

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

T1.2 TENDER DATA

TENDER DATA

Clause	
1	<p>The Employer is: Thembisile Hani Local Municipality Stand No.24, Opposite Police Station Kwaggafontein C Mpumalanga 0458</p>
2	<p>The tender document's contents is as follows:</p> <p>Part T1: Tendering procedures: T1.1 Tender notice and invitation to tender T1.2 Tender Data</p> <p>Part T2: Returnable documents T2.1 Returnable Schedules required for Tender Evaluation</p> <p>The Contract</p> <p>Part C1: Agreements and contract data C1.1 Form of Offer and Acceptance C1.2 Contract Data C1.3 Form of Guarantee</p> <p>Part C2: Pricing data C2.1 Pricing instructions C2.2 Bills of quantities</p> <p>Part C3: Scope of work C3.1 Description of Works</p> <p>Part C4: Annexures C4 1 : Supply Chain Management Policy</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

3	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p><u>Accounting Officer:</u> Mr. D.J.D. Mahlangu Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9100</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Procurement Enquiries:</u> Ms. L. Sehlako Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9187</p> </td> <td style="width: 33%; padding: 5px;"> <p><u>Technical Enquiries:</u> MR. K.R. Mabuela Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9133</p> </td> </tr> </table>	<p><u>Accounting Officer:</u> Mr. D.J.D. Mahlangu Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9100</p>	<p><u>Procurement Enquiries:</u> Ms. L. Sehlako Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9187</p>	<p><u>Technical Enquiries:</u> MR. K.R. Mabuela Private Bag X4041 Kwaggafontein C Mpumalanga 0458 Tel : 013 986 9133</p>
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	<p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original.</p> <p>In the event that no correspondence or communication is received from the THLM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.</p>			
5	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Thembisile Hani Local Municipality.</p>			
6	<p>Cost of Tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>			
7	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>			
8	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>			
9	<p>Submitting tender offer:</p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked with project description.</p> <p>Location of tender Box: Thembisile Hani Local Municipality Building, municipal entrance.</p> <p>Physical Address: Thembisile Hani Local Municipality, Stand No.24 Kwaggafontein C, Mpumalanga, 0458.</p>			

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

	<p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p>
10	<p>Closing Time:</p> <p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12h00pm</p> <p>Closing Date: 18 July 2024</p> <p>Location: Thembisile Hani Local Municipality Stand No.24 Kwaggafontein C Mpumalanga 0458.</p> <p>Tenders will be opened in public at the same time.</p>
	<p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.</p>
11	<p>Pricing the tender</p> <p>State the rates and prices in Rands</p>
12	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>
13	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>
14	<p>Declaration Certificate for Local Production and Content for Designated Sectors</p> <p>Local Content is NOT APPLICABLE on this project.</p>
15	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p>
16	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

	employer within the time for submission stated in the employer's written request.								
17	<p>Tender evaluation points</p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.</p>								
	<p>Preference points for this bid shall be awarded for:</p> <p>(a) Price; and</p> <p>(b) Specific Goals.</p>								
18	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td>Specific Goals</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total points for Price and Specific Goals must not exceed</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE	80	Specific Goals	20	Total points for Price and Specific Goals must not exceed	100
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Total points for Price and Specific Goals must not exceed	100								
	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be terms of the Supply Chain Management Policy of the THLM.</p> <p>The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers 								
19	<p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none"> ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions 								

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

	<ul style="list-style-type: none"> ▪ Technical specifications <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> ▪ A valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbinded or unbundled. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of correction fluid without initialising or the use of any erasable ink, e.g. pencil. ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.
20	<p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ol style="list-style-type: none"> 1. Previous and expected current annual turnover 2. Current contractual obligations 3. Capacity to execute the contract
21	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the completed projects where the firm was involved. Reference of clients MUST be provided.</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last three (3) years.</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

	<p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size
	<p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p>
22	<p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.
23	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether a valid Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted.
	<p>If the Tender does not meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
24	<p>Penalties</p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years.
25	<p>Evaluation Method 4</p> <p>Which entails the balance between financial offer, preferences and Quality and 80-20 points system, will be adopted.</p>
26	<p>The additional conditions of Bid Document</p> <ol style="list-style-type: none"> 1. Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

FORM A: EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender compliance by the contracting Firm

It must be noted that a total of **35 points** must be obtained by the contracting firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 02)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 03)	Proof of Company Registration with Company Intellectual Property and Commission (CIPC) and proof of shareholding	Yes	5	
Tax PIN Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 05)	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	
CSD Report (Note 06)	A copy of CSD Summary Report of the company which is not older than one (01) month must be attached.	Yes	5	
Proof of registration with professional body for the company (Note 07)	Proof of registration with EAP-SA Employee Assistant Professional Association of South Africa, or any other relevant registration body	Yes	5	
Total 35 points				

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the Delegation of Authority certificate shall warrant an automatic elimination of tender from any further evaluation.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

Note 02: Completing tender document.

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company registration.

Proof of company registration documents in the form of a copy from the Company Intellectual Property and Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification PIN

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account

Attach an original or a copy of a municipal utility account not older than three (3) months. The account of any of the registered Director(s) or Company **must not be in arrears for more than 90 days**. Alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. Failure to attach a valid municipal account shall warrant automatic elimination of tender from any further evaluation.

Note 06: CSD Report

Attach a copy of the CSD Summary Report of the company which is not older than one (01) month upon tender closure. The company address needs to reflect on the CSD. Failure to attach the report shall warrant an automatic elimination of tender from any further evaluation.

Note 07: Registration with the relevant professional body.

Proof of registration with (EAP-SA) Employee Assistant Professional Association of South Africa, or any other relevant registration body must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorized to sign Tender:

FULL NAME:

SIGNATURE: **DATE:**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

FORM B: SECOND STAGE OF EVALUATION: FUNCTIONALITY

The bidding company's responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Organising and Staffing	35
Own facility	30
Experience of Firm	30
Project Methodology	05
Total	100

A company must obtain a minimum of 75 points out of the 100 points to be considered for evaluation on Price and Specific Goals.

Program Manager/ Team Leader: *(Maximum Points obtainable 15)*

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	A bachelor's degree in Psychology /Social Work or equivalent (NQF L7) and registration with HPCSA	No	6	
	Proof of registration with a professional body (HPCSA- Health Professions Council of South Africa)	Yes	4	
Sub-total			6	
Experience of Team Leader in similar projects	1 Project	No	1	
	2 -3 Projects	No	2	
	4 Projects and above	No	5	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

Sub-total	5	
Total	15	

Medical Doctor: *(Maximum Points obtainable 10)*

Name:

	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Degree in Medical qualification (MBCChB) or Similar (NQF L7) and registration with the HPCSA	No	3	
	Proof of registration with a professional body (HPCSA- Health Professions Council of South Africa)	Yes	3	
Sub-total			6	
Experience as a medical practitioner.	1 years of experience	No	1	
	2 – 3 years of experience	No	2	
	4 years of experience and above	No	4	
Sub-total			4	
Total			10	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

Social Worker: *(Maximum Points obtainable 10)*

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Degree in Social work or equivalent (NQF L7) and registration with HPCSA	No	3	
	Proof of registration with professional body (HPCSA- Health Professions Council of South Africa)	Yes	3	
Sub-total			6	
Experience in social work	1 years of experience	No	1	
	2 -3 years of experience	No	2	
	4 years of experience and above	No	4	
Sub-total			4	
Total			10	

ORGANISING AND STAFFING/PERSONNEL		
PERSONNEL	TOTAL	SCORES
Project Manager/Team Leader	15	
Medical doctor	10	
Social worker	10	
TOTAL	35	

Contractor
 Witness 1
 Witness 2
 Employer
 Witness 1
 Witness 2

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

Own Facility (Maximum Points obtainable 30)

It must be noted that a total points of 30 are obtainable by the Firm in relation to the requirements as mentioned on the table below, failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero point will be scored. Letter of intent or quotation from the lessor and Proof of ownership must be attached.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable (Own)	Points obtainable (leased)	Points Claimed
Wellness centre	Attach proof of office or wellness centre	No	30	15	
Sub-total			30	15	
Total			30	15	

EXPERIENCE OF FIRM (Maximum Points obtainable 30)

Note: Company's previous completed projects

Provide proof of the company's previous completed projects which is in the form of verifiable appointment letters / orders issued with contact details. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of projects completed (similar projects)	1 projects	No	10	
	2 – 3 Projects	No	15	
	4 projects and Above	No	30	
Sub-Total			30	
TOTAL			30	

PROJECT METHODOLOGY (Maximum Points obtainable 5)

Provide a full project methodology that entails a dedicated 24 hours telephone referral /counselling services for Councillors and employees/ immediate families. If these is not provided, zero points will be allocated in that regard.

Contractor *Witness 1* *Witness 2* *Employer* *Witness 1* *Witness 2*

APPOINTMENT OF A SERVICE PROVIDER FOR THE EMPLOYEE WELLNESS ASSISTANCE PROGRAM FOR THLM FOR A PERIOD OF 36 MONTHS

	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
	Project execution	No	2.5	
	Project Management	No	2.5	
	Sub-Total		5	
	TOTAL		5	

TOTAL SCORE: _____/100

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2