



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

Private Bag X63, Pretoria, 0001, 34 Hamilton Street, Arcadia, 0001, Contact Number: 012 399 1422,

REQUEST FOR QUOTATION

RFQ Number	RFQ 20240223C
RFQ Description	EAP SERVICES
Closing Date	05 March 2025
Closing Time	11:00am
Submission Instruction	All Quotations must be submitted to: Procurement@gpaa.gov.za
Quotations validity	60 Days

NOTICE TO ALL SUPPLIERS

1. All quotations received with value of R2 000 to ≤ R1 million will be evaluated on the 80/20 criteria. The 80 points will be for Price and 20 points are for specific goals in line with the SBD 6.1 completed by the bidder.
2. Please complete the following SBDs attached to the RFQ and submit them with the quotation.

- SBD 1 Invitation to Bid
- SBD 3.1 Pricing Schedule
- SBD 4 - Bidder's Disclosure
- SBD 6.1 - the declaration on preference points. Please note that points claimed may be verified as per the contents of the SBD 6.1.
- BBBEE Certificate (SANAS Accredited, DTI or Sworn Affidavit)

3. For bidders who never transacted with the GPAA, you are required to attach confirmation of banking details/information.

Please take note of the closing date and time reflected in the attached RFQ.

NB: No late submissions will be considered.

Mandatory Requirements

1. Fully completed SBD 3.1
2. Fully Completed Pricing Sheet on the template provided by GPAA **(No other template will be accepted)**

Enquiries: Refer to SBD 1



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SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 20240223C	CLOSING DATE:	05 March 2025	CLOSING TIME:	11:00am
DESCRIPTION	EAP SERVICES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Quotations@gpaa.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Pfarelo Netshivhulana		CONTACT PERSON	Dikeledi Kganyago	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Quotations@gpaa.gov.za		E-MAIL ADDRESS	Dikeledi.kganyago@gpaa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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.					



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 PIN 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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number: **20240223C**

Closing Time 11:00AM

Closing date: **05 March 2025**

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

- | | | |
|---|--|--------------------------|
| - | Required by: | |
| - | At: | |
| | | |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery | |
| | | *Delivery: Firm/not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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SBD 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date _____

Position

Name of bidder



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SBD 6.1

SPECIFIC GOALS DECLARATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

These specific goals form must form part of all quotations. It contains general information required by legislation and serves as the declaration for the specific goals claimed by the bidder.

NB: IN COMPLETING THIS FORM, BIDDERS MUST BE AWARE OF THE CONDITIONS OF TENDER, GENERAL CONDITIONS OF CONTRACT, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOODS PRACTICE.

1. GENERAL CONDITIONS

- 1.1 The following point systems are applicable to all quotations:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- 1.2.1 Price; and
- 1.2.2 Specific goals.
- 1.3 The points for price and the points for specific goals will be added and subject to section 2(1)(f) of the PPPFA, the award will be to the bidder that scores the highest points.
- 1.4 **Failure on the part of a bidder to declare or submit proof when requested, will be interpreted to mean that points for specific goals are not claimed.**
- 1.5 **GPAA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the GPAA.**

2. DEFINITIONS

- 2.1 "Acceptable quotation" means a quotation which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.
- 2.2 "Black people" means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)
- 2.3 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.4 "Central Supplier Database" means the database managed by National Treasury at www.csd.gov.za.
- 2.5 "Disabled person" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.
- 2.6 "EME" means an Exempted Micro Enterprise in terms of the relevant code of good practice



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- on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act; An EME has less than R10m annual revenue.
- 2.7 **“Fronting”** means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.
- 2.8 **“Locality”** means that the enterprise has either its head office or an operational office located in that location AND they are in possession of proof of locality.
- 2.9 **“Ownership”** includes exercisable voting rights in the enterprise; economic interest in the enterprise (including Employee Share Ownership Programmes, Broad-based Ownership Schemes). The definition in the Ownership Element of the B-BBEE Amendment Act of 2013 and the codes of good practice provides more information on ownership.
- 2.10 **“Proof of Disability”** means:
- 2.10.1.1 A completed SARS “Confirmation of Diagnosis of Disability” form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature;
- 2.10.1.2 A medical report and functional assessment report confirming the disability; or
- 2.10.1.3 A SASSA disability grant.
- 2.11 **“Proof of Locality”** means:
- 2.11.1.1 A municipal rates invoice in the name of the company submitting the quotation that has been issued within the last three months;
- 2.11.1.2 An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address;
- 2.11.1.3 A signed lease with a property owner located in that municipality/township (GPAA may request a recent statement from the landlord);
- 2.11.1.4 A utilities rates statement (examples, Eskom or Telkom fixed line service) showing the physical address and the company or director name; or
- 2.11.1.5 A bank statement showing the company name and address.
- 2.12 **“Proof of Ownership”** means:
- 2.12.1.1 The % ownership indicated on the Central Supplier Database. The CSD integrates with the systems at Home Affairs (demographic information); Companies and Intellectual Property Commission (CIPC) (for company information such as shareholding); and other databases (such as the banks).
- 2.13 **“Proof of B-BBEE status level of contributor”** means:
- 2.13.1.1 B-BBEE Status level certificate issued by an authorized body or person (such as a SANAS verification agent);
- 2.13.1.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.13.1.3 A CIPC B-BBEE certificate; or
- 2.13.1.4 Any other requirement prescribed in terms of the B-BBEE Act.
- 2.13.2 **“price”** means an amount of money tendered for goods or services, and includes all



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applicable taxes less all unconditional discounts;

- 2.13.3 “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act; a QSE has between R10m – R50m annual revenue.
- 2.13.4 “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.
- 2.13.5 “**Specific Goals**” means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
- 2.13.6 “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions
- 2.13.7 “**Youth**” means persons between the ages of 14 and 35 as defined in the National Youth Commission Act of 1996.

3. PRICE FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE - THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of the quotation or bid under consideration
- P_t = Price of the quotation or bid under consideration
- P_{min} = Price of lowest acceptable quotation or bid

3.2 PRICE FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING CONTRACTS

3.3 POINTS AWARDED FOR PRICE

A maximum of 80

80/20

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

Where

- P_s = Points scored for price of the quotation or bid under consideration
- P_t = Price of the quotation or bid under consideration



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Pmax = Price of highest acceptable quotation or bid

4. GPAA SPECIFIC GOALS

4.1 The points awarded for price will be added to the points for Specific Goals.

4.2 THE GPAA Specific Goals that apply to quotations include:

4.2.1 Ownership (South African Black African, Coloured, Indian/Asian); and

4.2.2 One to two more of the following:

4.2.2.1 Enterprises based in the locality where the goods and service are needed;

4.2.2.2 Women-owned enterprises;

4.2.2.3 Disabled-owned enterprises;

4.2.2.4 Youth-owned enterprises; or

4.2.2.5 Small enterprises including EMEs or QSEs.

5. POINTS AWARDED FOR SPECIFIC GOALS FOR THIS QUOTATION

5.1 The following Specific Goals and points apply to this quotation:

Note: Points out of 20 will proportionally be allocated for the specific goal applicable to this bid.

Specific Goals in terms of PPR2022	Points out of 20 for the 80/20 system (A)	% Ownership (B)	Points Claimed (A x B)
		To be completed by the bidder	To be completed by bidder
Explanatory Example: % Black Ownership (South African Black African, Coloured, Indian/Asian)	10	100%	10 x 100% = 10
% Black Ownership (South African Black Coloured, Indian/Asian)	10		
% Women-owned enterprises			
% Disabled-owned enterprises			
% Youth-owned enterprises			
Small enterprises including EMEs	10	Refer 5.3.2	
Small enterprises including QSEs	Refer 5.3.1.2		
Enterprises based in the locality where the goods and service are needed			
TOTAL:	20		

N/A = Not Applicable

5.2 Where reference is made to Locality, the following location and points apply:

	Desired Location (if applicable)	Max Points	Points Claimed
Municipality:			



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5.3 Points claimed calculations:

5.3.1 Ownership. The points claimed will be calculated by multiplying the % ownership by the maximum points for that goal. For example a 100% black owned enterprise will score a full 10 points.

5.3.1.1 Note that if GPAA requests proof of ownership, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below

5.3.1.2 Locality. The points claimed for locality will be the maximum points if the bidder declares that they have Proof of Locality at the time of the declaration. If no proof of locality for the location described exists, then zero points must be claimed.

5.3.1.3 Note that if GPAA requests proof of location, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below.

5.3.2 Small enterprise. Claim the maximum points allocated if the enterprise is either an EME or QSE with a valid Proof of B-BBEE status level of contributor dated at the time of the declaration.

5.3.2.1 Note that if GPAA requests proof of EME or QSE, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 Company registration number:

6.3 CSD Number: MAAA.....

6.4 TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company
[TICK APPLICABLE BOX]	

7. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, declare the points claimed and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The points claimed are in accordance with the General Conditions as indicated in paragraph 1, 2 and 5 of this declaration;
- iii) In the event of a contract being awarded as a result of points claimed and any other information at the disposal of the GPAA, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the points claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –



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- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

.....
SIGNATURE(S) OF BIDDERS(S)

SURNAME AND NAME:

DATE:

ADDRESS



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1 PURPOSE

The Government Pension Administration Agency is looking to appoint an integrated Employee Assistant Programme service provider for a period of the remaining months of the financial year from the appointment date. The service provider will be expected to provide support to the GPAA staff members (permanent, temporary employed and fixed term contract employees) and their immediate family members.

2 SCOPE OF WORK

2.1 THE GPAA EMPLOYEES

The GPAA currently has a total of 1500 approved positions including Interns and Fixed Term Contract employees, of which 1200 are filled.

- Head office- Arcadia Pretoria: 960 employees
- Trevena – Sunnyside Pretoria: 300 employees
- Johannesburg: 15 employees
- Bloemfontein: 20 employees
- Kimberly: 20 Employees
- Cape Town: 20 Employees
- Bisho: 20 Employees
- Umtata: 20 Employees
- Port Elizabeth: 10 Employees
- QwaQwa: 5 employees
- Thohoyandou: 5 Employees
- Polokwane: 20 Employees
- Rustenburg: 10 Employees
- Mafikeng: 20 Employees
- Pietermaritzburg: 20 Employees
- Durban: 15 Employees
- Nelspruit: 20 Employees

The service provider must submit a brief proposal detailing the afore-mentioned aspects. The clear and precise plan and workshop content outline is important and should be included.

2.2 SERVICES REQUIRED



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The resources are required to:

- Provide face to face Counselling services, Trauma debriefing, Group counselling,
- Provide awareness to employees and support on Employee Health and Wellness related matters as and when required (managerial consultancy /coaching and support, Employee support services, (Health and Life Management, financial and legal services and he Health Screenings.
- Assist or work with GPAA EHW Coordinator to coordinate EHW initiatives,
- Provide 24 hours, 7 days a week telephonic contact services and available counselling referral and advisory services to employees and family members at GPAA Head Office and GPAA Regional Offices.
- The EAP services will be provided to employees and their immediate family members at Head Office and the Regional offices.
- Provide counselling (face to face) to GPAA employees and their family members in their language of preference, at a convenient place (not at a place far from place of residence or work) when requested to do so.
- 2 days in week of Clinic for counselling services at the head office and Trevenna

2.3 MANAGERIAL CONSULTANCY OR MANAGERIAL COACHING AND SUPPORT SERVICES.

- Managerial Consultancy or Managerial Coaching and Support Services
- Employee mediation Services
- Team enrichment sessions, i.e. group coaching covering but not limited to diversity, work-life balance, team dynamics and team therapy sessions.
- Incapacity Counselling support services.

2.4 EMPLOYEE SUPPORT SERVICES

- Health and Life management Services
- Financial and Legal Services
- Provide preventative services in the form of stress management, alcohol and substance abuse, marriage /relationship enrichment, personal financial management and preparation for retirement sessions

2.5 HEALTH SCREENING

- One massage session a year per provincial official office rendered for +/- 12 employees per office in all 9 provincial offices.



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- Comprehensive health screening to 9 Provincial Offices for +/- twelve (12) employees per office.
- Health screening to be inclusive of HIV Counselling and Testing (HCT), glucose, blood pressure, BMI, Cholesterol, waist circumference, TB and eight management, once a year.

3 SPECIAL CONDITIONS OF CONTRACT

During the evaluation of this quotation the GPAA will; inter alia, consider the following from duly submitted; completed and signed bids:

- The service provider should have a national presence and a network of therapists nationally, especially in all the towns that our offices are based.
- The service provider should have 24 hours and 7 days a week call centre available.
- The service provider should have a diversified group of therapists that is able to serve varying generational groups in the workplace.
- The service provider should provide both physical and virtual platforms for therapeutic consultation.

4 EVALUATION PROCESS

4.1 STAGE ONE: ADMINISTRATIVE

CRITERIA	FULLY COMPLETED	
	YES	NO
1. SBD 1		
2. SBD 3.1		
3. SBD 4		
4. SBD 6.1		
5. BBBEE Certificate	Attached	
NB: Certificate must be from DTI, SANAS accredited agencies or Sworn Affidavit by commissioner of oath		

4.2 STAGE TWO: MANDATORY

CRITERIA	COMPLIANT	
	YES	NO
1. The service provider should be registered with EAPA SA as a service provider NB: Please submit a proof of registration		
2. The service provider should have 24-hour and 7-day-a-week call center available. NB: Attach a written confirmation of a 24/7 call centre.		
3. The service provider should have a diversified group of therapists that is able to serve varying generational groups in the workplace (e.g. Baby boomers, Gen X, Millennials, Gen Z...e.t.c)		

<p>NB: Attached a list of therapists and written commitment that they can serves groups</p>		
<p>4.The service provider should have a diversified group of therapists that is able to serve varied racial groups in the workplace (e.g. Blacks, Whites, Indians, Coloreds, ...e.t.c)</p> <p>NB: Attached a list of therapists and written commitment that they can serves groups</p>		
<p>5. The service provider should have a diversified group of health professionals that are able to serve varying health and wellness education, screening, tests, refer for further support and promote a healthy and productive workforce</p> <p>NB: Bidder must attach a written confirmation that they have diversified group of health professionals</p>		
<p>6. SBD 3.1 (Fully Completed)</p>		
<p>7. Pricing Template (Fully Completed)</p>		

NB: Bidder who do not comply to any of the mandatory requirements will be disqualified.

4.3 STAGE THREE: FUNCTIONALITY

Only bid proposals that meet pre-compliance will be considered to be evaluated on functionality criteria. The service provider(s) must score a minimum of **70 POINTS**. Bidders who fail to score this minimum threshold will be disqualified and will not be evaluated further. The following values/ indicators will be applicable when evaluating functionality:

Evaluation Criteria	Points
<p>Experience and credentials (proven track record of Employee Health & Wellness)</p> <p>The bidder must indicate the level of experience and expertise in providing Health and Wellness services.</p> <ul style="list-style-type: none"> • Less than 1 year experience - 0 points • 1 to 3 years - 10 points • More than 3 to 6 years - 20 points • More than 6 to 9 years - 30 points • More than 9 years - 40 points <p>NB: Attach proof of company's experience in providing Health & Wellness services in a form of reference letters indicating the period or service rendered with the client. The periods must not be concurrent.</p>	40
	30



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Reference and Contact details information of a minimum of three (3) clients for whom similar services have been rendered for the last five (5) years. Less than 3 Contactable References - 0 points 3 Contactable references - 10 points 4 Contactable references - 20 points 5 or More Contactable references - 30 points NB: Attach reference letters indicating the similar service rendered to the client on a client's letterhead.	
Proposal on how the services will be rendered NB: Attach proposal covering the element indicated in section 2 above (Scope of work). • No proposal/ does not address the scope – 0 points Proposal covers all element – 30 points	30
Total Points	100
Threshold	70

4.4 STATE FOUR: PRICE AND SPECIFIC GOALS

Bidders that pass all the preceding stages will be evaluated on Price and Specific goals according to the template provided and SBD 6.1.



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NAME OF THE BIDDER: _____

No	DESCRIPTION OF GOODS OR SERVICE(S)	UNIT OF MEASURE	QUANTITY	UNIT PRICE (R)	TOTAL AMOUNT (R)
1	Provide face to face Counselling services, Trauma debriefing, Group counselling	Person	1		
2	Provide awareness to employees and support on Employee Health and Wellness related matters as and when required (managerial consultancy /coaching and support, Employee support services, (Health and Life Management, financial and legal services and he Health Screenings)	Person	1		
3	Assist or work with GPAA EHW Coordinator to coordinate EHW initiatives	Person	1		
4	Provide 24 hours, 7 days a week telephonic contact services and available counselling referral and advisory services to employees and family members at GPAA Head Office and GPAA Regional Offices	Person	1		
5	The EAP services will be provided to employees and their immediate family members at Head Office and the Regional offices	Person	1		
6	Provide counselling (face to face) to GPAA employees and their family members in their language of preference, at a convenient place (not at a place far from place of residence or work) when requested to do so.	Person	1		
7	2 days in week of Clinic for counselling services at the head office and Trevenna	Day per week	2		
	Retainer Fee (Bidders must indicate what is covered under retainer fee) NB: Retainer fee must not charge items that have already been priced above	Person	1		
SUB -TOTAL AMOUNT					R
VAT 15% (If VAT Vendor)					R
GRAND TOTAL AMOUNT					R
NOTE: 1. Prices must include delivery costs, all applicable Taxes and be quoted in South African Rands. 2. NO other Pricing Template will be ACCEPTED , except this one. 3. All items must be quoted inline with the specified quantities (Failure to do so will lead to disqualification).					