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ONE PER QUATER AND ON REQUEST TRAINING WELLNESS TOPIC OF CHOICE E.G FINANCIAL-MANAGEMENT, MENTAL HEALTH, TOPICS AND MUSCULOSKELETAL FOR 63 EMPLOYEES FOR YEAR TWO(2) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 64	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 CLINICAL UNLIMITED CLINICAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 65	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 247 PROFESSIONAL SERVICES UNLIMITED TELEPHONIC COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION Line Comment	1 Military Hospital Lead Time	1 Delivery Point	Total for All Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 66	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 247 PROFESSIONAL SERVICES UNLIMITED FACE TO FACE COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION Line Comment	1 Military Hospital Lead Time	1 Delivery Point	Total for All Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 67	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 247 PROFESSIONAL SERVICES UNLIMITED VIRTUAL COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION Line Comment	1 Military Hospital Lead Time	1 Delivery Point	Total for All Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 68	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 247 LIFE MANAGEMENT SERVICES FINACIAL ADVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION Line Comment	1 Military Hospital Lead Time	1 Delivery Point	Total for All Quantity Available	Date Required	
Item Code	PQ/PC/220/2025R 70	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 247 LIFE MANAGEMENT SERVICES FAMILY CARE SUPPORT FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION Line Comment	1 Military Hospital Lead Time	1 Delivery Point	Total for All Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 71	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES, HEALTH COACHING AND HEALTH RISK MANAGEMENT FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1			
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 72	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR T24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES, HIV/AIDS COUNSELLING AND SUPPORT FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 73	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES, REFERRAL TO EXISTING COMPANY SERVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 74	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING, SHORT-TERM, PROBLEM FOCUSED AND SOLUTION ORIENTATED COUNSELLING FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PO/PC/220/2025R 75	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING, SERVICE AVAILABLE IN ALL 11 SA OFFICIAL LANGUAGES FORB 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 76	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST ON-SITE GROUP TRAUMA AND INVENTIONS LIMITED TO 2 ON-SITE TRAUMA IN INTERVENTION PER YEAR FOR 63 EMPLOYEES FOR YEAR THREE(3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 77	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST ON-SITE GROUP TRAUMA AND CRISIS INVENTIONS , ADDITIONAL INTERVENTION ON FREE PER SERVICE PRICING MODEL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 78	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , COMPREHENSIVE BRIEFING AND TRAINING FOR MANAGERS/SUPERVISORS/TEAM FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 79	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , MANAGERIAL REFERRAL FOR 63 EMPLOYEES FOR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ/PC/220/2025R 80	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE , CUSTODIAN REFERRAL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	PO/PC/220/2025R 89				
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION BIOMECHANIC SERVICE (PHYSICAL ACTIVITIES) FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Line Comment	Delivery Point	Quantity Available	Date Required	
	1 Military Hospital				
	Lead Time				
Item Code	PO/PC/220/2025R 90				
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION DIETITIAN SERVICE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Line Comment	Delivery Point	Quantity Available	Date Required	
	1 Military Hospital				
	Lead Time				
Item Code	PO/PC/220/2025R 91				
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION ZUMBA FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Line Comment	Delivery Point	Quantity Available	Date Required	
	1 Military Hospital				
	Lead Time				
Item Code	PO/PC/220/2025R 92				
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES- COORDINATION AND FACILITATION NUTRITION STAND FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Line Comment	Delivery Point	Quantity Available	Date Required	
	1 Military Hospital				
	Lead Time				
Item Code	PO/PC/220/2025R 93				
Item Description	TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES - COORDINATION AND FACILITATION NECK AND SHOULDER MASSAGE FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1	Total for All		
	Line Comment	Delivery Point	Quantity Available	Date Required	
	1 Military Hospital				
	Lead Time				

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
TOTAL COST FOR ANNUALLY WELLNESS DAY ACTIVITIES - COORDINATION AND FACILITATION KEYNOTE PRESENTATION (BY SUBJECT EXPECT) FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
TOTAL COST FOR ON REQUEST TEAM COACHING / BUILDING 10 COACHING SESSION FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER AND COACHING TO ADDRESS CONFLICT FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
TOTAL COST FOR ON REQUEST TEAM COACHING / BUILDING COACHING FOR TEAM COHESION FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
TOTAL COST FOR ONE PER QUATER AND ON REQUEST TRAINING WELLNESS TOPIC CHOICE E.G FINANCIALMANAGEMENT, MENTAL HEALTH TOPICS AND MUSCULOSKETAL FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					
TOTAL COST FOR UNLIMITED 24/7 TELEPHONIC COUNSELING FOR 63X EMPLOYEES YEAR ONE (01) AS PER ATTACHED SPECIFICATION					

Item Code	PQ-PC-220-2025R-01	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 CLINICAL ADVICE FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-03	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 FACE TO FACE COUNSELLING FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-04	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 VIRTUAL COUNSELLING FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-05	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 LIFE MANAGEMENT SERVICE - FINANCIAL ADVICE FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-06	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 LIFE MANAGEMENT SERVICE - LEGAL ADVICE FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-07	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES - HEALTH COACHING AND HEALTH RISK MANAGEMENT FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ-PC-220-2025R-08	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES - HIV/AIDS COUNSELLING AND SUPPORT FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ-PC-220-2025R-09	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES - REFERRAL TO EXISTING COMPANY SERVICE FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ-PC-220-2025R-10	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7FACE TO FACE OR VIRTUAL COUNSELLING - SHORT-TERM, PROBLEM FOCUSED AND SOLUTION ORIENTED COUNSELLING FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	
Item Code	PQ-PC-220-2025R-11	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING - SERVICE AVAILABLE IN ALL 11 SA OFFICIAL LANGUAGES FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-12	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON-SITE GROUP TRAUMA AND CRISIS INTERVENTIONS - LIMITED TO 2X ON-SITE TRAUMA INTERVENTIONS PER YEAR ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-13	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON-SITE GROUP TRAUMA AND CRISIS INTERVENTIONS - ADDITIONAL INTERVENTIONS ON FREE PER SERVICE PRICING MODEL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-14	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGEMENT CONSULTANCY AND REFERRAL SERVICE - COMPREHENSIVE BRIEFING AND TRAINING FOR MANAGERS/SUPERVISORS/TEAM ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-15	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE - MANAGERIAL REFERRAL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-16	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR MANAGERIAL CONSULTANCY AND REFERRAL SERVICE - CUSTODIAN REFERRAL ON REQUEST FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
	1 Military Hospital	1	Total for All		
	Lead Time	Delivery Point	Quantity Available	Date Required	
Line Comment					

Item Code	PQ-PC-220-2025R-21	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR PROGRAMME MANAGEMENT - CLIENT SUPPORT SERVICE TEAMS, ON-GOING AWARENESS SESSIONS, VIRTUAL HEALTH TOPIC TALKS (PHYSICAL, MENTAL AND FINANCIAL HEALTH), MONTHLY DIGITAL DROPS (PHYSICAL, MENTAL AND FINANCIAL) - DIGITAL DROPS (NO LESS THAN 4X MONTHS), WEBINARS (NO LESS THAN 4X MONTHS) FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-22	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 1X ANNUAL WELLNESS DAY - COMBINED HEALTH SCREENING, HEIGHT AND WEIGHT, BLOOD PRESSURE, GLUCOSE LEVELS, BLOOD CHOLESTROL, BODY COMPOSITION, BODY MASS INDEX, WAIST AND HIP AND CIRCUMFERENCES AND RATION FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-23	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR WELLNESS DAY ACTIVITIES - ANNUALLY - COORDINATION AND FACILITATION, MEDICAL SCREENING, BIOKINETIC SERVICE (PHYSICAL ACTIVITIES), DIETITIAN SERVICE, ZUMBA, NUTRITION STAND, NECK AND SHOULDER MASSAGE AND KEYNOTE PRESENTATION (BY SUBJECT EXPERT) FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-24	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON REQUEST TEAM COACHING/BUILDING - 10X COACHING SESSIONS FOR VARIOUS ENVIRONMENT INCLUDING: INDIVIDUAL COACHING ON REFERRAL BY MANAGER, COACHING TO ADDRESS CONFLICT AND COACHING FOR TEAM COHESION FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-25	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR ON PER QUARTER AND ON REQUEST TRAINING - WELLNESS TOPIC OF CHOICE - FINANCIAL MANAGEMENT, MENTAL HEALTH AND MUSCULOSKELETAL FOR 63X EMPLOYEES FOR YEAR ONE (01) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-26	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 CLINICAL ADVICE FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-27	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 UNLIMITED TELEPHONIC COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-28	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 FACE TO FACE COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-29	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR UNLIMITED 24/7 VIRTUAL COUNSELLING FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-30	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR LIFE MANAGEMENT SERVICES - 24/7 FINANCIAL ADVICE, LEGAL ADVICE AND FAMILY CARE SUPPORT FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-31	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 TELEPHONIC HEALTH 7 MEDICAL SUPPORT SERVICES - HEALTH COACHING AND HEALTH RISK MANAGEMENT, HIV/AIDS COUNSELLING AND SUPPORT AND REFERRAL TO EXISTING COMPANY SERVICE FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	PQ-PC-220-2025R-32	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 FACE TO FACE OR VIRTUAL COUNSELLING - SHORT-TERM PROBLEM FOCUSED AND SOLUTION ORIENTATED COUNSELLING. SERVICE AVAILABLE IN ALL 11 SA OFFICIAL LANGUAGES FOR 63X EMPLOYEES FOR YEAR TWO (02) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1	Total for All		
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Item Code	Q/PC/220/2025R 85	Consumer	Quantity Required	Purchase Unit of Measure	Unit Cost (Incl VAT)	Total Price Including Vat
Item Description	TOTAL COST FOR 24/7 DIGITAL DROPS: NO LESS THAN 4 A MONTH, WEBINARS: NO LESS THAN 4 A MONTH PROGRAMME MANAGEMENT CLIENT SUPPORT SERVICE TEAMS, ON-GOING AWARENESS SESSIONS, VIRTUAL HEALTH TOPIC TALKS (PHYSICAL, MENTAL AND FINANCIAL HEALTH) FOR 63 EMPLOYEES FOR YEAR THREE (3) AS PER ATTACHED SPECIFICATION	1 Military Hospital	1			
	Line Comment	Lead Time	Delivery Point	Quantity Available	Date Required	

Lead Time for all Items (Days)

The following conditions are hereby accepted:
 "Standard Terms and Conditions" or "General Conditions of Contract" Available on Websites () or attached.
 The awarding of the price quotation as determined by (Department of Defence).

The following is hereby certified:

This offer is correct and any mistakes will be at my risk.
 I accept responsibility for the execution of all obligations entrusted upon me.
 I did not participate in any collusive practices with any other supplier or any other person regarding
 this price quotation or any other price quotation.
 I am duly authorized to sign the price quotation.
 The offer is inclusive of Value Added Tax

..... Capacity:
 Date:

IES: M.G Mmekwa
 IONE NO: 0126496642

		Grand Total Including Vat:
Y/N	Brand & Model	
Y/N	Accept Government Orders Y/N	
Y/N	Delivery Period Firm Y/N	
Y/N	if Not, Deviations	

Annexes

Annexes / Evaluation Criteria

QUESTIONNAIRE EVALUATION TEMPLATE V2

Questions		Options
rel 1: 51% owned by Black Women Military veterans / 51% owned by Black youth / 51% owned by Black people with disability		LEVEL1
rel 2: 51% owned by Black Male Military veterans / 51% owned by Black people with disability / 51% owned by Black Women EMEs		LEVEL2
rel 3: 51% owned by Women Military veterans / 51% owned by Black EMEs / 51% owned by Black Women QSEs/51% owned by Women EMEs		LEVEL3
		LEVEL4
		LEVEL5

rel 4: 51% owned by Male Military veterans / 51% owned by youth /
% owned by any other EMEs/ 51% owned by Black Male QSEs / 51%
owned by Women QSEs

rel 5: 51% owned by any other QSEs

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LEVEL6

LEVEL7

LEVEL8

NON-COMPLIANT

Attachment Description

Attachment File Name



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CENTRAL PROCUREMENT SERVICE CENTRE

CLOSING DATE OF BID: **19-MARCH-2026**

BID NUMBER: **CPSC/PQ/PC/220/2025R**

CLOSING TIME OF BID: **11:00AM**

NAME OF BIDDER: _____

VALIDITY: **120 DAYS**

GROUP QUESTIONNAIRE

Tick the applicable box

Period (in days) required to complete Delivery?

.....
.....
.....

Please state percentage profit before tax?

.....

The Department of Defence Prefers Firm Prices.
Price Firm.

YES NO

Delivery Period Firm.

YES NO

Comply to description as requested?

YES NO

If not, state deviations.

.....
.....
.....
.....

Will a Government Order be accepted?

YES NO

Are you registered in terms of Section 23 (1) or 23 (3) of the Value Added Tax (Act no.89 of 1999)?

YES NO

Vat Registration Number:

Company Registration number:

Confirm that in the event of a contract be concluded, it will be in terms of General Bid Conditions and General Conditions of contract (attached), the contents of which you are fully acquainted with.

YES NO

If a trade discount is offered, is it included in the price?

YES NO

IMPORTANT! Prices not reflected on the official documentation provided as part of this Bid will not be taken into consideration.

PLEASE NOTE THAT PRICES INDICATED IN THIS DOCUMENT WILL BE TAKEN AS ABEING VAT INCLUSIVE.

This requirement may be awarded in total to one supplier or per individual item.

The obligation to pay sub-contractors is my responsibility.

YES NO

It is your responsibility to make a copy of your completed Bid document. The Department of Defence will not make copies of Bid Documents after the closing date and time. Is this noted?

YES NO

Your company must include a copy of your CIPRO registration either CM2 or CK1 in your Bid document. Is this noted?

YES NO

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

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.

SBD4

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

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.
- 3.5 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

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.

of the official bid opening or of the awarding of the contract.

3.6 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.

~~3.7 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 state55:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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. (Bidders to tick only one relevant column)

(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.)

Status Level	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)
Level 1	51% owned by Black Women Military Veterans or 51% owned by Black Youth or 51% owned by Black People with Disability	10	20		
Level 2	51% owned by Black Male Military Veterans or 51% owned by People with Disability or 51% owned by Black Women EME's	08	18		

Level 3	51% owned by Women Military Veterans or 51% owned by Black Male EME's or 51% owned by Women EME's 51% owned by Black Women QSEs	06	16		
Level 4	51% owned by Male Military Veterans or 51% owned by Youth or 51% owned by any other EMEs or 51% owned by Black Male QSEs or 51% owned by Women QSEs	04	14		
Level 5	51% owned by any other QSEs	02	12		
Level 6	Not Applicable				
Level 7	Not Applicable				
Level 8	Non-compliant contributor	0	0		

NOTE: Bidders are to submit Sworn Affidavit to substantiate the preference points claimed. Sworn Affidavit must be signed by legally recognized Commissioner of Oath.

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.

NOTE: The Department of Defence reserves the right to verify the truthfulness of the claims (par 4.6 iii)

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

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENTS

CONTRACTOR'S NAME: _____

SUB-CONTRACTOR'S NAME: _____

Delete whichever is not applicable.

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that

_____ obtained a quotation from me/us to supply the item(s)/service(s) listed in Bid no _____ Section/s _____

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid.

I/we, the Sub-Contractor/s am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes if required to do so.

Sub-Contractor's Contact Person: _____

Address of Sub-Contractor: _____

Tel No: _____

Fax No: _____

SIGNATURE OF SUB-CONTRACTOR

WITNESSES:

1. _____

Date: _____

2. _____

Date: _____

SECTION B:

BID ADJUDICATION INFORMATION

Central Supplier Database (CSD) Full Report

Evaluation Criteria

Registration Authority Compliance

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CSD FULL REPORT

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EVALUATION CRITERIA

MANDATORY CRITERIA

Omitted information. The Department of Defence (DOD) reserves the right to call the supplier to complete omitted information or to clarify any matters relating to the bid. In instances where the omitted information does not affect competitiveness, the bidder shall be formally invited to furnish such information. **(Refer to General Bid Condition par 36)**

ADMINISTRATIVE AND MANDATORY CRITERIA

1. **Phase 1:** Compliance to the mandatory requirements will be done by CPSC Bid evaluation committee members. Bidders that do not fully comply with the criteria may be eliminated / excluded and may not go to the next phase.

Ser No	Criteria	Yes	No
	A	b	c
1	Standard Bid Documents (SBDs) 1, 3, 4 and 6.1. Bidders are required to complete and sign any of the SBD documents attached and submit them in their originality by the closing date and time.		
2	Central Suppliers Database: Bidder/s must submit a valid full or summary CSD report and it must reflect the following details of the directors, tax status and banking details..		
3	Briefing Session Certificate. Failure to attend the briefing session meeting and submit the fully completed signed original site meeting certificate by the closing date and time will invalidate the bid.		
4.	two envelope Submission of Two envelope system: Bidder are required to submit STRICTLY Two (2) separate properly sealed envelopes, clearly marked, Company stamp, Company name, Bid number and closing date. THESE ENVELOPES MUST BE SUBMITTED TO BID RECEIPT OFFICE AT CENTRAL PROCUREMENT SERVICE CENTRE. ENVELOPE 1: PRICE PROPOSAL It must contain SBD3 (Price Schedule). Price Breakdown must also be included. ENVELOPE 2: TECHNICAL PROPOSAL It must contain all documents.		

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S No	Criteria	Yes	No
	A	b	c
5.	<p><u>Pamphlet/Brochure/Leaflet/Booklet:</u> Bidders are required to submit their Pamphlet/Brochure/Leaflet/Booklet which clearly outlines the services offered by the Bidding Company pertaining to Employee wellness programmes. This requirement is to be in the Bidding Company's Name and Logo.</p> <p>Failure to submit will invalidate the bid.</p>		

2. **Phase 1- Step 2:** Compliance to the mandatory requirements will be done by CPSC Bid evaluation committee. Bidders that do not fully comply with the criteria may be eliminated / excluded and may not go to the next phase.

Ser No	Criteria	Yes	No
	a	b	c
1	<p><u>Professional Registration.</u> Must be a member of Employee Assistance Programme Association.</p> <p>Failure to attach proof of the registration will invalidate the bid.</p>		
2	<p><u>Clinical and professional for members 24/7.</u> Does the Bidder offer this service?</p>		
3	<p><u>Life Management Service for members.</u> Does the Bidder offer this service?</p>		
4	<p><u>Telephonic Health 7 Medical Support services for members 24/7.</u> Does the Bidder offer this service</p>		
5	<p><u>Face to Face or Virtual Counselling for members 24/7.</u> Does the Bidder offer this service?</p>		
6	<p><u>On-site Group Trauma and Crisis Interventions for members on request.</u> Does the Bidder offer this service?</p>		
7	<p><u>Managerial Consultancy and Referral Service for members on request.</u> Does the Bidder offer this service?</p>		

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ξ No	Criteria	Yes	No
	a	b	c
8	<u>Marketing and Communication for members.</u> Does the Bidder offer this service?		
9	<u>Online Health and Wellness Programme for members.</u> Does the Bidder offer this service?		
10	<u>Reporting. Access to an online reporting dashboard for 63 members, 24/7.</u> Does the Bidder offer this service?		
11	<u>Programme Management for members, Digital Drops: No less than 4 a month and webinars: No less than 4 a month.</u> Does the Bidder offer this service?		
12	<u>Annual Wellness Day. Combined Health Screening, height and weight, blood pressure, glucose levels, blood cholesterol, body composition, body mass index, waist and hip circumferences and ration.</u> Does the Bidder offer this service?		
13	<u>Wellness Day Activities-coordination and facilitation</u> Does the Bidder offer this service?		
14	<u>Team Coaching/Building Coaching sessions for various environment.</u> Does the Bidder offer this service?		

3. **Phase 2: Compliance to functionality.** This phase will be evaluated by means of experience. Bidders are required to show that they have experience in providing services of Employee assistance programme. Bidders not excluded or invalidated on Phase 1 **Mandatory Criteria** will be considered for Phase 2. The bids will be adjudicated with a maximum total of Twenty-five (25) points. All bidders who score less than 70% will be excluded from the next phase of the evaluation (Phase 3 step 4).

Phase 2 Functionality Criteria:	Score: 25
a. Experience	25

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1	Experience: Bidders shall be evaluated out of total score of fifteen (15) points for experience.	15	
	a. The company will be awarded fifteen (15) points for submitting proof of experience in employee wellness programme. Such experience should be substantiated by means of previous awards (e.g. Government Orders/ Letters of Acceptance) from the institution where such services had been rendered. (three (3) or more awards should be submitted)	0/15	
	b. The company will be awarded eleven (11) points for submitting proof of experience in the outsourcing of employee wellness programme. Such experience should be substantiated by means of previous awards (e.g. Government Orders/ Letters of Acceptance) from the institution were such services has been rendered. (two (02) awards should be submitted)	0/11	
	c. The company will be awarded seven (7) points for submitting proof of experience in the outsourcing of employee wellness programme. Such experience should be substantiated by means of previous awards (e.g. Government Orders/ Letters of Acceptance) from the institution were such services has been rendered. (one (01) award should be submitted)	0/07	
	d. The company will be awarded Zero (0) points for not submitting proof of experience in the outsourcing of employee wellness programme.	0/0	
	Customer References and Testimonials (Bidders will score out of a total of ten (10) points for submission of positive client references from similar projects)	10	
	a. The Bidder will score ten (10) points for submission of at least three (3) positive client references from similar projects.	0/10	
	b. The Bidder will score eight (08) points for submission of two (2) positive client references from similar projects.	0/08	
	c. The Bidder will score six (06) points for submission of one (1) positive client references from similar projects.	0/06	
	d. The Bidder will score zero (0) points for non-submission of any proof.	0/0	
	The above testimonials are to align with the attached awards/SLA/Letter of appointments/Government Order.		
	Total Functionality (Bidder must achieve 70% threshold in this criteria)		25

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3. **Phase 3:** Price.

Phase 3	Price. (Will be according to specific requirements)	80/20
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4. **Phase 4:** Specific Goals (Bidders to tick only one relevant column)

Status Level	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)
Level 1	51% owned by Black Women Military Veterans or 51% owned by Black Youth or 51% owned by Black People with Disability	10	20		
Level 2	51% owned by Black Male Military Veterans or 51% owned by People with Disability	08	18		

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	<p>or</p> <p>51% owned by Black Women EME's</p>				
Level 3	<p>51% owned by Women Military Veterans</p> <p>or</p> <p>51% owned by Black Male EME's</p> <p>or</p> <p>51% owned by Women EME's</p> <p>51% owned by Black Women QSEs</p>	06	16		
Level 4	<p>51% owned by Male Military Veterans</p> <p>or</p> <p>51% owned by Youth</p> <p>or</p> <p>51% owned by any other EMEs</p> <p>or</p> <p>51% owned by Black Male QSEs</p> <p>or</p> <p>51% owned by Women QSEs</p>	04	14		
Level 5	51% owned by any other QSEs	02	12		

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Level 6	Not Applicable				
Level 7	Not Applicable				
Level 8	Non-compliant contributor	0	0		

6. Thereafter the points achieved are used in the application of the Preference Point System as per the Specific Goals.

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REGISTRATION AUTHORITY COMPLIANCE (IF APPLICABLE)

SECTION C: REQUIREMENT AND CONTRACT INFORMATION

General Bid Conditions (GBC): Department of Defence

General Conditions of Contract (GCC): National Treasury

Special Conditions of Contract (SCC): National Treasury

SCC Pertaining to requirement (If Applicable)

Specification / Scope of Work: End-User

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GENERAL BID CONDITIONS

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DEPARTMENT OF DEFENCE

GENERAL BID CONDITIONS (GBC)

TABLE OF CLAUSES

1. Definitions.
2. Application.
3. Availability.
4. Approved list of bidders.
5. Preparation of bids.
6. Charge for bid documents.
7. Samples.
8. Alternative offers.
9. Partial bids.
10. Bid prices and delivery periods.
11. Validity periods.
12. Closing of bids.
13. Lodging of bids.
14. Open bids or unnumbered envelopes.
15. Opening of bids.
16. Late bids.
17. Consideration of bids.
18. Award of bids.
19. Quantities other than specified.
20. Bidder's incorrect information.
21. Notification of awards.
22. Furnishing of bid information.
23. Amendment or withdrawal of bid.
24. Changed Requirement.
25. Co-ordinated Activities.
26. Contractor's Personnel.
27. Value Added Tax (VAT).
28. Damage Compensation.
29. Waiver.
30. Severability.
31. Sub-contracting.

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- 32. Awarding of the bid.
- 33. Liability Insurance
- 34. Failure to Comply.
- 35. Vetting Form.
- 36. Omitted information.

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GENERAL BID CONDITIONS

1. **Definitions.** Unless inconsistent with or otherwise indicated by the contents, the following terms shall have the meanings assigned to them:

- a. **Acceptance of a Bid.** Means the award of a contract to a bidder in response to his bid or price quotation.
- b. **Bid.** Means a written offer on the official bidding documents forming part of firstly, an invitation to bid, which invitation has been advertised in the Government Tender Bulletin, or secondly, an offer submitted in response to an invitation to submit a price quotation.
- c. **Bidder.** Means any natural or juristic person submitting a bid or a price quotation.
- d. **Closing Time.** Means the date and hour specified in the bidding documents for the receipt of bids or price quotations.
- e. **Department.** Means the Department of Defence and in specific any of its Procurement Entities.
- f. **Firm Prices.** Are deemed to be the prices which are only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding upon the contractor and demonstrably have an influence on the prices of any supplies, or the rendering costs of any services, for the execution of the contract.
- g. **Price Quotation.** Means a written offer sounding in money and reflected on the documentation wherein the offer was invited, duly completed and where necessary signed by or on behalf of the bidder.
- h. **GBC.** Means the General Bid Conditions.
- i. **Written or In Writing.** Means handwritten in ink or any form of electronic or mechanical writing.

2. **Application.** The GBCs are applicable to all Departmental bids and written price quotations, unless otherwise indicated in the bidding documents. Where the conditions in the bidding documents are in conflict with the GBCs, the conditions in the bidding documents shall prevail.

3. **Availability.** Copies of these GBCs are available, on application, from the Secretary for Defence (Attention: Chief of Acquisition and Procurement), Private Bag X910, Pretoria, 0001 or from any of the Department's Procurement Entities.

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4. **Approved List of Bidders.** In the event that an approved list of bidders has been compiled for specific goods or services, bids will only be invited from bidders on such a list.

5. **Preparation of Bids.** Concerning the preparation of bids, bidders are to note the following:

- a. **Expenses.** Unless otherwise indicated in the bid documents, the Department shall not be liable for any expense incurred in the preparation and submission of a bid.
- b. **Bidding Documents.** Bidders are required to make use of the prescribed bidding documents. No changes to the bid documents are to be made.
- c. **Information.** All the information called for in the bidding documents is to be furnished in the appropriate spaces, eg the bid prices. If requested, other information required, pamphlets, samples, etc are to be supplied.
- d. **Address.** A domicilium citandi et executandi shall be chosen in the Republic and stated in the bid.
- e. **Completion of Bidding Documents.** Bidders are to complete the bid documents, forms, certificates, questionnaires and specification forms in all aspects and to submit bids signed in ink of your choice.
- f. **Bid Envelope.** The bid number must not appear on any envelope unless the envelope contains the bid itself. In particular, the bid number must not appear on an envelope containing a request for bid documents.
- g. **Bidder's Own Conditions.** Bids should not be qualified by the bidder's own conditions of bid. Bids qualified by a bidder's own conditions may be rejected as being invalid and failure of the bidder to renounce such conditions when called upon to do so may invalidate the bid. This includes any alterations, erasures, omissions or additions by bidders to the bid documents.
- h. **Submission of Documents.** The bid documents are to be submitted with due consideration to the following:
 - i. The bid documents are not to be retyped or redrafted. Photocopies may be prepared and used, but the original signed document must be submitted with the bid.
 - ii. Bidders must check the number of pages and satisfy themselves that none are missing or duplicated.
 - iii. Bidders must bid in accordance with the requirements stipulated in the bid documents.
 - iv. Bids must be compiled in such a manner that it allows for easy cross-referencing between the bid document and the submitted bid.

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- i. **Documents.** Bidders are to ensure that all required or specified documents are included in their bids.
 - j. **Compliance to Conditions and Specifications.** Bidders are to clearly indicate in their bids that their offers are compliant to the conditions and specification pertaining to the bid. If not, it must be clearly stated where and in which manner their offers are non-compliant to the conditions and specifications.
6. **Charge for Documents.** Where applicable and as required in the bidding documents or advertisement, a non-refundable fee for documents may be charged.
7. **Samples**
- a. The Department shall not make samples available to prospective bidders, unless specifically mentioned in the bid documents;
 - b. When samples are called for in bid documents, samples shall be delivered at the cost of the bidder to the addressee mentioned in the bid documents before the closing time of the bid. Bids shall not be included in parcels containing samples.
8. **Alternative Offers.** In the event that bidders offer products alternative to that called for, bids for such alternative offers shall be submitted on separate copies of the bid documents, but only if bids are submitted for the specified requirement.
9. **Partial Bids.** In the event that bids for supplies and/or sales are called for, bids may be submitted for less than the number of specified items, or part of the specified quantity or requirement called for in the bid.
10. **Bid Prices and Delivery Periods**
- a. **Firm Bids.** Firm bid prices and delivery periods are preferred. However, bidders may submit firm or non-firm prices and delivery periods. Where a bidder has not indicated whether his prices or delivery periods are firm or not, bid prices and delivery periods are deemed to be firm and the contractor shall be bound thereby. Expressions such as "soonest" or "earliest" or delivery periods which are unspecified are not acceptable.
 - b. **Contract Periods.** Where different prices are bid for different periods of the contract, the bid price applicable in respect of a particular period of the contract shall be a firm price if, as regards such period, it conforms to the definition of firm prices.
 - c. **Proof.** The Department may, where non-firm prices are offered, require that proof of costs of labour, material or other factors which are specified by the bidder, be submitted and, should the cost in the opinion of the Department not be realistic, same may be brought into consideration in the comparison adjudication of the bids.
11. **Validity Periods.** The period for which bids are to remain open for acceptance, valid and binding is indicated in the bidding documents and is calculated from the closing time and

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such offers are to remain open for acceptance, valid and binding until close of business on the last day of the period so calculated. Should this last day fall on a Saturday, Sunday or Public Holiday, the bid will remain open for acceptance, valid and binding until close of business on the first business day following such Saturday, Sunday or Public Holiday.

12. **Closing of Bids.** Bids close at the time and date indicated in the bid documents. Extension of the closing date may be granted if circumstances justify this action. The closing date is normally extended only if there is sufficient time to publish an amending notification before the original closing date.

13. **Lodging of Bids.** Concerning the lodging of bids the following shall apply:

- a. **Receipt.** Bids shall be lodged to ensure their actual receipt at the address before the closing time specified and in accordance with the directives in the bidding documents.
- b. **Envelope.** Each bid shall be addressed according to the directives in the bidding documents and shall be lodged in a separate sealed envelope with the name and address of the bidder, the bid number and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.
- c. **Copies.** Unless specifically provided for in the bid invitation, no bids forwarded by e-mail, telegram, telex, facsimile or similar apparatus will be considered. Photostat copies of bids or photostat copies of faxes, signed in ink after being photostatted, will be accepted as valid bids.
- d. **Samples.** Bids shall not be included in packages containing samples as such bids may be rejected as being invalid.

14. **Open Bids or Unnumbered Envelopes.** All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. However, if a bid is received in an unsealed envelope or without an envelope, it shall be sealed in an envelope after the bid number has been written on the envelope.

15. **Opening of Bids.** Bids are opened in public as soon as practicable after the closing time and the names only of the bidders are read out, if so requested, at the time of opening the bids.

16. **Late Bids.** Bids are late if they are received at the address indicated in the bid documents after closing time. A late bid will not be opened or admitted for consideration and where practicable shall be returned unopened to the address appearing on the envelope.

17. **Consideration of Bids.** During the consideration of bids the following applies:

- a. **Bids Considered.** All bids correctly lodged are taken into consideration.
- b. **Position of Bidder.** The financial standing of bidders and/or their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.

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- c. **Comparative Prices.** In comparing bids, the prices are brought to a comparative level by deducting unconditional discounts, preferences and other benefits and adding delivery and other costs as applicable and bringing implied contract price adjustments into account. Non-firm bid prices are adjusted in accordance with the assessed contract price adjustments implicit in the non-firm prices. Where a range of delivery periods is quoted, the worst implied delivery period is used when calculating the comparative prices.
- d. **Preferential Point System.** Where bidding documents include documents relating to a preferential point system, the required calculations will be made and comparison of bids done on the basis of points earned through the preferential point system.
- e. **Adjustments to Prices.** The department reserves the right to rectify any incorrect calculations made by the bidder, but no adjustments may be made to the input figures.
- f. **Compliance to Specification.** Bids will be evaluated to establish compliance to product or service specifications, with due consideration to alternative offers and/or deviations to specification.
- g. **Evaluation Criteria.** Where bidding documents include evaluation criteria relating to functionality, for example bidder's capability, bidders profile, etc, the required calculations will be made and comparison of bids done on the basis of points earned.
- h. **Negotiations.** Unless otherwise stated in the bid documents, no negotiations will be entered into.
- i. **Communication with Bidders.** The Department may request clarification on information regarding any aspect included in the bid, which the bidder is to supply by the indicated date.

18. **Award of bids.** After prices have been brought to a comparative level and/or points calculated according to a preferential points system, the bid will be awarded considering the following order of priority:

- a. If the preferential point system is applicable, normally to the bidder with the highest points, unless reasonable and justifiable grounds exist for passing over the bidder with the highest points. In the event of equal bids, the award is according to the relevant regulation.
- b. If the preferential point system is not applicable, normally to the bidder with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales, unless reasonable and justifiable grounds exist for passing over the bid with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales. In the event of equal bids, the award is according to the following order:

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- i. Bidders offering firm bid prices as well as firm delivery periods.
 - ii. Supplies provided and services rendered from resources available within the Republic.
 - iii. Supplies and services from points nearest to the centres at which delivery is required.
 - iv. All things still being equal, the award shall be decided by the drawing of lots.
- c. The Department is not obliged to accept the lowest or any bid.
 - d. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.

19. **Quantities Other than Specified.** The Department may increase or decrease the quantities reflected in the bids, but will do so after consultation with the bidders that responded to the invitation to bid.

20. **Bidder's Incorrect Information.** Where a contract has been awarded on the strength of information furnished by the bidder, which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Department may, in addition to any other legal remedy it may have

- a. recover from the contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract; and/or
- b. cancel the contract and claim any damages which the Department may suffer as a result of having to make less favourable arrangements.

21. **Notification of Acceptance.** Successful bidders are notified by registered or certified mail of the acceptance of their bids, either through a contract form or by official departmental order forms.

22. **Furnishing of Bid Results**

- a. The following particulars of the successful bidders are normally published in the Government Tender Bulletin for general information:
 - i. Name.
 - ii. The price and delivery basis.
 - iii. The brand name of the product or the name of the manufacturer, if applicable.
 - iv. Where applicable, the preference percentages claimed.

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b. Bids are not available for perusal by the public, but, at the written request of a bidder or interested party, the names and addresses of all bidders may be furnished over and above the information published in the Government Tender Bulletin.

c. Requests for any further information will be treated as provided for by law.

23. **Amendment or Withdrawal of Bid.** If a bidder amends or withdraws his bid after the closing time and within the validity period or extended validity period, he shall reimburse the Department any damages if a less favourable bid is accepted or less favourable arrangements are to be made.

24. **Changed requirement.** If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

25. **Co-ordinated activities.** Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

26. **Contractor's personnel:**

a. **Identification.** To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:

i. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;

ii. Personnel will wear identifiable uniforms whilst on duty.

b. **Attitude towards Safety, Health, Security and Service Delivery.** Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilize such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.

c. **Name List.** The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the

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service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicate to the designated official without delay.

d. Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

27. Value added tax (vat). All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

28. Damage compensation.

a. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.

b. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.

c. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.

d. The Department of Defence and it's employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

29. Waiver. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

30. Severability. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

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31. **Sub-contracting.** In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:
- a. **Prior Approval.** Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
 - b. **Payment.** The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.
32. **Awarding of the bid.** The DOD reserves the right to contract only a part of the contract or split the awarding of the contract to more than one bidder.
33. **Liability insurance.** The DOD will not be held responsible for any damages, loss and injury of Personnel, the contractor must make sure he/she has the Liability Insurance.
34. **Failure to Comply.** Where bidders fail to comply with any of these conditions, the Department reserves the right to invalidate bids received.
35. **Vetting Form.** Shortlisted bidders will be required to complete security vetting form.
36. **Omitted information.** The Department of Defence (DOD) reserves the right to call the supplier to come to complete omitted information or to clarify any matters relating to the bid. In instances where the omitted information does not affect competitiveness, the bidder shall be formally invited to furnish such information.

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GENERAL CONDITIONS OF CONTRACT

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GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of

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the country of origin and which has the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.

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- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za or www.info.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information ; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall

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extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections,

8.1 All pre-bidding testing will be for the account of the bidder.

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tests and analyses

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

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9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
 - (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation,

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maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the

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purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier

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shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to Clause 22, unless an extension of time is agreed upon pursuant to Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within

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the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to Clause 21.2;

- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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(b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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SPECIAL CONDITIONS OF CONTRACT (GENERIC)

CHANGED REQUIREMENT

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

CO-ORDINATED ACTIVITIES

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.
3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

CONTRACTOR'S PERSONNEL

4. Identification. To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:

- a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
- b. Personnel will wear identifiable uniforms whilst on duty.

5. Attitude towards Safety, Health, Security and Service Delivery. Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.

6. Name List. The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicate to the designated official without delay.

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Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefor be made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

VALUE ADDED TAX (VAT)

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

DAMAGE COMPENSATION

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.

10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.

11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.

12. The Department of Defence and it's employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

WAIVER

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

SEVERABILITY

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

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SUB-CONTRACTING

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:

- a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any subcontractor.
- b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.

AWARDING OF THE BID

16. The DOD reserves the right to contract only a part of the contract or split the awarding of the contract to more than one bidder.

LIABILITY INSURANCE

17. The DOD will not be held responsible for any damages, loss and injury of Personnel, the contractor must make sure he/she has the Liability Insurance.

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SPECIAL CONDITIONS OF CONTRACT: PERTAINING TO REQUIREMENT (IF APPLICABLE).

1. Clinical and Professional Services for 63 members, 24/7.
 - a. Unlimited clinical advice.
 - b. Unlimited telephonic counselling.
 - c. Unlimited virtual counselling.
2. Life Management Services for 63 members, 24/7.
 - a. Financial advice.
 - b. Legal advice.
 - c. Family care support.
3. Telephonic Health 7 Medical Support Services for 63 members, 24/7.
 - a. Health coaching and health risk management.
 - b. HIV/AIDS Counselling and support.
 - c. Referral to existing company service.
4. Face to Face or Virtual Counselling for 63 members, 24/7.
 - a. Short term, problem focused and solution orientated counselling.
 - b. Service available in all eleven (11) South African official languages.
5. On-site Group Trauma and Crisis Interventions for 63 members, on-request.
 - a. Limited to two (02) on-site trauma in intervention per year.
 - b. Additional intervention on free per service pricing model.
6. Managerial Consultancy and Referral Service for 63 members, on request.
 - a. Comprehensive briefing and training for managers, supervisors and team managerial referral.

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- b. Custodian referral.
7. Marketing and Communication for 63 members.
 - a. Information drops on Military Ombud Branding information sessions, webinars and in-house, weekly.
 - b. First induction session in-house once off.
 8. .Online Health and Wellness Programme for 63 members.
 - a. Weekly relevant health information virtual.
 - b. Availability of a wellness portal accessible to employees. On various topic. The portal must include various, interactive capacity between employees and consultants on health topics.24/7 for the information portal.
 9. Reporting. Access to an online reporting dashboard for 63 members, 24/7.
 10. Programme Management for 63 members, Digital Drops: No less than 4 a month and webinars: No less than 4 a month.
 - a. Client support service teams.
 - b. On-going awareness sessions, Digital Drops: No less than four (04) a month.
 - c. Vitual health topics talks (physical, mental, and financial health).Webinars: No less than four (04) a month.
 - d. Monthly Digital Drops (Physical, mental and financial health).
 11. Annual Wellness Day. Combined Health Screening, height and weight, blood pressure, glucose levels, blood cholesterol, body composition, body mass index, waist and hip circumferences and ration.
 12. Wellness Day Activities-coordination and facilitation. Medical Screening annually:
 - a. Biokinetics Services (physical activities), dietitian service, Zumba, nutrition stand, neck and shoulder massages, keynoten presentation (by subject expert).
 13. Team Coaching/Building. 10 Coaching sessions for various environment including:
 - a. Individual coaching on referral by manager.

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- b. Coaching to address conflict.
- c. Coaching for team cohesion.

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DEPARTMENT OF DEFENCE (DOD)

EMPLOYEE WELLNESS PROGRAMME FOR MILITARY OMBUDSMAN FOR A PERIOD OF THREE (3) YEARS



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SPECIFICATION/SCOPE OF WORK

1. Clinical and Professional Services for 63 members, 24/7.
 - d. Unlimited clinical advice.
 - e. Unlimited telephonic counselling.
 - f. Unlimited virtual counselling.
2. Life Management Services for 63 members, 24/7.
 - d. Financial advice.
 - e. Legal advice.
 - f. Family care support.
3. Telephonic Health 7 Medical Support Services for 63 members, 24/7.
 - d. Health coaching and health risk management.
 - e. HIV/AIDS Counselling and support.
 - f. Referral to existing company service.
4. Face to Face or Virtual Counselling for 63 members, 24/7.
 - c. Short term, problem focused and solution orientated counselling.
 - d. Service available in all eleven (11) South African official languages.
5. On-site Group Trauma and Crisis Interventions for 63 members, on-request.
 - e. Limited to two (02) on-site trauma in intervention per year.
 - f. Additional intervention on free per service pricing model.
6. Managerial Consultancy and Referral Service for 63 members, on request.
 - a. Comprehensive briefing and training for managers, supervisors and team managerial referral.
 - b. Custodian referral.

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Marketing and Communication for 63 members.

- a. Information drops on Military Ombud Branding information sessions, webinars and in-house, weekly.
- b. First induction session in-house once off.

8. .Online Health and Wellness Programme for 63 members.

- a. Weekly relevant health information virtual.
- b. Availability of a wellness portal accessible to employees. On various topic. The portal must include various, interactive capacity between employees and consultants on health topics.24/7 for the information portal.

9. Reporting. Access to an online reporting dashboard for 63 members, 24/7.

10. Programme Management for 63 members, Digital Drops: No less than 4 a month and webinars: No less than 4 a month.

- a. Client support service teams.
- b. On-going awareness sessions, Digital Drops: No less than four (04) a month.
- g. Vitual health topics talks (physical, mental, and financial health).Webinars: No less than four (04) a month.
- h. Monthly Digital Drops (Physical, mental and financial health).

11. Annual Wellness Day. Combined Health Screening, height and weight, blood pressure, glucose levels, blood cholesterol, body composition, body mass index, waist and hip circumferences and ration.

12. Wellness Day Activities-coordination and facilitation. Medical Screening annually:

- a. Biokinetics Services (physical activities), dietitian service, Zumba, nutrition stand, neck and shoulder massages, keynoten presentation (by subject expert).

13. Team coaching/Building.10 Coaching sessions for various environment including:

- a. Individual coaching on referral by manager.
- b. Coaching to address conflict.
- c. Coaching for team cohesion.

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4. Training. Wellness Topic of choice eg. Financial Management, Mental health topics, Musculoskeletal

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SPECIFICATIONS FOR EMPLOYEE ASSISTANCE SERVICE

Scope of Services

The Service Provider will provide employee assistance programme to sixty-three (63) employees. The following services must be rendered by the Service Provider-

Stress –related Programs

- a. Relationship difficulties
- b. All financial Advice provided by professional mentors
- c. Trauma counselling for group and individuals
- d. Depression and anxiety
- e. Unlimited legal Advice on all legal issues
- f. Wellness Education
- g. Absenteeism Management
- h. Wellness Days Activities
- i. Wellness screening
- j. Substance abuse, testing and training
- k. Fatigue Management
- l. Organisational resilience
- m. Team building programs
- n. Family must be Support
- o. Work-life balance education

Medical Services

The Service Provide will also provide medical advice, counselling and support on medical issues including but not limited to the following-

- a. Heart Disease
- b. Chronic illness
- c. Cancer
- d. Weight loss resources
- e. HIV/AIDS including pre and post testing counselling
- f. General Medical Screening
- g. Muscular-skeletal health management that includes on-site health and wellbeing consultation with a professional, advise and contact clinical consultations
- h. Periodic on-site Biokinetic and dietician services

Physical Activity Programmes

- a. Comprehensive fitness assessment
- b. Individual exercise prescription based on fitness assessment
- c. Recommendation of improvements to the Office

Direct Services to Eligible Employees and their Immediate Family members:

Service Provider will provide the Office of the Military Ombud's employees and their dependents with an EWP service that can be accessed via:

- A toll-free telephone line access.
- Service Provider must have app for employees to accessed wellness information on various topics, online accesses to professional support.
- Accesses to Service Provider Website for information and professional support.
- USSD -USSD/or similar platform Short Message Service).
- Live Chat

Professional Support Line Service through a 24/7/365 Call Centre - All employees and their dependents must have access to a 24-hour multilingual psychological therapy service in a variety of languages. This service must always be personalised, discreet, and delivered by certified professionals (i.e. Clinical Psychologists and certified Counsellors). Counselling must be offered through toll-free telephone service (this includes calling from a Telkom telephone line or any mobile telephone network) or at a minimal cost when such costs are unavoidable for the individual (for example, if the employee makes use of a network that is not supportive of the current network (Telkom) infrastructure or Current Mobile Telephone network providers), unlimited, and will cover information, therapeutic assistance, and support on an extensive range of psychological, social and wellbeing related issues.

Face to Face Counselling

Outcomes based; solution focused face-to—face counselling

For each employee to access the service, outcomes-based, solution-focused face-to-face counselling will be provided near his or her dwelling or place of work. Face-to-face counselling is provided to people who request it and/or when the service provider professional deems it appropriate. All face-to-face counselling referrals must follow a quick evaluation (typically conducted over the phone) to identify the impact of the presenting issue on the individual. To lessen the impact of the presenting concerns on the person, a treatment plan must be developed in collaboration with them in order to fulfil identified therapeutic goals within a short-term framework. A pre- and post-measure must be done to ensure the efficacy of the clinical intervention and a satisfactory outcome.

In this regard, and because all referrals must achieve EWP-related outcomes (overall productivity improvement), the Service Provider will not employ a session model, and the number of face-to-face sessions cannot be limited to one person per problem each Contract Year. The goal is to produce adequate and positive clinical outcomes, regardless of the number of sessions used.

Each session must last about an hour. All counselling must be done by employee wellness practitioners. Employees must be given a letter of confirmation of attendance to present to their superiors when necessary. Face-to-face referrals must be made by an EAP clinician contracted by the Service Provider to conduct individual, couple, or family interventions. The Service Provider must have EAP clinicians in South Africa's key centres.

All those who require face-to-face counselling must be contacted by the Service Provider employee wellness practitioner within 24 hours of referral, and the initial consultation will take place within one week of referral, or as agreed upon with the person referred.

Each session must last approximately one hour. All counselling must be provided by employee wellness practitioners. Employees must be provided with a letter of confirmation of attendance to give to their managers when required.

Face to face referrals must be made by an EAP clinician that that is contracted to the Service Provider to carry out individual, couple or family interventions. The Service Provider must have EAP clinicians throughout South Africa in the major centers.

All those requiring face-to-face counselling must be contacted by the Service Provider employee wellness practitioner within 24 hours of referral and the first consultation will take place within one week of referral or as agreed with the person referred.

When short-term counselling is not recommended, such as for personality disorders, eating disorders, or psychotic illnesses, the Service Provider will connect patients to suitable long-term intervention resources. Individuals will bear the costs of such interventions.

Critical Incident Services (Trauma Debriefing)

A critical incident service that provides prompt and expert trauma intervention services to employees who have been exposed to traumatic incidents. Depending on the circumstances, either a containment session or a complete group trauma intervention must be delivered 12 hours after the incident.

Examples of such incidents would include:

- Natural disasters and disasters of a man-made kind, such as an explosion
- Motor vehicle accidents
- Hijacking
- Shootings
- Armed robbery
- Assault
- Violent deaths such as murder
- Loss of a colleague in an unexpected or violent manner
- Attempted suicide / successful suicide
- Physical assault such as a mugging
- Verbal assault such as direct threats of harm
- Injury at work

Life Management Services

The service must include access to a telephone Life Management service that provides information and aid with legal issues, financial concerns, and family situations. Life Management services must offer extensive, practical information, education, tools, and referrals to help people manage their work-life balance. Examples of categories covered by Life Management services are:

Legal well-being: This component will give employees with assessments, legal counselling, information, help, and guidance on a variety of legal issues. This service must be offered by a team of trained legal professionals who have experience dealing with a variety of concerns such as consumer affairs, social benefits, and legal matters.

Financial well-being: The employee will receive assistance with financial and debt issues via assessment, financial counsel, and information. The primary goal of the Service Provider's financial well-being services is to instil sound financial growth skills in persons who are burdened by debt, mental, psychosocial, and other opportunistic problems that interfere with a saving culture while also impeding socioeconomic growth. This service must be given by qualified financial advisors who specialise in Personal Financial Management and Debt Mediation.

Family Support: This service must be delivered by a multidisciplinary team of specialists, including social workers, psychologists, and medical and legal practitioners with competence and experience in child care, the elderly, education, and social benefits. It will focus on providing information and guidance on a wide range of family-related issues, including parental guidance, disability benefits, educational and community resources, special needs placement, dependent care, child support, immigration, expatriate adjustment, alternative work arrangements, residential facilities, vocational guidance, community resources, and preschool programmes.

Electronic Online Advisory Services

Access to electronic online tools, such as a mobile application, allowing Users and Immediate Family members to directly interact with expert counselling and support as part of the EAP Programme, as well as access to a variety of health and wellbeing services.

The Office of the Military Ombud will facilitate the delivery of necessary information to Employees, allowing access to the Service Provider's electronic on-line advisory services.

Online Health and Wellness

Gain access to a comprehensive online health and wellness platform. The programme must include an integrated suite of email and web-based health management applications, including interactive disease management tools; a selection of health and wellness information; a medical encyclopaedia; quizzes and calculators; and personalised information on a variety of employee well-being topics such as stress management, substance abuse, and trauma recovery. Military Ombud Branding is used to identify online services.

Referral Services to Appropriate Resources outside of the Service Provider Electronic Platform must be available. All referrals must be coordinated by a multidisciplinary team

of specialists, including social workers, psychologists, medical and legal practitioners, with consideration given to the individual needs of each case (e.g. geography, financial conditions, gender, etc.). Referrals of this sort should be made to a wide range of private health-care experts, legal practitioners, institutions, regulatory organisations, educational and community centres, and residential facilities.

First Day Absence Management: Employees use service provider portals to report absences. The absence will be recorded to store attendance statistics, which will be available upon request from the Office.

Key features must include:

- logging absence data.
- Provide timely communications and alerts to line managers, HR, and other stakeholders with absence information, projected return date, and next measures to take at the right time.
- Conduct a Clinical Absence assistance & Verification Assessment for employees reporting medical, physical, or psycho-social concerns. Provide guidance and assistance from competent healthcare professionals such as nurses, counsellors, psychologists, social workers, or physiotherapists.
- Provided a return-to-work interview form for line managers, containing summary information on employee absences and policy triggers via an absence portal.
- Real-time access to online management information, including absence trends, causes, analysis, and process compliance, enabling management and HR to make educated decisions and reduce absence

Managers Support

A flexible response service with in-depth support for managers' existing relationships with employees must be given. In addition to its consultation function, the service must include a formal managerial referral service for employees whose performance is hampered by personal issues, as well as dispute resolution and mediation services.

Orientation

The Service Provider must hold one face-to-face employee orientation session and one face-to-face supervisory orientation session at the start of the contract.

Aside from this, virtual presentations must be delivered monthly to employees and separately to managers for 45 - 60 minutes to an hour to address the following wellness issues:

- Financial Management
- Mental Health
- Musculoskeletal
- etc

Training

2 Hours targeted training will be provided once every 2 months on a wellness topic provided by the Office of the Military Ombud.

Coaching: Coaching Sessions will be provided to teams or individuals on the following but not limited to: 10 Coaching sessions for various environment including:

- Individual coaching on referral by Manager.
- Coaching to address conflict
- Coaching for team cohesion

Team Building:

The service provider will facilitate a 2-day team building session for the Office and provide team building experts for the 2 days to ensure cohesion in the Office.

Wellness Days

The Service Provider must provide the following the following activities for 63 employees for a Wellness Day Once a year: Medical Screening

- Biokinetic Service (Physical Activities)
- Dietitian Service
- Zumba/Yoga or any other team physical activity.
- Nutrition Stand
- Neck and Shoulder Massage
- Keynote Presentation (By Subject Expert)

Experience & Professional Registration

No less than 10 years' experience in the industry providing support to government departments and private business.

Must be a corporate member of Employee Assistance Programme Association International and South Africa

Complaints Management

Service Provider must put in place complaints management process to address complaints received from The Office of the Military Ombud that offers solutions.