

**REQUEST FOR PROPOSAL [RFP] FOR THE APPOINTMENT OF A SERVICE PROVIDER TO  
PROVIDE EMPLOYEE WELLNESS PROGRAMME (EWP) FOR CEF OVER A PERIOD OF  
THREE (3) YEARS**

<b>RFP NUMBER:</b>	<b>EWP/08/2023</b>
<b>ISSUE DATE:</b>	<b>23 AUGUST 2023</b>
<b>CLOSING DATE :</b>	<b>05 SEPTEMBER 2023</b>
<b>CLOSING TIME:</b>	<b>12:00, MIDDAY</b>

## PART 1

### NOTICE TO TENDERERS

---

Proposals which must be completed as indicated in Part 3 of this RFP are to be submitted as follows:

**VIA EMAIL ADDRESS:** scm-hr@cefgroup.co.za

**CLOSING DATE:** 05 September 2023

---

#### 1 Submissions to RFP

Submissions to this RFP [**Proposal**] must not include documents or reference relating to any other Proposal or Proposals. Any additional conditions must be embodied in an enclosed letter.

#### 2. Broad-Based Black Economic Empowerment [B-BBEE]

CEF (SOC) Ltd fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. CEF (SOC) Ltd will accordingly allow a "preference" to companies who provide a valid B-BBEE verification certificate. All procurement transactions will be evaluated accordingly.

##### 2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that the following preference point systems are applicable to all tenders:

- the 80/20 system for requirements with a Rand value of up to R 50,000,000 (all applicable taxes included); and
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFP and if all tenders received exceed R 50, 000,000.00, the RFP must be cancelled. Similarly, if the 90/10 preference point system is stipulated in this RFP and all Tenders received are equal to or below R 50, 000,000.00, the RFP must be cancelled.

The value of this tender is estimated to be below R50, 000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

When CEF (SOC) Ltd invites prospective suppliers to submit Proposals for its various expenditure plans, it requires bidders to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

Bidders are required to complete SBD 6.1: the Preference Point Claim Form and submit it together with proof that they meet CEF's preferential procurement specific goals as stipulated in the Claim Form to obtain preference points.

**Note: Failure to submit a valid proof demonstrating compliance to specific goals at the closing date of this RFP will result in a score of zero being allocated for specific goals.**

### 3. Communication

- a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFP between the closing date and the date of the award of the business.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFP to the following CEF (SOC) Ltd employee:

**Name: Berlinda Rakolota**

**Email: [berlindar@cefgroup.co.za](mailto:berlindar@cefgroup.co.za)**

- c) Bidders may also, at any time after the closing date of the RFP, communicate with the Procurement Department on any matter relating to its RFP Submission.

### 4 Tax Clearance

The bidder's valid Tax compliance PIN must accompany the Proposal. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

### 5 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

## **6 Pricing**

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

## **7 Negotiations**

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

## **8 Repudiations**

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFP's goods / service(s) and request bidders to re-tender on any changes.
- reject any Proposal which does not conform to instructions and specifications which are detailed herein.
- disqualify Proposals submitted after the stated submission deadline.
- not necessarily accept the lowest priced Proposal.
- reject all Proposals, if it so decides.
- place an order in connection with this Proposal at any time after the RFP's closing date.
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFP.
- split the award of the order/s between more than one Supplier/Service Provider: or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

## **9 Validity Period**

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFP.

## 10 Returnable Documents

**Returnable Documents** means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their Proposals the mandatory **returnable documents** as detailed below.

*Failure to provide all these returnable documents at the closing date and time of this RFP will result in a bidder's disqualification.*

Mandatory Returnable Documents	Submitted [Yes or No]
- Pricing/Proposal with quote	

Please confirm submission of these mandatory returnable document(s) by so indicating [Yes or No] in the table above:

- b) In addition to the requirements of Part (a) above, bidders are further required to submit with their Proposals the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
- Valid B-BBEE Verification Certificate/BBBEE sworn affidavit or copy thereof  Note: failure to provide a valid B-BBEE /sworn B-BBEE affidavit at the closing date and time of the RFP will result in an automatic score of zero for preference points.	
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Bidder's Disclosure	
ANNEXURE C – SBD 6.1 : Preference points claims form	
Proof of Central Supplier Database registration (MAAA.....)	

## **PART 2**

### **SCOPE OF WORK**

Refer to Annexure A: Scope of work.

### **SELECTION CRITERIA**

Refer to Annexure B: Evaluation criteria.

### **PART 3**

#### **PROPOSAL FORM**

I/We\_\_\_\_\_

hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Proposals afresh and/or having to accept any less favourable offer.

#### **PRICING SCHEDULE**

Refer to Annexure C.

**The bidder must provide an all-inclusive pricing offer that will cover the full scope of work over the duration of the contract.**