



competitioncommission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

TERMS OF REFERENCE

BID NUMBER: BID01901\2324

**BID DESCRIPTION:
PROVISION OF EMPLOYEE WELLNESS
SERVICES FOR THE COMPETITION
COMMISSION FOR A
PERIOD OF 3 YEARS**



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

1. BACKGROUND

- 1.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2 The Competition Commission of South Africa (CCSA) is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA) and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 1.3 Therefore, the CCSA is requiring a suitability qualified service provider for the provision of Employee Wellness Services for a Period of 3 Years.

2. OVERALL OBJECTIVES

- 2.1 To increase productivity, heighten morale and teamwork; and strengthen the bond between management, employees, and the organisation by providing a sustainable and confidential employee wellness service to all Competition Commission employees.
- 2.2 To establish and maintain a holistic approach to support employees in managing their personal and social problems.
- 2.3 To provide employees and their immediate family members with a comprehensive resource to help them address personal problems.
- 2.4 To provide management with a practical resource to aid in supporting employees with personal and work-related problems when they impact an employee's performance.
- 2.5 To establish and maintain a system through which employees at risk can be identified, motivated, and referred for assistance.
- 2.6 To develop and improve life skills and promote self-empowerment.
- 2.7 To promote and encourage employee healthy lifestyles.
- 2.8 To promote work-life balance and maintain a healthy workforce within a supportive environment.
- 2.9 To establish and maintain a holistic approach to support the Competition Commission, management, and employees during worldwide and national pandemics.
- 2.10 To formulate and implement the Employee Wellness programme.
- 2.11 To design a three (3) year wellness programme for 2024/2025, 2025/2026 and 2026/2027 financial years, inclusive of wellness brochures, invitations to activities, email teasers for activities etc.
- 2.12 To coordinate and facilitate speakers/service providers for the various activities.
- 2.13 To conduct an analysis, and provide a report quarterly, on the utilisation and impact that the wellness programme has on the organisation.

3. PURPOSE AND OBJECTIVES

The purpose of this workplace wellbeing programme is to create and maintain a healthy organisation that looks after the holistic wellbeing of its employees, minimises the impact of external factors on employees' productivity at work, and contributes towards the performance of the organisation.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

4. SCOPE OF SERVICES

The scope of services is a comprehensive Employee Wellness Programme for ±250 employees, consisting of the following core elements:

- 4.1 **EWP Services** which include counselling services and trauma debriefing to employees and their family members in a common household.
- 4.2 **HIV/AIDS Management Programme** in partnership with the employer's medical aid providers which includes prevention interventions, treatment, care, and support.
- 4.3 **Health and Productivity Management** which includes chronic disease management, injury on duty, incapacity, health promotion, awareness, and education.
- 4.4 **Cancer Management Programme** in partnership with the employer's medical aid providers, which includes awareness, prevention interventions, treatment, care, and support.
- 4.5 **Mental Health Programme** to create awareness amongst employees on mental health issues and assist them and equip managers with the necessary knowledge and tools on ways to deal with mental health issues in the workplace.
- 4.6 **Wellness Management** includes but is not limited to work-life balance interventions such as stress management, retirement planning, financial fitness amongst others.
- 4.7 **Executive Wellness Programme.** There are currently ±10 Executive Managers at the Competition Commission and the executive programme should be tailor-made to suit the needs of these managers. It should cover all necessary health and wellness aspects and should include individual tailor-made overall wellness coaching; and
- 4.8 **Infectious disease outbreaks and pandemics management.** To establish and maintain a holistic approach to support the Competition Commission's management and employees.
- 4.9 To design a program that encompasses the aspects below through the services provided to the employee through service providers and the workforce of the organisation. Programme Launch to all Competition Commission employees, which includes an official launch programme and token of recognition of the day to be distributed on the day i.e., t-shirt, cap, etc. Provision should be made that the launch could either be on-site or virtually, depending on the Competition Commission's directive.

4.10 Emotional Wellbeing

- 4.10.1. To develop a program that will address workplace and lifestyle behaviours that promote the wellness of staff.
- 4.10.2. Service each employee with at least two sessions annually to engage in an emotional assessment of the staff.
- 4.10.3. To implement organisational reform through training employees who will enforce behaviours of wellness.
- 4.10.4. Education and Awareness Campaigns covering all mental disorders.
- 4.10.5. Stigma Reduction Campaign
- 4.10.6. Promotion and prevention of mental health disorders campaigns
- 4.10.7. Assist and support Competition Commission employees living with mental health conditions.
- 4.10.8. Assist and provide Managers with tools (communication and facilitation skills) to manage, mitigate and lead discussions on mental health disorders.

4.11 Physical Wellbeing

- 4.11.1. Drafting a program that assesses the physical wellness and health of staff ensuring that medical assessments are available to the employees.
- 4.11.2. To raise awareness within the organisation for HIV/AIDS, TB, Cancer, Covid-19, and other illnesses which may affect the wellness of employees.
- 4.11.3. Afford each employee a medical assessment from practising medical staff.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

- 4.11.4. The program should be well administered ensuring that bookings can be made electronically to meet any pandemic/government protocols.

4.12 Financial Wellbeing

- 4.12.1. A program that is inclusive of contact sessions that affords staff with the opportunity to plan their financial futures actively.
- 4.12.2. Ensure each employee has an annual assessment of their financial wellness.

4.13 Social Wellbeing

- 4.13.1 Personality and strengths profiling of employees to assist people to navigate life in a manner that proactively takes care of their overall well-being.
- 4.13.2 Development and implementation of Work-Life Balance Programme inclusive of Life skills intervention that includes financial fitness, retirement planning, stress management.
- 4.13.3 Executive Wellness Programme tailor-made to suit the needs of managers covering all necessary health and wellness aspects and providing individual coaching to achieve overall wellness.
- 4.13.4 Development and implementation of an Infectious Disease Outbreak and Pandemic Management Programme by providing the following, *but not limited*:
- a) Education and Awareness
 - b) Prevention
 - c) Protocols
 - d) Assist and support Competition Commission employees.
 - e) Assist and provide Managers with tools (communication and facilitation skills) to manage, mitigate and lead discussions.
- 4.14 Themed Face-to-face Team Interventions / Counselling to assist teams with face-to-face counselling relating to changes within the organisation, i.e., structure, structural changes, operational requirements, team cohesion, etc and the rate should be calculated at 12 sessions for 10 divisions.
- 4.15 Training of managers on EWP case referral and management
- 4.16 Development and implementation of a communication plan to promote the EWP service and to promote the health and wellbeing of staff and their families.

5 MONITORING AND EVALUATION

- 5.1 To submit a comprehensive report of all aspects of delivery detailing the statistics, challenges, and recommendations based on the prevailing trends; provide quarterly and annual reporting to inform the Competition Commission on data and statistics analysis and to provide the value the programme is adding to the organisation and its employees and provide mechanisms for employees to rate the service provider services.
- 5.2 To conduct quarterly satisfaction surveys for employees to rate the service provider services and provide the Competition Commission with a report highlighting the feedback received. The survey content will be agreed upon by the service provider and the Competition Commission.
- 5.3 To put mechanisms in place for the person responsible for EWP in the Competition Commission to rate the services of the service provider on a quarterly basis and provide solutions to mitigate any issues that may arise.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

6 PROJECT OUTPUT / OUTCOMES

- 6.10** The service provider should have a specialist in Clinical Psychology, Psychiatry NLP Life Coach, Executive Coach, Mental Combat, Human Resources and Chartered Accountant with relevant experience.
- 6.11** The service provider must provide professional service to all Competition Commission employees.
- 6.12** The counselling services must be available in the Competition Commission employee's language of choice.
- 6.13** Trauma debriefing services must be available if required and the turnaround time for normal case response should be no more than 48 hours from request for assistance and critical incidents should be no more than 24 hours from the request for assistance.

7 REPORTING

- 7.10** The service provider shall provide signed monthly, quarterly, and annual reports to management with a comprehensive, accurate analysis and interpretations of trends and problem profiles and possible interventions within 7 working days from the end of the month, quarter, or year to which the report relates on all programmes.
- 7.11** The service provider shall provide quarterly signed monitoring and evaluation reports within 7 working day from the end of the quarter to the Competition Commission.
- 7.12** The report format should be agreed upon between the service provider and the Competition Commission. These reports must always be in the format agreed upon accompanied by invoices submitted before the 7 of the months, following in which services were rendered.
- 7.13** Presentation with recommendations to the Executive Committee of the Competition Commission once a year at the end of the financial year ending 31 March of each year.

8. CLIENTS

- 8.1** The programme is aimed at servicing Competition Commission employees and their immediate family members in their household.

9. SPECIFIC REQUIREMENTS

Proposals must state how the following will be managed:

- 9.1** Language
- 9.2** Face to face consultation with clients in the urban and remote areas
- 9.3** Confidentiality in compliance with the Protection of Personal Information Act (POPIA).
- 9.4** All material (booklets, posters, etc) provided to the Competition Commission should include the Competition Commission's logo and should be provided to the Competition Commission in an editable format. Awareness posters should align with the Government's National Health Calendar.

10. TIMEFRAMES

- 10.1** The duration of the contract will be for a period of **three (3) years**.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

11. CONTRACTUAL OBLIGATION

- 11.1 All bidders must complete SBD 3.3 as well as the applicable annexure (Pricing schedule). Any and all annual escalations must be included in the total bid price.
- 11.2 The bidders are required to provide a dedicated Account Manager upon contracting.
- 11.3 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 11.4 Unsatisfactory performance can result in CCSA invoking its right to terminate the contract. Bidder will be subjected to review at least twice a year - in terms of measuring satisfactory performance.
- 11.5 Compliance with BBBEE through a valid BBBEE Certificate or DTIC Sworn Affidavit as a well tax compliance through Central Supplier database or SARS tax in (when services are required).
- 11.6 Bidder must adhere to Protection of Personal Information (POPI) Act.

12. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 12.1 No legal or other obligation shall arise between the service provider and CCSA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 12.2 The Contract site is at **CCSA (as and when required)**.

13. WORKMEN AND SUPERVISION ON SITE

- 13.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

14. ADMINISTRATIVE CRITERIA (Phase 1)

- 14.1 Proof of registration on CSD (**Central Supplier Database**)
- 14.2 **Bidder to provide BBBEE Certificated (accredited by SANAS) or fully completed, signed and commissioned Sworn affidavit.**
- 14.3 Initialled General conditions of contract (GCC) on each page, completed and signed Standard bid documents (SBD 1, 3.3 including annexures A, 4, and 6.1)

15. MANDATORY CRITERIA (Phase 2)

- 15.1 **Valid Proof of registration with Employee Assistance Professionals Association of South Africa (EAPA- SA)**

Note: All bidders who do not comply with the items listed below will be disqualified.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

16. EVALUATION CRITERIA

- 16.1 Responses will be evaluated using a predetermined set of evaluation criteria.
- 16.2 The evaluation criteria is designed to reflect the Commissions requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.
- 16.3 Functional Evaluation threshold **(Phase 3)**
- 16.2.1 The tender submission will be functionally evaluated out of a **minimum of 75 points – any bidder who scores less than 75** will not be considered for further evaluation, **maximum score is 100.**
- 16.2.2 Bidders who comply with the Phase 3 will be evaluated in terms of Price and BBBEE & Specific Goals Preference Point system **(Phase 4)**

Functional Evaluation Criteria Phase 3:

Evaluation area	Evaluation Criterion	Minimum Score	Maximum Score
Methodology and Project Approach	<p>Methodology and approach - The service provider must demonstrate their understanding of the key requirements and expectations of the Competition Commission as outlined in this document. A detailed approach, methodology and tools on how they will assist the Competition Commission in achieving the objectives of this request must be in line with the following:</p> <ol style="list-style-type: none"> 1. Customisation to the Commission's needs or bidder to provide a solution in line in section 4 of the terms of reference (scope of work) = 15 points Bidder must provide a proposed 24/7 support procedure that includes the following services: toll free telephonic counselling, physical wellbeing, emotional wellbeing, financial wellbeing, social wellbeing, Executive wellness) = 10 points Turnaround Times on referrals, calls and reports = 10 points Monitoring, Reporting and Evaluation = 10 points <p>Non-compliance with the minimum criteria = 0 points</p>	35	45
Experience (Reference letters)	<p>Bidder must provide a minimum of 3 References letters, not older than 5 years, with a contactable email address, duration of the contract, and total value of the contract, indicating employee wellness services rendered to other clients.</p> <ul style="list-style-type: none"> 4 reference letters = 45 Points 3 reference letters = 30 Points <p>Non-compliance with the minimum criteria = 0 points. CCSA reserves the right to conduct due diligence in terms of the reference letters submitted</p>	30	45



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

Qualifications and experience of Project/Team Members in EWP and PHCS	<p>The service provider must provide evidence that they have qualified professionals that include; Social Workers, Nurses, Psychologists, Lawyers, and Financial Advisors, registered with relevant professional bodies with a minimum number of years' experience (attached evidence as per the below), and CVs to be provided. Service providers allocating resources with less than the required minimum years' experience as per below, will not be considered.</p> <ul style="list-style-type: none"> • Social Workers - A Degree in Social Work and Registered with SACSSA with 5 years' experience in the field • Psychologists - A Degree in the field of Psychology. Registered with HPCSA (e.g. Clinical, Counselling, education, Industrial, research psychologist) with 5 years' experience • Lawyers - LLB or equivalent qualification. Admission as an Attorney/ Advocate with 5 years' experience in litigation/advisory • Nurses - Basic R425 qualification. Registered with SANCA with 5 years' experience as a professional nurse • Financial Advisors - National Diploma or B degree in Accounting/ Financial Management / Cost management Accounting with 5 years' experience as Financial Advisor 	<p>10</p>	<p>10</p>
--	---	------------------	------------------

10.2.3 Bidders who obtained less than the minimum threshold of **75 points** will be declared non-responsive and therefore will not be eligible for **evaluation of BBEE, Specific Goals and Price Preference**.

10.3 BBEE, Specific Goals and Price Preference.

10.3.1 As the tender **price is estimated to be between R2001 and R50 million including VAT**, the tender responses will be evaluated on the **80/20**-point system.

11. ADJUDICATION USING A POINT SYSTEM

- 11.1 objective criteria justify the award to another bidder.
- 11.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 11.3 In the event that two or more bids have scored equal points in terms of price and preference points for B-BBEE and specific goals, the successful bid must be the one scoring the highest number of preference points for B-BBEE and specific goals - in terms of PPPFA Act 5 of 2000.
- 11.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 11.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

12. POINTS AWARDED FOR PRICE AND BBBEE & SPECIFIC GOALS PREFERENCE POINT

The **80/20** Preference Point System:

12.1 A maximum of **80** points is allocated for price on the following basis:

12.2 **20** points allocated in terms of the Commissions specific goals (*further recognition*):

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

P_{\min}

Where:

P_s = Points scored for comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

13. B-BBEE & SPECIFIC GOALS PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE LEVEL 1	10	
B-BBEE LEVEL 2	9	
B-BBEE LEVEL 3	8	
B-BBEE LEVEL 4	6	
B-BBEE LEVEL 5	4	
B-BBEE LEVEL 6	3	
B-BBEE LEVEL 7	2	
B-BBEE LEVEL 8	1	
Non-compliant contributor	0	
Further recognition for EME/QSE and or Women and or Youth, and or Rural Enterprise to be determined by the specification adjudication authority	10	

13.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.

13.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by SANAS.

13.3 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

14. CONSORTIUM

- 14.1** A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 14.2** A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.
- 14.3** In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a Bid process is such that the lead partner is identified and the following requirements are required as follows:

a) Lead Partner

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4

- 14.4** It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.
- 14.5** Of importance is that in a consortium, each individual team members retain their identities.

15. A JOINT VENTURE

A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

15.1 Unincorporated joint venture:

- 15.1.1** All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

15.2 Incorporated joint venture

15.2.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

15.2.2 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

15.3 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

16. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of CCSA in respect of BID process, between the closing date and the date of the award of the business. All enquiries relating to this BID should be emailed **three days before the closing date**.

17. CONDITIONS TO BE OBSERVED WHEN BIDDING

The Commission does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The Commission also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / Contract Form and letter of award or Purchase Order is prepared and executed.

The competitive shall remain open valid by the Commission for a period of **120 days** from the closing date of the BID Enquiry.

CCSA reserves the right to:

17.1 Not evaluate and award a bid that do not comply strictly with this BID document.

17.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.



competition commission
south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

- 17.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.
- 17.4** Cancel this BID at any time.
- 17.5** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

18. Cost of Bidding

- 18.1** The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the CCSA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

19. Note to Bidders:

- 19.1** Due diligence to be conducted by CCSA prior to the award of the contract.

END OF TERMS OF REFERENCE DOCUMENT

Annexed to this document for completion and return with the document:

- ANNEXURE SBD 1 and conditions to tender. – must be fully completed and signed.
- ANNEXURE SBD 3.3 (*pricing schedule- A*) – *must be fully completed and signed.*
- ANNEXURE SBD 4– must be fully completed and signed.
- ANNEXURE SBD 6.1 – must be fully completed and signed.
- ANNEXURE General Conditions of Contract (GCC) initialed on each page.