

**PART A
REQUEST FOR QUOTATIONS (RFQ)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	NB102/2026	CLOSING DATE:	24/08/2026	CLOSING TIME:	11H00
DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDER/S TO IMPLEMENT COMPREHENSIVE EMPLOYEE HEALTH AND WELLNESS SERVICES FOR A PERIOD OF THREE (3) YEARS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS					
PHYSICAL ADDRESS: 17 TREVENNA STREET SUNNYSIDE PRETORIA 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
			Ms Mable Sibande		
TELEPHONE NUMBER			TELEPHONE NUMBER		
			012 444 6177		
E-MAIL ADDRESS			E-MAIL ADDRESS		
			msibande@tourism.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:
					MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B.3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationssem@tourism.gov.za OR HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE **STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.**
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE NATIONAL TREASURY.
- 1.5. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** POINTS IS FOR PRICE AND **20** POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 30 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE BID SUBMISSION / RFQ WILL EVALUATED IN LINE WITH THE SET CRITERIA OR FUNTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (INCLUSIVE OF APPLICABLE TAXES). THAT WILL BE STIPULATED IN THE INVITATION TO BID/RFQ.
- 1.7. POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL WILL BE ROUNDED OFF TO THE NEAREST TWO (2) DECIMAL PLACES.
- 1.8. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA ACT NO 5 OF 2000 JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.9. BIDDERS ARE REQUIRED TO **SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION** IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.10. THE DEPARTMENT RESERVES THE RIGHT TO **NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.**
- 1.11. THE DEPARTMENT MAY **ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED WITH THE RFQ.**
- 1.12. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **WWW.SARS.GOV.ZA**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE **ANNEXURES** THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DECRPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS PROOF OF OWNERSHIP BY WOMAN SUBMITTED. i.SHAREHOLDING (CERTIFICATE) PORTFOLIO BY PROOF OF REGISTRATION OF THE COMPANY WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGITRATION FOR BOTH ENTERPRISES;		

	ii.CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF THE WOMAN OR WOMEN; AND iii.A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.		
ANNEXURE C	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) SUBMITTED. i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY PROOF OF REGISTRATION OF THE COMPANY WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC).IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGITRATION FOR BOTH ENTERPRISES; ii.CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF BLACK PERSON(S) ; AND iii.A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.		
ANNEXURE D	QUALIFYING EXEMPTED MICRO ENTERPRISE (EME) – AND OR QUALIFYING SMALL ENTERPRISE (QSE) – MUST SUBMIT A VALID B-BBEE SWORN AFFIDAVIT (VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER) ACCOMPANIED BY CIPS BUSINESS REGISTRATION AND SHARE CERTIFICATE. IN CASE OF JOINT VENTURE TO CLAIM POINTS , A CONSOLIDATED B-BBEE CERTIFICATE ISSUED BY AN ACCREDITED VERIFICATION AGENCY, IRRESPECTIVE OF THE SIZE OF THE COMPANIES INVOLVED IN A JOINT VENTURE MUST BE SUBMITTED. THE DEPARTMENT CANNOT ACCEPT JOINT VENTURE AFFIDAVIT.		
ANNEXURE E	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DECRPTION OF SERVICE/GOODS?		

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DIFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN –

a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) ("THE INTERIM CONSTITUTION) AND OR

b) WHO IS A WOMAN, AND / OR

c) WHO HAS DISABILITY

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".

4.4 "A WOMAN" REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 "DISABILITY" REFERS TO A PERSON WITH A PERMANENT PHYSICAL DISABILITY, MENTAL DISABILITY, AWARENESS DISABILITY, WHICH LEADS TO CONFINEMENT OR DISABILITY, OR THE INABILITY TO PERFORM BODILY FUNCTIONS IN THE MANNER OR WITHIN THE CAPACITY OF A NORMAL PERSON.

4.6 "HDI EQUITY OWNERSHIP" REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.7 "BLACK PEOPLE" IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.8 "SMALL ENTERPRISE" MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.9 "YOUTH" IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE.

4.10 "EXEMPTED MICRO ENTERPRISE (EME)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.11 "QUALIFYING SMALL ENTERPRISE (QSE)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.12 "SPECIFIC GOALS "REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

a)	TENDER PRICE	:	80 POINTS	} SPECIFIC GOALS - MAXIMUM OF 20 POINTS
b)	WOMEN OWNERSHIP	:	06 POINTS	
c)	BLACK OWNERSHIP	:	12 POINTS	
d)	SMME'S (EME OR QSE)	:	02 POINTS	

TOTAL

100 POINTS

4.14 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

4.15 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION
 PT = PRICE OF TENDER UNDER CONSIDERATION; AND
 PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.16 SPECIFIC GOALS

4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN

A MAXIMUM OF SIX (06) POINTS WILL BE AWARDED TO A TENDERER WHO IS A WOMAN. EQUITY OWNERSHIP FOR WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE B ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY WOMEN-----%

THUS, POINTS AWARDED: $6 \times \frac{\% WO}{100} =$

4.16.2 % OWNED BY BLACK PEOPLE

A MAXIMUM OF TWELVE (12) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE C ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS-----%

THUS, POINTS AWARDED: $12 \times \frac{\% BO}{100} =$

4.17 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE? **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE D ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

YES = 2 POINTS

NO = 0 POINT

4.18 THE DEPARTMENT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.19 INFORMATION ON THE DETAILED **CSD FULL REPORT (DIRECTORS / SHAREHOLDERS)** SHOULD BE THE SAME AND SUPPORTED BY COPIES OF IDENTITY DOCUMENTS AND COMPANY REGISTRATION DOCUMENTS / SHAREHOLDER CERTIFICATES.

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- IF TWO OR MORE TENDERES SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

6. DELIVERIES

- ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE DEPARTMENT OF TOURISM (DEPARTMENT) SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE DEPARTMENT MAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE DEPARTMENT MAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE DEPARTMENT MAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE DEPARTMENT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

7.4 DUTY OF CARE

THE DEPARTMENT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

7.5 EXEMPTION FROM LIABILITY

THE DEPARTMENT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL) AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
1.	Terms of Reference: Scope of work and service requirements: The appointed service provider should render comprehensive Employee Health and Wellness services to all employees, including interns, contract workers and their immediate family members;		
1.1.	Provision of Clinical and Psycho-Social Services The service provider shall provide: 24 -Hour Counselling Services - A confidential toll-free helpline operating 24 hours per day, 365 days per year. - Access to professionally registered counsellors. - Counselling services available in all official South African languages. Face-to-Face Counselling A confidential, short-term, solution-focused counselling consisting of a maximum of eight (8) sessions per case for: - Personal challenges - Family-related concerns - Workplace issues - Financial distress - Emotional wellbeing - Trauma - Substance abuse - Relationship difficulties	90 employees per annum	
1.2.	Universal Accessibility and Disability Accommodation The programme must be inclusive and accommodative of employees with disabilities and other special needs, in compliance with the Employment Equity Act and the White Paper on the Rights of Persons with Disabilities; Hearing and Speech Impairments - Access to certified South African Sign Language (SASL) interpreters for face-to-face counselling sessions. - Real-time text-based communication platforms such as live chat and WhatsApp. Visual Impairments - Digital platforms and educational material that are fully compatible with screen-reading software. - Accessible electronic information in appropriate formats. Physical Disabilities The service provider shall ensure that all affiliated offices located within a 30 km radius of the department's office in Sunnyside, Pretoria, and the Ministry Office in Cape Town, comply with universal access principles and applicable accessibility standards, including, but not limited to: - Wheelchair-accessible entrances with ramps or lifts; - Accessible parking bays; - Accessible restroom facilities; - Appropriate signage and other reasonable accessibility features to facilitate safe and independent access.	10 employees with disabilities and other special needs per annum	

2.3.	Trauma Debriefing and Critical Incident Management The service provider shall provide comprehensive trauma support following critical incidents, including but not limited to: • Death of an employee, Workplace violence, suicide or attempted suicide • Serious accidents, and other traumatic workplace events Services must include: • Immediate telephonic psychological support • Deployment of qualified mental health professionals within 24 to 48 hours where on-site intervention is required • Formal trauma debriefing sessions within 72 hours • Follow-up counselling and recovery support	10 groups interventions for trauma debriefing per annum Unlimited individual interventions (as per need)	
2.4.	Life Management Services The programme shall provide unlimited telephonic access to: • Financial coaching and debt management advice • Budgeting and financial planning • Legal advisory services relating to civil, family and labour-related matters	Unlimited	
2.5.	Preventative Medical and Chronic Disease Coaching The service provider shall provide confidential coaching, education, and support to employees on the prevention and management of lifestyle-related risk factors and non-communicable diseases (NCDs), including obesity, cardiovascular diseases, hypertension, type 2 diabetes, tobacco use (smoking), unhealthy nutrition, physical inactivity, and harmful alcohol use.	As per need	
2.6.	Executive and Managerial Support The service provider shall provide dedicated support to managers and executives through: Management Consultation - professional guidance for supervisors, managers and Human Resource practitioners on identifying troubled employees, managing declining work performance, appropriate referral procedures and managing absenteeism and workplace behavioural concerns. Executive Wellness Programme - specialised wellness interventions for members of the Senior Management Service (SMS), including: • Executive coaching, stress management, burnout prevention, leadership resilience and psychological wellbeing	As per request	
2.7.	Marketing, Awareness and Preventative Wellness The service provider shall develop and implement an annual communication and awareness strategy aimed at maximising programme utilisation. The strategy shall include: • Programme launch and orientation sessions • Printed Promotional material, including brochures, posters and wallet cards • Awareness campaigns in multiple South African languages • Monthly articles aligned to the national health calendar The provider shall facilitate targeted psychosocial awareness programmes, including but not limited to: • Mental Health Awareness • Financial Wellness and Financial Literacy • Stress Management • Substance Abuse Awareness • Gender-Based Violence Awareness • Men's and Women's Health • Cancer Awareness • HIV, TB and STI Awareness • Work-Life Balance • Emotional Intelligence • Resilience and Burnout Prevention • Healthy Lifestyle Promotion	One (1) session Quarterly Monthly articles aligned with the health calendar Awareness Sessions Quarterly as per request	

3.

SERVICE MODEL SPECIFICATIONS

The successful service provider shall provide the following Employee Health and Wellness services for the duration of the three (3) year contract. The estimated volumes are provided for pricing purposes only and do not constitute guaranteed utilisation.

SERVICES	SERVICE SPECIFICATION	LEVEL	ESTIMATED UTILISATION PER ANNUM	Cost Year 1	Cost Year 2	Cost Year 3		
24/7 Toll-Free Helpline	A dedicated, confidential toll-free service is available 24 hours per day, 365 days per year. The service shall be supported through multiple access channels, including a dedicated USSD platform, WhatsApp, SMS, email and a secure online counselling platform to ensure timely and confidential access to support services.		Up to 100 employees				Up to 100 Employees per annum	
Digital Mobile Application	Provision of a secure, user-friendly mobile application compatible with Android and iOS devices. The application shall enable employees and their immediate family members (where applicable) to access Employee Assistance Programme (EAP) services, self-help resources, wellness information, assessments, referrals and appointment bookings at any time.		Unlimited				Unlimited	
Telephonic Counselling	Confidential telephonic counselling provided by suitably qualified and professionally registered counsellors. Appropriate referral system and escalation protocols for high-risk, emergency and crisis cases shall be implemented.		Unlimited				Unlimited	
Virtual / Online Counselling	Secure virtual counselling services through video conferencing, live chat and other approved digital platforms. The platform shall comply with recognised accessibility standards and provide alternative communication options for employees with disabilities, including text-based counselling for employees who are deaf or hard of hearing.		Unlimited				Unlimited	
Face-to-Face Individual Counselling	Confidential face-to-face counselling by suitably qualified and registered professionals at locations convenient for employees or, where appropriate, at departmental premises. Employees shall receive a minimum of six (6) and a maximum of eight (8) counselling sessions per presenting problem. Where longer-term intervention is required, the service provider shall facilitate appropriate referrals.		As required (maximum of 100 employees per annum)				Unlimited, up to 100 employees per annum	

SERVICES	SERVICE SPECIFICATION	LEVEL	ESTIMATED UTILISATION PER ANNUM	Cost Year 1	Cost Year 2	Cost Year 3		
Managerial Consultancy	Professional consultation and advisory services to managers, supervisors and Human Resource practitioners regarding employee behavioural concerns, declining performance, absenteeism, workplace conflict, referrals and case management.		Unlimited (as required)				Unlimited as per request	
Supervisory Training	Facilitation of structured training for supervisors and managers on identifying, managing and referring employees experiencing personal or work-related challenges.		One (1) session per quarter (4 sessions annually)				One (1) session per quarter (4 sessions annually)	
Critical Incident Trauma Debriefing (Group)	Immediate psychosocial support and group trauma debriefing following workplace critical incidents. On-site intervention should be available within 24 to 48 hours of notification where required.		Up to 10 group sessions per annum				Up to 10 group sessions per annum	
Critical Incident Trauma Debriefing (Individual)	Individual trauma counselling and follow-up support for employees directly affected by critical incidents.		Unlimited (as per need)				Unlimited (as per need)	
Targeted Wellness Interventions	Branch-specific psychosocial interventions delivered either virtually or in person, based on identified organisational risks, trends or management requests.		Maximum of two (2) interventions per branch per annum (8 interventions annually)				Maximum of two (2) interventions per branch per annum (8 interventions annually)	
Complimentary Awareness Sessions Quarterly	Facilitation of one (1) complimentary virtual awareness session per quarter on each Employee Health and Wellness Strategic Framework pillar, aligned to the National Health Calendar and departmental wellness priorities. Sessions should promote employee wellbeing, encourage programme utilisation and improve awareness of available services.		Four (4) sessions per EHW Pillar annually				Four (4) sessions per EHW Pillar annually	
Marketing, Communication and Programme Orientation	Conduct one (1) Employee Assistance Programme orientation and marketing session per quarter. Develop, print and distribute promotional material, including brochures, posters, information leaflets and wallet-sized toll-free helpline cards. Electronic versions of all communication materials shall also be provided for publication through the Department's internal communication platforms.		Four (4) orientation sessions annually plus marketing material				Four (4) orientation sessions annually plus marketing material	

4.	Case Management Protocol The appointed service provider shall implement a structured case management system to ensure continuity of care and appropriate referral of employees requiring specialised or long-term intervention. Where an employee's presenting condition requires psychiatric treatment, specialised psychological intervention, rehabilitation services or chronic disease management beyond the maximum of eight (8) counselling sessions, the service provider shall: • Conduct an appropriate clinical assessment to determine the need for specialised intervention. • Obtain the employee's informed consent before making any referral. • Facilitate a structured referral to the employee's registered medical scheme, Employee Assistance Programme network specialist, private healthcare practitioner or an appropriate public healthcare facility. • Ensure a seamless transfer of care by coordinating with the receiving healthcare provider, subject to the employee's written consent. • Monitor the referral process until confirmation is received that the employee has successfully accessed the recommended service. • Maintain confidential case records and provide only aggregated, non-identifiable referral statistics to the Department. • The Department shall not be liable for the costs associated with specialised treatment beyond the scope of the Employee Assistance Programme.	As per need	
5.	IMPLEMENTATION OF THE PROGRAMME SHOULD BE GOVERNED BY THE FOLLOWING PRINCIPLES. The implementation of the Employee Health and Wellness Programme (EHWP) shall be guided by the following principles: 5.1 Confidentiality - The service provider shall ensure that all information disclosed by employees and, where applicable, their immediate family members during participation in the (EHWP) remains strictly confidential. All records and personal information shall be managed in accordance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA), and all other applicable legislation governing privacy and confidentiality. 5.2 Professionalism - All therapeutic, counselling and psychosocial interventions shall be provided <i>only</i> by suitably qualified, competent and professionally registered practitioners. Professionals delivering services must be registered with the relevant statutory bodies, including but not limited to: • The Health Professions Council of South Africa (HPCSA); • The South African Council for Social Service Professions (SACSSP); and • Any other relevant statutory or professional body applicable to the services rendered. • The service provider shall ensure that all practitioners remain in good professional standing throughout the duration of the contract. 5.3 Respect for Autonomy and Ethical Practice - The implementation of the programme shall be guided by the universally accepted ethical principles of: Respect for autonomy, beneficence, non-maleficence, justice, respect for human dignity; and Fair and equitable treatment. Employees shall be treated with dignity, compassion and respect always, without discrimination based on race, gender, disability, religion, age, sexual orientation or any other protected characteristic. 5.4 Voluntary Participation - Participation in the Employee Assistance Programme (EAP) shall be voluntary. Employees and, where applicable, their immediate family members may access Employee Health and Wellness services freely and without coercion. Participation shall be based on informed consent, and employees may withdraw from the programme at any stage, subject to applicable legal or clinical obligations 5.5 Accessibility and Inclusivity - The service provider shall ensure that Employee Health and Wellness services are accessible, inclusive and responsive to the diverse needs of all employees, including persons with disabilities. Services shall be provided through multiple access channels and in a manner that promotes equal access, reasonable accommodation and non-discrimination. 5.6 Quality of Service - The service provider shall deliver services in accordance with recognised professional standards, applicable legislation, the DPSA Employee Health and Wellness Strategic Framework, and the agreed Service Level Agreement. Continuous quality improvement measures shall be implemented to ensure effective, ethical and client-centred service delivery		
6.	DURATION OF THE CONTRACT The successful service provider shall be appointed for a period of three (3) years (thirty-six months) from the date of contract signature, subject to satisfactory performance and the Department's annual performance evaluation. The Department reserves the right to terminate the contract in accordance with the agreed contractual terms should the service provider fail to meet the required service standards or contractual obligations.	Three (3) years	

7.	REPORTING, MONITORING AND EVALUATION To ensure accountability, continuous improvement and alignment with the Department's strategic objectives, the appointed service provider shall implement a comprehensive monitoring, reporting and evaluation framework The framework shall enable the department to monitor programme utilisation, service quality, accessibility, organisational impact and compliance with these Terms of Reference 7.1 Performance Monitoring The Sub-Directorate: Employee Health and Wellness shall monitor and evaluate the performance of the service provider monthly against agreed Key Performance Indicators (KPIs) and Service Level Agreements (SLAs) Performance review meetings may be convened monthly or as required 7.2 Monthly Operational Reports The service provider shall submit a detailed monthly operational report within five (5) working days after the end of each calendar month. The report shall contain aggregated, anonymised information and shall include, at a minimum: • Number of calls received through the dedicated toll-free helpline • Call response times abandoned calls and service accessibility statistics • Utilisation statistics for the mobile application, WhatsApp, USSD, SMS, email, online portal and virtual counselling platforms • Number of new, active and closed counselling cases • Number of face-to-face, telephonic and virtual counselling sessions conducted • Number of managerial consultations provided • Number of supervisory training sessions conducted • Number of wellness awareness sessions facilitated • Number and nature of trauma debriefing interventions • Number of referrals to specialised healthcare providers • Demographic utilisation analysis by branch, gender, age group and geographical location • Emerging psychosocial trends and organisational risks • Recommendations for preventative and organisational wellness interventions • Performance against agreed Service Level Agreements • No personally identifiable employee information shall be included in any report 7.3 Quarterly Strategic Reports The service provider shall submit comprehensive quarterly reports demonstrating: • Service utilisation trends • Programme effectiveness • Employee engagement levels • Performance against contractual deliverables • Branch-specific risk analysis • Comparative analysis between travelling employees and office-based employees • Progress against agreed annual wellness objectives • Recommendations for future interventions The service provider shall present these reports to the Department's governance and management structures when requested	As per Service Level Agreement	
8	ANNUAL PROGRAMME EVALUATION The service provider shall conduct an annual strategic review consisting of the following: Employee Satisfaction Survey (An independent employee satisfaction survey measuring): • Accessibility of services. • Awareness of the programme. • Satisfaction with services received. • Perceived quality of interventions. • Opportunities for continuous improvement.	One (1) EHW Satisfaction Survey annually	
9.	RETURN ON INVESTMENT (ROI) ANALYSIS The service provider shall submit an annual Return on Investment (ROI) report demonstrating the organisational value of the Employee Assistance Programme. The report shall include, where measurable: • Trends in absenteeism. • Presenteeism indicators. • Productivity improvements. • Employee engagement. • Programme utilisation. • Financial value derived from interventions.	One (1) ROI report annually	

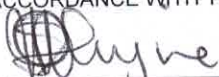
	• Reduction in psychosocial risks. • Travel-related wellness trends. • Organisational wellbeing indicators.		
10.	MANDATORY ADMINISTRATIVE REQUIREMENTS Failure to submit any of the following mandatory requirements may result in the disqualification of the quotation; Proof of address - A copy of the lease agreement or title deed for the premises from which the call centre will operate. The premises must be situated in Gauteng. The lease agreement or title deed must be in the name of the bidding company or one of its directors and must remain valid for at least the duration of the contract. Physical and Operational Site Verification - The Department reserves the right to conduct physical and operational site verification visits for bidders who achieve the minimum functionality threshold during the evaluation process. Professional registration - Proof of payment and/or current registration (e.g. registration certificate, annual practising certificate, or invoice confirming renewal) with the relevant statutory professional councils, including but not limited to: - Health Professions Council of South Africa (HPCSA); and/or - South African Council for Social Service Professions (SACSSP), - or any other relevant professional council applicable to the proposed services. Letters of agreement with professionals - Signed letters of agreement or appointment between the bidder and the healthcare professionals who will provide the required services under the contract.		
11.	FUNCTIONALITY EVALUATION CRITERIA Quotations shall be evaluated in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the Preferential Procurement Regulations, 2022 and applicable National Treasury prescripts. The evaluation shall comprise the following phases: Phase 1: Administrative Compliance Bidders shall first be evaluated for compliance with all mandatory administrative requirements. Responsive bids shall thereafter be evaluated against the functionality criteria using a rating scale of one (1) to five (5) for each criterion. Phase 2: Functionality Evaluation Minimum Only bidders obtaining a minimum functionality score of 60 out of 100 points shall proceed to the next phase of evaluation. Bidders failing to achieve the minimum qualifying score shall be regarded as non-responsive and shall not be considered further. Phase 3: Pricing and Specific goals Only bidders who obtain minimum threshold of (60) points on functionality will be evaluated in terms of the 80 / 20 preferential point system, a maximum of 80 points will be allocated for price and 20 points for Specific goals (Annexure B, C & D – returnable schedules) will be relied on to allocate points based on information submitted by the potential bidders.		

	CRITERIA	DOCUMENTS TO BE SUBMITTED	WEIGHT
11.1	INFRASTRUCTURE The evidence provided; • Satisfies the requirement with significant reservations = 1 • Satisfies the requirement with minor additional benefits = 2 • Satisfies the requirement = 3 • Satisfies the requirement with minor additional benefits = 4 • Exceeds the requirement = 5	The bidder must demonstrate that it has adequate infrastructure, facilities, and operational resources to effectively deliver the required Employee Health and Wellness Services throughout the contract period. At a minimum, the bidder must have: • Appropriate office premises located in Gauteng for the administration and management of the contract. • A fully operational call centre with sufficient capacity to provide confidential, professional, and responsive services. • Secure information and communication technology (ICT) infrastructure, including telephony, internet connectivity, computers, and case management systems. • A secure electronic record management system that complies with applicable data protection and confidentiality requirements.	(30 Points)

		- Reliable backup systems and business continuity measures to ensure uninterrupted service delivery. - Adequate office furniture, equipment, and administrative support resources. - Dedicated tollfree line for 24-hour support where specified, including Wellbeing Hub/App and WhatsApp line.	
11.2.	ORGANISATIONAL CAPACITY The evidence and experience provided is; - Up to one years of experience in the industry = 1 - More than one year but not exceeding two years of experience in the industry = 2 - More than two years but not exceeding three years of experience in the industry = 3 - More than three years but not exceeding four years of experience in the industry = 4 - More than four years and above experience in the industry = 5	The bidder must demonstrate proven experience in the provision of comprehensive Employee Health and Wellness (EHW) services within both the public and/or private sector. The bidder must provide a database of suitably qualified multidisciplinary professionals who will be available to render the required Employee Health and Wellness (EHW) services. Evidence of experience must include, but is not limited to: - Database of suitably qualified professionals, i.e., Social Workers, Psychologists, Industrial Psychologists and other relevant healthcare professionals, with experience in the provision of EHW services, including their CV's. - Proof of professional registration with the relevant statutory councils shall be provided; (HPCSA)/ SACSSP	(20 Points)
11.3.	EXPERIENCE AND COMPANY TRACK RECORD The following scoring matrix will be used to evaluate this criterion: - Failure to submit a reference letter indicating the EHW services that were successfully completed or rendered = 1 - One a reference letter indicating the EHW services that were successfully completed or rendered = 2 - Two reference letters indicating the EHW services that were successfully completed or rendered = 3 - Three reference letters indicating the EHW services that were successfully completed or rendered = 4 - Four or more reference letters indicating the EHW services that were successfully completed or rendered = 5	The bidder must demonstrate a proven track record in the provision of comprehensive Employee Health and Wellness (EHW) services and must submit evidence of the following: Track Record - A company profile outlining the bidder's history, core business, organisational structure, and areas of expertise. - A list of current and completed contracts for similar services rendered within the last five (5) years, indicating: - Reference letters on a letterhead where similar services were rendered within the last five years. - Reference letters must also bear client name and full contact details (contact number and email address) - Clear description of services provided.	(10 Points)
11.5.	PROPOSED METHODOLOGY AND IMPLEMENTATION PLAN - The methodology and implementation plan are not likely to address the areas of the EHW services, and or failure to demonstrate understanding of the scope and brief = 1 - The methodology and implementation plan address minor various areas of the EHW services, but it is ultimately not convincing = 2 - The methodology and implementation plan offer an overview and partially addresses various areas of the EHW services, but it is ultimately not convincing = 3 - The methodology and implementation plan address the requirement above-average on the various areas of the EHW services = 4 - The methodology and implementation plan are comprehensive and covers all areas of the EHW services = 5	1. Understanding of the Scope of Work The bidder shall submit a detailed methodology based on delivering an integrated, confidential, accessible, and evidence-based Employee Health and Wellness Programme that supports employee wellbeing, organisational productivity, and legislative compliance, and the approach should be aligned with the DPSA Strategic Framework on Employee Health and Wellness 2. Clear Implementation Plan with project timelines and should include but not limited to the following phases; - Project implementation plan - Needs assessment - Mobilisation - Counselling and intervention methodology - Communication and marketing strategy.	(30 Points)

		• Risk management approach. • Monitoring and Quality assurance processes. • Reporting and continuous improvement	
11.6.	THE PROJECT AND CASE MANAGERS CAPACITY TO DELIVER The following scoring matrix will be used to evaluate this criterion: • 0 – 1 year of experience with insufficient supporting evidence =1 • 2– 3 years of experience with limited experience or incomplete evidence = 2 • 4– 5 years of experience with adequate supporting evidence = 3 • 6– 7 years of experience and strong supporting evidence = 4 • Meets all requirements with above-average experience and above years of extensive relevant experience and excellent supporting evidence = 5	The bidder shall submit; • Detailed CV of the project and case managers, with contactable reference letters • Certified copies of relevant qualifications • Valid professional registration certificates	(10 points)
	TOTAL POINTS		

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.



NAME AND SURNAME THOBEJANE RJ
DIRECTOR: HUMAN RESOURCE UTILISATION AND EMPLOYEE
HEALTH AND WELLNESS
DATE: 04/08/2026

SIGNATURE OF BIDDER:.....

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

DATE:.....