

SANRAL

SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD



Reg.No.1998/009584/30

**BUILDING SOUTH AFRICA
THROUGH BETTER ROADS**

REQUEST FOR PROPOSAL (RFP) No: NRA 2025/0028

**REQUEST FOR PROPOSAL APPOINTMENT OF A SERVICE PROVIDER
TO OFFER EMPLOYEE WELLNESS PROGRAMME SERVICES TO SANRAL
EMPLOYEES FOR A PERIOD OF THREE YEARS.**

ISSUE DATE:	06 June 2025
BRIEFING SESSION DATE:	12 June 2025
CLOSING DATE:	30 June 2025
CLOSING TIME:	12 h00

PART B

SECTION 1: SBD1 FORM

INVITATION TO BID

BID NUMBER:	NRA 2025/0028	ISSUE DATE:	06 June 2025	CLOSING DATE:	30 June 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO OFFER EMPLOYEE WELLNESS PROGRAMME SERVICES TO SANRAL EMPLOYEES FOR A PERIOD OF THREE YEARS.						
VALIDITY PERIOD	12 Weeks calendar days including the first day and including the last day.						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO							
CONTACT PERSON	ProcurementHO08@sanral.co.za						
TELEPHONE NUMBER	N/A						
E-MAIL ADDRESS	ProcurementHO08@sanral.co.za						
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]							

<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p style="text-align: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER QUESTIONNAIRE BELOW]</p>
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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 1.3 BELOW.</p>	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>1.2 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.</p> <p>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p>

- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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:_____

SECTION 2: NOTICE TO BIDDERS

2. INSTRUCTIONS TO BIDDERS

2.1. Submission of bid

The RFP submissions will close at **12h00** on **Thursday** day **30th June 2025** and all RFP documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFP reference number and sealed in an envelope when placing in the tender box and addressed to:

SANRAL COC : Address

Reception area

36 Assegaai wood Rd

The Reeds ; Centurion

0026

- 2.1.1.** Bidders **must submit one original plus one hard copy and electronic copy (e.g. on compact disk or memory stick)**. Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFP envelope must also contain the Bidder's details on the back of the envelope.
- 2.1.2.** No bid may be withdrawn after it has been submitted to Sanral unless the Bidder so requests in writing and such request is received by Sanral before the scheduled closing date. All bids received by Sanral on or before the scheduled closing date and time shall be valid and binding for a period of 90 (ninety) working days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.
- 2.1.3.** No telegraphic, e-mailed or faxed bids will be accepted.
- 2.1.4.** Properly motivated alternatives may be submitted but will only be considered **if a compliant offer has been submitted**. The alternative shall be approached and priced to the same detail as required by this RFP.
- 2.1.5.** Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by Sanral. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which Sanral may rely upon in the selection of a preferred Bidder.
- 2.1.6.** Bidders must ensure that their bids contain all documents as specified in this RFP.

2.2. Clarification

If a Bidder considers that any of the RFP documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL **by e-mail or fax only** using the contact information stated in the SBD 1 Form.

Enquiries will close at 16h00 on Thursday 25th June 2025. Sanral will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFP documents shall modify the issued RFP.

2.3. Formal Briefing

A compulsory briefing session will be conducted Virtually on the **12th of June 2025 @ 14:00** for a period of \pm 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

Meeting ID: 396 695 905 504 7

Passcode: MU9xN6Pf

Late arrivals (15 Minutes late) will not be allowed to participate in the meeting and their submissions shall be declared non-responsive. A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting.

2.4. Conflicts of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to Sanral. Bidders should contact Sanral for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to discuss any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

2.5. Participation in More than One Bid

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

2.6. Collusion with others

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFP. Such action will lead to disqualification with no further evaluation of their bid.

2.7. Communication

Specific queries relating to this RFP before the closing date of the RFP should be submitted to the contact person stated in the SBD 1 Form 5 days before tender closing date. In the interest of fairness and transparency Sanral's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Sanral in respect of this RFP between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response:

All unsuccessful bidders have a right to request Sanral to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

2.8. Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Sanral through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Sanral.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

2.9. Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable

national and local laws and regulations.

2.10. Disclaimers

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Quotation in response to it. Please note that Sanral reserves the right to:

- modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFP's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFP;
- split the award of the order/s between more than one Supplier/Service Provider should it at Sanral's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Sanral to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise

whether they would still be prepared to provide the required Goods/Services at their quoted price.

- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.
- If there are any queries during the Bid process and any other period after the Bid closure, Bidders are not allowed to contact SANRAL employees, consultants or related parties. Bidders must ONLY forward the queries to the email address indicated in SBD1 form. For complaints and escalations, Bidders are requested to send the follow up email to scmcomplaints@sanral.co.za.

2.11. Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

2.12. Johannesburg Stock Exchange Debt Listing Requirements

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

2.13. National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Sanral is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

2.14. Tax Compliance

Respondents must be compliant when submitting a proposal to Sanral and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the

Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Sanral urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS:

0800 204 558

SECTION 3

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

3. BACKGROUND:

The South African National Roads Agency SOC Limited (SANRAL) is soliciting Proposals from experienced Service Provider/s who have been registered and are listed on the National Treasury's Central Supplier Database (CSD) website to enter into an Agreement for the provision of Employee Wellness Programme (EWP). The Agreement will be for a base period of three years (3) from the date of appointment.

SANRAL is committed and dedicated at prioritising its employees' wellbeing. As the employer of choice and employer of the future, SANRAL continuously provides platforms for employees to receive support to be productive in their personal and professional life. SANRAL recognises that early detection and appropriate interventions to address personal, professional and environmental stressors can prevent or alleviate poor performance, accidents and absenteeism. To this end, it has put in place an Employee Wellness Programme (EWP) which seeks to empower employees with life skills to cope with difficult life and work-related issues so that work performance is not affected.

3.1. SCOPE OF WORK

3.1.1. Project Description:

Appointment of a service provider to offer Employee Wellness Programme services to SANRAL employees for a period of three years.

3.2. Scope of Works:

The service offering is for all eligible employees and their immediate family members. To define the impact of the EWP, the successful contractor will be required to conduct climate survey and behavioural risk management audit nationally. The program will be performed for all staff nationally located in the following geographic areas.

3.2.1. SANRAL OFFICES

- Western Cape – Cape Town
- Kwa-Zulu Natal – Pietermaritzburg
- Eastern Cape - Port Elizabeth
- Gauteng - Pretoria Menlo Park
- Head Office – Pretoria, Val de Grace & Centurion (Central Operations Centre)
- Limpopo – Polokwane (to be confirmed)
- North West – Mafikeng (to be confirmed)
- Mpumalanga – Nelspruit (to be confirmed)
- Northern Cape - Kimberley (to be confirmed)

- Free State – Bloemfontein (to be confirmed)

3.2.2. GENERAL NATIONAL WELLNESS PROGRAMME REQUIREMENTS

3.2.3. BEHAVIOURAL RISK MANAGEMENT AUDIT

Provide a Comprehensive employee needs analysis and behavioural risk management through the collection of data and conducting surveys that will include:

- 3.2.3.1.** The determination of the specific nature and extent of employee wellbeing-related problems prevalent within SANRAL.
- 3.2.3.2.** Clearly identified problems and key interventions, and methods to address the findings; The organisational audit must be conducted no later than 3 months after the date of appointment.
- 3.2.3.3.** A full audit report must be prepared and submitted to SANRAL management within three months of concluding the analysis.
- 3.2.3.4.** An annual update of the audit report must then be submitted to SANRAL at the end of the financial year, March of each year.

3.2.4. EMPLOYEE WELLNESS PROGRAMME (EWP)

3.2.4.1. PSYCHOLOGICAL COUNSELLING SERVICES

3.2.4.1.1. STANDARD EAP

- i. Provide a direct, unlimited and confidential access to 24-hour multilingual, toll-free Psychological Counselling services in a choice of all eleven official languages.
- ii. Provide a minimum of six counselling services per employee
- iii. Personal telephonic/face-to-face/virtual counselling session per issue for each person entitled to use the EWP. The counselling must include, as a minimum, the following:
 - a) Family, relationship or marital problems
 - b) Parent-child difficulties, including child behaviour
 - c) Emotional problems
 - d) Suicidal problems
 - e) Anger problems
 - f) Violence
 - g) Addiction – gambling problems, substance abuse (alcohol, drugs, medication)
 - h) Mental health disorders
 - i) Stress (anxiety, depression, bereavement and loss)
 - j) HIV/Aids concerns
 - k) Trauma

3.2.4.1.2. DIGITAL EAP

Employees and their family members should be able to access the EWP programme from anywhere, anytime using any device, including a mobile device. The contract must come with an application (APP) that employees can access for wellness information and assistance.

3.2.4.1.3. LIFE MANAGEMENT SERVICES

Provide unlimited and confidential access to a 24hr toll-free Life Management service offering information and assistance on legal problems, financial concerns, healthcare, life coaching, and family matters. The services offered should consist of the following:

- a) Financial advice and planning
- b) Debt counselling advice
- c) Legal advice services
- d) Telephonic health information
- e) Telephonic wellbeing information

3.3. DISEASE MANAGEMENT SERVICES**3.3.1. Wellness Days**

South Africa and its health system are experiencing an alarming increase in chronic diseases. Some of these conditions are a result of poor lifestyle choices that individuals make and are linked to behaviour. The Wellness Day Programme should support the national health calendar and its objectives to derive meaningful employee participation whilst driving the importance of taking charge of one's health and wellbeing.

3.3.2. Manage Impact of diseases

Chronic Disease Management programme seeks to timeously identify employees with Chronic Diseases of Lifestyle, in order that they could access appropriate medical care that mitigates complications. This should be guided by the Department of Health and World Health Organisation (WHO) stipulations.

3.3.3. COVID-19 or similar Pandemic Management and Support Services/Any other National Disaster related issue

- Providing testing services
- Education and training around the pandemic and management thereof

- Provide counselling services
- Assessment of impact on employees and the organisation
- Provide adaptation tools to balance employee well-being and business continuity
- Offer a 24-hour support service both telephonically and digitally dedicated to deal with this pandemic.

3.3.4. Executive and Senior Management Wellness

The Executive Wellness Programme is a critical intervention, which takes into consideration that the executive management is faced with inherent occupational realities of constant time pressures, ongoing high stress levels and potentially higher risk of health complications.

3.4. Scope Of Services – Retainer Services

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
3.4.1. COUNSELLING SERVICE	
3.4.1.1. Toll-free telephonic counselling (24/7/365) for employees and families. The Service shall be available in 11 official languages, with the national network matching SANRAL's geographic map.	Professional Support Line Service Via a 24/7/365 Call Centre. A 24-hour multilingual psychological counselling service to be available to all eligible employees and immediate family members.
3.4.1.2. Personal Face-to-Face Counselling Model of 6 counselling sessions per employee per issue per year with additional two sessions at the discretion of the service provider. Face-to-face counselling for employees and family members	6(six) Personal Counselling (face to face) - sessions per person per year (per condition/ incident) close to employee / family member residence or place of work. Support and counselling for victims of unfair discrimination e.g. disabilities, homophobia, xenophobia etc.
3.4.1.3. Critical Incidence Services (Trauma debriefing)	A Critical Incident service - offering prompt and professional trauma debriefing and counselling services to employees exposed to incidents of trauma.
3.4.1.4. Electronic on-line and Mobile advisory services	Access to a comprehensive Online / Mobile Wellness Programme (APP) . The programme includes an integrated suite of email, App (Android and Apple) and web-based health management applications

	<p>including interactive disease management tools; a selection of health and wellness information; a medical encyclopaedia; quizzes, and calculators;</p> <p>as well as personalised information on a range of employee wellbeing related topics such as stress management, substance abuse, and trauma management including health and fitness programs. Printable resources.</p>
3.4.1.5. Management consultancy, referral and support program	<p>Service provider will provide:</p> <p>Managerial consultancy programs. Employee referral service to SANRAL managers in support of their people management responsibilities.</p>
3.4.1.6. Pre-retirement and Retrenchment Counselling	<p>Pre-retirement (early, normal and medical boarding) and retrenchment counselling and workshops to be provided to employees who are due for retirement and retrenchment.</p>
3.4.2. LIFE MANAGEMENT SERVICES	
<p>3.4.2.1. Life management services:</p> <ul style="list-style-type: none"> • Debt management and advocacy • Money management (Budgeting) • Legal advice and guidance • Family Care • Alcohol, Drugs and Gambling Management 	<p>Life Management Services</p> <ul style="list-style-type: none"> • A legal wellbeing service that provides SANRAL employees with detailed practical information, education, counselling, resources and referrals on a broad range of legal matters, consumer affairs and social benefits. Assistance on labour law matters is excluded from the service. • Financial wellbeing: This component of the service will assist employees who have queries relating to finances and debt. • A debt mediation process will be available to all employees who present with a negative cash flow situation in those geographies where such mediation is legislatively available. • Family care support: It will focus on the provision of information and guidance on a broad range of family related issues such as: parental guidance, disability benefits, educational and community

	<p>resources, special needs placement, dependent care, child support, alternative work arrangements, residential facilities, vocational guidance, community resources, preschool programmes and care giving guidance.</p> <ul style="list-style-type: none"> • Wills and Estate planning • Basic contract draft and advice
<p>3.4.3. MARKETING AND COMMUNICATION</p>	
<p>3.4.3.1. Marketing and communication</p>	<ul style="list-style-type: none"> • Custom-designed and continuing communication programmes to correctly position the EWP, ensure understanding and encourage all employees to use the service. • The service provider must adopt SANRAL Employee Wellness Programme branding and design or propose the same. • The service provider shall provide an Employee Assistance Programme telephone number – Toll-free number. • The service provider must provide monthly statistics of the EWP and the impact of the awareness programs in encouraging employee participation in the program. • The service provider must be agile in providing timely information on new and developing trends in the wellness space.
<p>3.4.4. PROGRAMME MANAGEMENT</p>	
<p>3.4.4.1. Programme Management: Client Services Strategy and Policy Development</p>	<ul style="list-style-type: none"> • A dedicated Client Relationship Manager will manage the EWP. • The EWP to SANRAL. This includes service promotion and marketing, EWP-related training, liaison with SANRAL’s EWP custodians, reporting, organisational consultancy and complaints resolution. • Development of a group-level health and wellness strategy in close collaboration with Programme Leadership through a consultative process involving all

	<p>Operating Divisions.</p> <ul style="list-style-type: none"> • Output will be a detailed strategy document outlining the strategic positioning of the programme, a detailed situational analysis, a comparison with international and local best practice, and an action plan.
<p>3.4.4.2. Reporting Services – Monthly, Quarterly and Annual Reports</p> <p>3.4.4.2.1. Monthly Report</p> <p>3.4.4.2.2. Quarterly Report</p> <p>3.4.4.2.3. Annual Report</p>	<p>Reporting:</p> <p>Monthly Reporting to include:</p> <p>Provide monthly reports on all key utilisation aspects of the EWP together with related organisational consultancy and support.</p> <p>Quarterly and Annual Reporting to include:</p> <p>Provide quarterly and annual reports on all key utilisation aspects of the EWP, together with related organisational consultancy and support.</p> <ul style="list-style-type: none"> • Statistics and calculations • Data Analysis • Analysis of usage patterns and trends of the service platforms • Engagement Rate • Themes and trends • Value (recommendations on ensuring SANRAL receives value for money) • Benchmarking • Conclusions & recommendations.
<p>3.4.4.3 Complaints Management</p>	<p>The service provider will address all complaints received from SANRAL within 7 working days to be done in the form of a written report, followed by a meeting where necessary.</p>

3.4.5. ABSENTEEISM SOLUTIONS	
3.4.5.1. Have a dedicated referral General Medical Practitioner and Specialist	<ul style="list-style-type: none"> All SANRAL offices to have access to the services of a general medical practitioner and Specialist, as the employer deems necessary to detect, monitor and evaluate absenteeism, disability and incapacity cases as early as possible.
3.4.6 UNFAIR DISCRIMINATION AND SEXUAL HARASSMENT SUPPORT PROGRAM	
3.4.6.1 Sexual harassment, Unfair discrimination (Gender, Race, Disability, etc.)	<ul style="list-style-type: none"> Provide trauma counselling and victim empowerment. Mandatory counselling for perpetrators.

3.5. ONSITE SERVICES ANNUAL OFFERING

The wellness testing will be done on +/- 837 employees. There must be two wellness days scheduled per financial year, per office. The venues and wellness screening hours are as follows:

Province / Office	Address	Wellness Testing days
Head Office	48 Tambotie Avenue Val de Grace Pretoria South Africa.	Two Wellness Days: 08:00 – 15:00
Central Operations Centre	36 Assegaai wood Rd The Reeds Centurion	Two Wellness Days: 08:00 – 15:00
Gauteng Province	38 Ida Street Menlo Park Pretoria South Africa	Two Wellness Days: 08:00 – 15:00

Kwa-Zulu Natal Province	58 Van Eck Place Mkondeni Pietermaritzburg, KwaZulu-Natal South Africa	Two Wellness Days: 08:00 – 15:00
Eastern Cape Province (including TEA)	20 Shoreward Drive Baywest Port Elizabeth Eastern Cape South Africa	Two Wellness Days: 08:00 – 15:00
Western Cape Province	1 Havenga Street Oakdale, Bellville Western Cape South Africa	Two Wellness Days: 08:00 – 15:00
Provincial Offices	Limpopo - Polokwane North West - Mafikeng Mpumalanga - Nelspruit Northern Cape - Kimberley Free State - Bloemfontein	Two Wellness Days: 08:00 – 15:00

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
3.5.1. ANNUAL EMPLOYEE HEALTH SCREENING	
3.5.1.1 Wellness Screening	The service rendering will include determining the following: <ul style="list-style-type: none"> • Weight • Height • Body Mass Index • Blood Pressure & Pulse readings • VCT-HIV (Price PP per test) • Full Lipid Screening • Glucose Levels

	<ul style="list-style-type: none"> • Cholesterol • Provide appropriate health action recommendations based upon the results of each employee’s screening results. <p>The service provider will be responsible to fully manage the following;</p> <ul style="list-style-type: none"> • Employee registration; • Data capturing of each employee’s results directly after their assessment; • The annual health screenings must align with SANRAL’s medical aid partners’ benefits programs. e.g: the service provider must ensure that the screening results are submitted to SANRAL medical aid partners so that a person is able to get vitality points for doing the health screening at work. • Wellness assessment activities; • Stock control; • Staff provisioning and comfort breaks; • Storing and transporting of stock after issuing, • Management of any issues that may arise during the assessments and <p>A full report on the wellness results of employees, must be provided to SANRAL Management to include results per province but not limited to the following:</p> <ul style="list-style-type: none"> • Demographics of the employees tested • Health overview of the employees tested • Breakdown of medical schemes employees belong to per province • Quantum of employees per province not covered by a medical scheme
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3.5.2 ANNUAL EXECUTIVE AND SENIOR MANAGEMENT MEDICAL HEALTH ASSESSMENTS – (32)

<p>Medical Risk Appraisal</p> <p>Physical Assessment</p> <p>Laboratory Investigations</p> <p>Radiological Investigations</p>	<ul style="list-style-type: none"> • Counselling before and after the assessment where required. • Massage / Relaxation Therapy. • Personal and family medical history • Nutrition and dietary advise
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	<ul style="list-style-type: none"> • Physical activity • Health Habits • Neurological • Cardiovascular • Height, weight, BMI, Waist and hip circumference and ratio • Resting and Effort ECG • Lung function screening • Visual and hearing • Ear, nose and throat • Respiratory • Gastrointestinal • Musculoskeletal • Lipogram Uric acid Glucose • Liver and kidney functions • Full blood count and ESR • Stool (colon albumin) male and female > 40 years old • Prostate Specific Antigen test for male > 40 years old • Thyroid female > 30 years old • Pap smear for female • HIV counselling and testing (upon request and consent) • TB Testing <p>Catering (Welcome drink and light lunch)</p> <ul style="list-style-type: none"> • Chest x ray for > 40 on first visit/ every 5 years/ by referral Mammogram and bone density female > 40 years old
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3.6. SCOPE OF WORK: AWARENESS, EDUCATION, AND TRAINING

12 sessions per annum (60 employees per session).

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
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3.6.1 AWARENESS EDUCATION AND TRAINING ON VARIOUS WELLNESS TOPICS

3.6.1.1 Awareness Sessions:

- EWP employee awareness sessions.
- EWP Managerial awareness sessions.
- Awareness sessions on the most common and pressing issues at a given time.

3.6.1.2 Wellness Interventions and Training:

- Specialists, i.e. Dieticians, Biokineticists, etc.
- Topics on Diversity Training, stress management, relationships, self-awareness, Wellness Champions, etc.

Awareness presentations for Eligible Employees, managers, supervisors and others who may need to be involved, such as HR and Occupational Health personnel and staff committees.

3.7. SCOPE OF SERVICE – MANAGERIAL SUPPORT INTERVENTIONS

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
3.7.1 RESTRUCTURING AND SUPPORT SERVICES TO CATER FOR INTERVENTIONS PER OFFICE AS THE NEED ARISES	
3.7.1.1 Restructuring, Retrenchment and support services	Effective and efficient programme to assist with the management of people aspect of organisational change, to provide support, training, group dynamics, groups and leadership coaching.
3.7.2 CONFLICT MEDIATION – PER INTERVENTION OF 30 PEOPLE	
3.7.2.1 Conflict management to be done by industrial psychologists (and Coach)	<ul style="list-style-type: none"> • Identify and respond to the adverse conflict risks within the organisation prior to them impacting negatively on productivity and service excellence. • Build capacity for managers to use the service and to identify distressed employees and refer them to appropriate resources • One-on-one and group support interventions • Referral (Employee to Employee and Employer to Manager)

3.7.3 OTHER TESTS PER PERSON AND OTHER ADHOC ITEMS FOR WELLNESS DAYS	
Other Tests	<ul style="list-style-type: none"> • Eye Tests • Hearing tests • Oral health • Annual Flu • Prostate Test • Lung Function (Peakflow) • TB Screening • Relaxation therapy • Nutrition and dietary advise • Stress Questionnaire • Zumba Instructor • Yoga Instructor
3.7.4 COACHING	
<p>3.7.4.1 Provide Management Coaching Services to employees sourced from a certified and recognised professional body e.g. COMENSA.</p> <p>3.7.4.2 Provide Executive Coaching</p> <p>3.7.4.3 Provide Team Coaching</p>	<ul style="list-style-type: none"> • Create self-awareness. • Assist with the management of the transition from specialist into management roles. • Assist with relationship management. (between managers, and between managers and subordinates) • Assist with transitioning from managing a small team to managing a division. • Group coaching, manager to team to improve performance.

3.8. GENERAL PROVISIONS

Service providers will be expected to hand-over any employee files and any other relevant information as and when requested by the SANRAL as per the Electronic Communications & Transactions Act 25 of 2002.

3.8.1. EWP MOBILE APP

The wellness service provider must have their services accessible on mobile platform including but not limited to, wellness services, and e-learning educational services as an added benefit to the contract.

3.8.2. HEALTH CALENDAR TOPICS

The service provider should provide national health, social and wellness calendar topics on a monthly basis with electronic desk drops for campaigns and to create awareness.

3.8.3. WELLNESS AND HEALTH EVENTS

The wellness service provider should plan and manage activities, events and campaigns within the scope of the employee wellness programme and any other associated wellness initiatives. Come up with initiatives to enhance team cohesion as and when required, within a province and inter-provincial/provincial, and nationally.

3.9. SANRAL LIVING POSITIVELY PROGRAMME

The SANRAL Living Positively Programme is introduced as a specialised extension of the EWP program. The Living Positively Programme is aimed at ensuring professional, consistent and comprehensive support for employees who are living with HIV, TB and other Life-Threatening diseases. The overall EWP service should promote interventions aimed at changing behaviour from high-risk to low-risk activities. The service provider should have the necessary project management capability and competency to perform the EWP service and Living Positively programme.

3.10. OTHER WELLNESS AND HEALTH SERVICES

- a) Conducting work ergonomics studies
- b) Running stress management programmes
- c) Fitness challenges
- d) Staff awareness programmes
- e) Procurement of marketing and promotional items for activities, events and campaigns within the scope of the wellness and health programme.
- f) Arrange and procure venue, catering and equipment for wellness events (including sports practice venues) and fitness challenges, in consultation with the client.
- g) Any other services within the scope of wellness and health, which shall be on a quotation basis as and when required, e.g., development and printing of posters, etc.)

3.11. OTHER SPECIFIC REQUIREMENTS

- a) The service provider should have a minimum of 10 years' experience in rendering EWP services.
- b) The service provider and its sub-contractors must have the necessary accreditation, including but not limited to HPCSA.
- c) The service provider must partner with medical schemes to offset some of the cost of services rendered i.e. when an offering is not covered by the contract, SANRAL would capitalise on the ability of the service provider to provide such services through relevant stakeholders. The service provider must provide proof of their partnership with medical aid schemes.
- d) The partnership between the service provider and medical schemes should enable members to earn points on the reward programmes they are registered on.
- e) Provide proof and references supporting this and note that you can be asked to elaborate on some of these previous programmes you have developed and implemented.
- f) Implement EWP and be able to render such services in, but not limited to the Western Cape; Gauteng; KwaZulu Natal and Eastern Cape and where future SANRAL's provisional offices will be situated.
- g) Any services to be rendered that has financial implications, the service provider should obtain prior approval from SANRAL.
- h) The service provider undertakes that all services provided by it shall conform with sound professional health care, wellness standards and principles.
- i) That its employees possess adequate skills, know-how and expertise in providing the agreed services.
- j) Can operate in all 11 official languages.
- k) Inform SANRAL immediately if any critical incidents are reported.
- l) Performance will be rendered in an efficient way and the service provider shall at all times exercise the necessary diligence and skill to ensure proper performance of the contract.
- m) The service provider is required to draft a Performance Management Contract / Service Level Agreement, which will be discussed with SANRAL before it is confirmed as a final document.

3.12. SCOPE OF APPLICATION

Onsite services will be applicable to the following:

- SANRAL employees;
- SANRAL Trainees and Graduates

- SANRAL Bursary and Scholarship Holders (NB, Pre-Authorisation from SANRAL is required for the initiation of sessions)

Counselling services will be applicable to the following:

- SANRAL employees and their immediate family members (spouse and children) including extended family members living in the same household with the employee who is employed longer than three months.
- SANRAL Trainees/Graduates and their immediate family members (spouse and children).
- Retired, retrenched and medically boarded employees limited to six (6) months post-termination.

4. MANDATORY REQUIREMENTS

Bids must fully comply with all the mandatory requirements for the compliance check of mandatory requirements. Functional evaluation and those bids which failed to comply with all the requirements of will be invalidated or disqualified from the process. Only bids that obtained a minimum qualifying score (70 points) (functional requirements) will be evaluated further.

The following values will be applicable when evaluating the bid:

5. PRICING SCHEDULE

Pricing Schedule Rules:

- a)** The quantities used in this pricing schedule are for the purposes of evaluating tenders and the quantities may not be seen as actual quantities. The tenderer may therefore not rely on any quantity not reached or exceeded as a reason for adjusting any price or insisting on any mentioned quantity during the contract period.
- b)** In cases where R0,00 is captured in the pricing schedule template, the pricing should remain as such.
- c)** The pricing per item tendered must include all costs associated with delivering such service and/or outcome as per the specification. The tenderer will not be allowed to price for any costs outside of the tendered costs during the currency of the contract period.
- d)** Care must be taken in the multiplication of rates and quantities to ensure that the correct total is forwarded.
- e)** Should any discrepancy be found in the pricing schedule the rate tendered will be used for arithmetical or other corrections.
- f)** For any other services rendered as a result of a request for quotation, that falls within the scope of wellness and health not priced for in the Price Schedule below will be covered by the provisional sums.
- g)** The contract value will increase annually as per the CPI percentage.

SECTION 4 CRITERIA AND RETURNABLE DOCUMENTS

4.1 STEP ONE: Test for Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	
• Bid received before closing date and Time	
• Bidder has completed SECTION 1: SBD1 Form	
• Bidder has submitted a Priced Offer	
• Bidder has submitted proof of CSD Registration	
• Bidder has submitted proof of Tax Sars Pin	

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two

4.2 STEP TWO: Minimum Threshold 70 points for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Item No	Evaluation Criteria	Description	Score
1.	Number of years rendering Employee Wellness Programmes	<p>The service provider must submit a portfolio of evidence to prove that they have a minimum of ten (10) years rendering Employee Wellness Programmes. The portfolio of evidence must clearly indicate the number of years in business providing employee wellness services and unpack the services provided.</p> <p>Bidders Experience</p> <p>0 - 9 Years' Experience = 0 Points 10 Years' Experience = 5 Point 11 – 12 Years' Experience = 10 Points 13 – 14 Years' Experience = 15 Points 15 – 16 Years' Experience = 20 Points 17 and above Years' Experience = 30 Points</p>	30

2.	Client References	<p>The service provider must have experience in servicing employees between 300 or More . It is a requirement for the bidders to provide a minimum of three (3) contactable references indicating the number of employees per reference and the value of the contract, excluding SANRAL. Such references must be written on a company letterhead. Failure to adhere to these requirements will result in disqualification.</p> <p>Bidders Reference Letters</p> <p>0 – 2 reference letters = 0 points 3 reference letters = 4 Point 4 to 5 reference letters = 8 Points 6 to 7 reference letters = 12 Points 8 to 9 reference letters = 16 Points 10 and above reference letters = 20 Points.</p>	20
3.	Key Resources	<p>The service provider must provide the following information for key resources:</p> <ul style="list-style-type: none"> - 1 page CV: must include the Names of the resource, Health/EAP-related qualification, and years of experience. - Professional Registration of the key resources. <p>Qualification, 0 years' experience = 0 Qualification, 3 years' experience = 2 points Qualification, 4 -5 years' experience = 4 Points Qualification, 6 - 7 years' experience = 6 Points Qualification, 8 -9 years' experience = 8 Points Qualification, 10+ years' experience = 10 Points</p>	10

		<p>Professional Registration with EAPA-SA/HPCSA</p> <p>Not Professionally Registered = 0 Points</p> <p>Professionally Registered = 10 Points</p>	10
4.	Project Proposal/Plan	<p>The service provider must provide the methodology, approach and a detailed project proposal (not exceeding 3 pages) on the following:</p> <p>(a) Wellness Interventions (refer to A-4.6 of the specification) (covering at least 5 elements of wellness e.g. psychological, physical, mental, social, spiritual wellness etc.)</p> <p>(b) Events calendar (covering at least 5 elements of wellness e.g. psychological, physical, mental, social, spiritual wellness, financial etc.)</p> <p>Project Proposal/Plan not submitted = 0 Points</p> <p>Project Proposal/Plan detailing 1 sub-elements = 3 Points</p> <p>Project Proposal/Plan detailing 2 sub-elements = 5 Points</p> <p>Project Proposal/Plan detailing 3 sub-elements = 8 Points</p> <p>Project Proposal/Plan detailing ALL sub-elements = 10 Points</p>	10
5.	Office Footprint	<p>The service provider must have physical presence in at least (3) provinces where SANRAL has offices. In instances where the service provider does not have physical presence in a specific province, the onus will be on them to provide proof of their ability to render the required services in a seamless manner, in the form of a portfolio of evidence. The latter will be interrogated by SANRAL and where deemed necessary reference checks will be conducted.</p> <p>Office footprint in less than 5 provinces = 0 Points</p> <p>Office footprint in 5 provinces = 5 Points</p> <p>Office footprint in 7 provinces = 10 Points</p> <p>Office footprint in 9 provinces = 15 points</p>	15
6	Existing EWP Application (APP)	<p>The service provider must have an existing application (APP) where SANRAL employees can access wellness-related information and services. The bidders will be required to submit a link granting SANRAL access to test existing App.</p> <p>No existing application (App) = 0 points</p> <p>Existing Application (App) with no clear demonstration of how it can be accessed = 3 points</p>	5

		Existing application (App) with a clear demonstration of how it can be accessed = 5 points	
Total			100

The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent's Proposal to progress to Step THREE for final evaluation

4.3 STEP THREE: Evaluation and Final Weighted Scoring

a) **Price and Specific Goal**

Sanral will utilise the following formula in its evaluation of Price:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

Pmin = Price of lowest acceptable Bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	

	Non-compliant contributor	0.00		0.00	
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b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

4.4 STEP FOUR: Post Tender Negotiations (if applicable)

- Respondents are to note that Sanral may not award a contract if the price offered is not market-related. In this regard, Sanral reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Sanral conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Sanral based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

4.5 STEP FIVE: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered with the successful Bidder at the acceptance of a letter of award by the Respondent.

Respondents are to note that, on award of business, Sanral is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

Respondents declaring a commercial relationship with a DPIIP or FPPO are to note that Sanral is required to annually publish on its website a list of all business contracts entered into with DPIIP or FPPO. This list will include successful Respondents, if applicable.

SECTION 4
PRICING OFFER FORM

SPECIFICATION NUMBER	DESCRIPTION	UNIT	RATE IN RAND	QUANTITY	TOTAL PER ANNUM
3.2.3. PRE-AUDIT – BEHAVIOURAL RISK MANAGEMENT AUDIT					
	Full Audit Report at inception of the contract (in the first three months of contract) and once every quarter.	Quarterly		4	
3.4.1. COUNSELLING SERVICES					
3.4.1.1. & 3.4.1.2.	Telephonic Counselling Face to Face / Virtual Counselling (24-hour psychological counselling incl. Sexual Harassment related counselling)	Per hour – the quantity reflects number of hours		1666	
3.4.1.3.	Critical Incidence Services (Trauma Services)	Per hour – the quantity reflects number of hours		25	
3.4.1.5.	Management consultancy, referral and support program	Per hour – the quantity reflects number of hours		50	
3.4.1.6.	Pre-retirement and Retrenchment Counselling	Per hour – the quantity reflects number of hours		30	
4.4.2. LIFE MANAGEMENT SERVICES					
3.4.2.1.	Life Management Services	Per hour – the quantity reflects number of hours		150	

3.4.4. PROGRAMME MANAGEMENT					
3.4.4.1.	Management Fees	Per month		12	
3.4.4.2.1.	Monthly Report	Per month	R0	12	R0
3.4.4.2.2.	Quarterly Report	Per report		4	
3.4.4.2.3.	Annual Report	Per report		1	
3.4.5. ABSENTEEISM SOLUTIONS					
3.4.5.1.	Dedicated referral Medical Doctor	Per Consultation		25	
3.4.5.2.	Dedicated referral Specialist	Per Consultation		10	
ONSITE SERVICES ANNUAL OFFERING					
3.5.1. ANNUAL EMPLOYEE HEALTH SCREENING					
3.5.1.1.	Weight	Per test, per person		837	
3.5.1.2.	Height	Per test, per person		837	
3.5.1.3.	Body Mass Index	Per test, per person		837	
3.5.1.4.	Blood Pressure and Pulse Reading	Per test, per person		837	
3.5.1.5.	VCT-HIV	Per test, per person		400	
3.5.1.6.	Full Lipid Screening	Per test, per person		837	
3.5.1.7.	Nurses	Per event		50	
3.5.1.8.	Cholesterol	Per test, per person		837	
3.5.2. ANNUAL EXECUTIVE AND PROVINCEAL MANAGEMENT MEDICAL HEALTH ASSESSMENTS					
3.5.2.1.	Annual Executive and Senior Management Medical Assessments	Per person		32	

3.6. SCOPE OF SERVICES – OTHER					
3-6.1. AWARENESS EDUCATION AND TRAINING ON VARIOUS WELLNESS TOPICS					
3.6.1.2.	Wellness Interventions and/or Trainings (e.g. Diversity Training, Wellness Champs Training, Financial Training, Weight & Stress Management etc)	Per intervention/training		20	
3.7. SCOPE OF SERVICE – ADHOC					
3.7.1. RESTRUCTURING AND SUPPORT SERVICES					
3.7.1.1.	Restructuring, Retrenchment and Support Services	Per intervention		50	
3.7.2 CONFLICT MEDIATION					
3.7.2.1.	Conflict Management Intervention (Facilitated by an Industrial Psychologist and Coach)	Per intervention		20	
3.7.3. OTHER TESTS PER PERSON AND OTHER ADHOC ITEMS FOR WELLNESS DAYS					
3.7.3.1.	Eye Test	Per test		450	
3.7.3.2.	Hearing Test	Per test		450	
3.7.3.3.	Oral Health	Per test		450	
3.7.3.4.	Annual Flu	Per injection		837	
3.7.3.5.	Lung Function (Peakflow)	Per test		450	
3.7.3.6.	TB Screening	Per test		350	
3.7.3.7.	Relaxation therapy	Per person		837	
3.7.3.8.	Nutrition and dietary advise	Per wellness day		20	
3.7.3.9.	Stress Questionnaire	Per person		837	
3.7.3.10.	Zumba Instructor	Per session		120	
3.7.3.11.	Yoga Instructor	Per session		120	
3.7.3.12.	Prostate Test	Per session		418	
3.7.4. MANAGEMENT COACHING					

3.7.4.1.	Coaching Services to employees (Sourced from a certified and recognised professional body.)	Per person, per hour		100	
3.7.4.2.	Executive Coaching Services (Sourced from a certified and recognised professional body.)	Per team, per session		25	
3.7.4.3.	Team Coaching Services (Sourced from a certified and recognised professional body.)	Per team, per session		25	
3.8 GENERAL PROVISIONS					
3.8.1.	EWP Mobile App		R0		R0
3.9. SANRAL LIVING POSITIVELY PRORAMME					
3.9.1.	Living Positive HIV/AIDS and other life-threatening care.	Per hour – the quantity reflects number of hours		20	
3.9.2.	Living Positive awareness and management	Per training workshop		5	
TOTAL FOR THREE YEARS					
VAT @ 15%					
PROVISIONAL SUMS (for interventions which may arise as a result of restructuring or business re-configuration and testing that falls outside the scope of wellness screenings)					R3 000 000.00
TOTAL TO BE CARRIED TO FORM OF OFFER					R

Respondents are to note that Sanral will round off final pricing scores to the nearest 2 (two) decimal places.

Notes to Pricing:

4.5.1 All Prices must be quoted in South African Rand, inclusive of VAT

4.5.2 Any disbursement not specifically priced for will not be considered/accepted by Sanral.

- 4.5.3 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

SECTION 5**RETURNABLE DOCUMENTS****List of Returnable Documents**

The tenderer must complete the following returnable documents:

FORM	LIST OF RETURNABLE DOCUMENTS	STATUS
INVITATION TO BID	SBD 1 FORM	
FORM A2:	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
FORM A3:	CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)	
FORM A4:	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	
FORM A5:	DECLARATION FORM - MANAGEMENT OF DOMESTIC PROMINENT INFLUENTIAL PERSONS, FOREIGN PROMINENT PUBLIC OFFICIALS AND FOREIGN INFLUENTIAL NATIONALS	
FORM A6	CERTIFICATE OF FRONTING PRACTICES	
FORM A7	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	
FORM A8:	DECLARATION OF TENDERER'S LITIGATION HISTORY	
FORM A9:	CERTIFICATE OF TAX COMPLIANCE STATUS	
FORM A10:	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	
FORM A11 (SBD4):	BIDDER'S DISCLOSURE	
FORM A12 (SBD6.1):	PREFERENCING SCHEDULE - TENDERER'S B-BBEE VERIFICATION	
FORM A13:	POPIA	

FORM A14:	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	
FORM A15:	DECLARATION OF TENDERER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
FORM A17:	CERTIFICATE OF SINGLE TENDER SUBMISSION	
FORM A18:	SPECIFIC GOALS POINTS CLAIM FORM	
FORM B1:	SCHEDULE OF WORK EXPERIENCE	
FORM B2:	KEY PERSONNEL EXPERIENCE	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Sanral with such renewals as and when they become due, Sanral shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Sanral may have for damages against the Respondent.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A3: JOINT VENTURE AGREEMENT

Bidder Name	Contact Detail (Name, Cellphone, Email)	Share % in the JV
Lead Bidder:		
Total		100

Tenderer:

In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement
 Lead Bidder shall have Majority share certificate.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A4: DECLARATION OF TENDERER’S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL

Notes to tenderer:

- 1. The signatory for the tenderer (as per Form A2) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
- 2. In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, declare that:

(i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

.....

.....

.....

.....

(ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at on the day of

..... 20.....

.....

SIGNATURE

The deponent having:

1. Acknowledged that he/she knows and understands the contents hereof;
2. Confirmed that he/she has not objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

.....

COMMISSIONER OF OATHS

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A5: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)

Notes to Tenderer:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: www.nra.co.za)
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
 - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
 - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
 - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
 - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
 - iii. "DD" means Due Diligence.

- iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - v. "DPIP" means a Domestic Prominent Influential Person.
 - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
 - viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
 - ix. "FPPO" means a Foreign Prominent Public Official.
 - x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
 - xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
 - xii. "Senior Management" means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

Prominent Influential Persons (PIP's) Reporting Form

IDENTIFICATION PARTICULARS				
Primary Particulars	First Name	Surname		ID/Passport Number
Country Details	Country of Origin		Citizenship	Current Country of Residence
CURRENT STATUS AND BACKGROUND				

Current Occupation	Occupational Title		Status	
			Active	Non-active
Is the potential/business partner (mark with an "X" whichever is applicable):				
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?	
KNOWN BUSINESS INTERESTS				
No	Name of Entity	Role in Entity	Status	
1			Active	Non-active
2				
3				
4				
5				

MEDIA REPORTS / OTHER SOURCES OF INFORMATION
(Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN)

Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

DECLARATION / UNDERTAKING BY THE TENDERER

I, the undersigned,

declare that:

- i. the information furnished on this declaration form is true and correct.
- ii. I accept that, any action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A6: CERTIFICATE OF FRONTING PRACTICES

Fronting Practices

Window-dressing: This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation.

Benefit Diversion: This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

Opportunistic Intermediaries: This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

Responsibility to Report Fronting

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

Fronting Indicators

<ul style="list-style-type: none"> • The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;
<ul style="list-style-type: none"> • The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;
<ul style="list-style-type: none"> • The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;
<ul style="list-style-type: none"> • There is no significant indication of active participation by black people identified as top management at strategic decision making level;
<ul style="list-style-type: none"> • An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;
<ul style="list-style-type: none"> • An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;
<ul style="list-style-type: none"> • An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;
<ul style="list-style-type: none"> • The enterprise displays evidence of circumvention or attempted circumvention;
<ul style="list-style-type: none"> • An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;
<ul style="list-style-type: none"> • An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and
<ul style="list-style-type: none"> • An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.

DECLARATION

I, the undersigned,
in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A7: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

The tenderer shall provide a copy supplier registration from the National Treasury Central Supplier Database (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider:

Central Supplier Database Supplier Number:

Supplier Commodity:

Delivery Location:

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A8: DECLARATION OF TENDERER’S LITIGATION HISTORY

Note to tenderer:

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A9: CERTIFICATES OF TAX COMPLIANCE

The Tenderer shall complete the declaration below.

I, (name)
the undersigned in my capacity as (position)
on behalf of (name of company)
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC Limited
(SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is

In the event of a joint venture each member shall comply with the above requirements.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A10: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER

PAGE	DESCRIPTION

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....

FORM A11: BIDDER’S DISCLOSURE SBD4

Notes to tenderer:

- i. Definitions:
 - a) “State” means:
 - any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
 - any Municipality of Municipal Entity;
 - Provincial Legislature;
 - National Assembly or the National Council of Provinces; or
 - Parliament.
 - b) “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
- ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.
- iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

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

- a. 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

- 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:

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.

.....
.....

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

If so, furnish particulars:

.....
.....

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

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.

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.

- 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 BE FALSE.

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:

FORM A12:TENDERER'S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)

Notes to Tenderer:

1. A tenderers' scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
 - The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.
 - i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and
 - ii) The certificate shall:
 - Be valid at the closing date;
 - Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
 - Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
 - Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and
 - iii) A valid BBBEE Certificates shall contain:
 - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
 - Value-Added Tax number, where applicable.

- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
 - B-BBEE status with corresponding procurement recognition level.
 - The relevant Codes used to issue the B-BBEE verification certificate.
 - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
 - Financial period which was used to issue the B-BBEE Verification Certificate
- iv) A valid Sworn Affidavit must contain the following:
- Name/s of deponent as they appear in the identity document and the identity number.
 - Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
 - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
 - Percentage black ownership, black female ownership and whether they fall within a designated group.
 - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
 - Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise's registration documents, which was used to determine the total revenue.
 - B-BBEE status level. An enterprise can only have one status level.
 - Date deponent signed and date of Commissioner of Oath must be the same.
 - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
- v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.

Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM 13: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):
 consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Sanral will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:
 Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Sanral” and the Data subject is the “Respondent”. Sanral will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Sanral reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Sanral.
5. In responding to this bid, Sanral acknowledges that it will obtain and have access to personal

information of the Respondent. Sanral agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

6. Sanral further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Sanral and/or its authorised appointed third parties.
7. Furthermore, Sanral will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Sanral requires the Respondent to process any personal information disclosed by Sanral in the bidding process in the same manner.
8. Sanral shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
9. Sanral shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request Sanral to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Sanral correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Sanral’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES		NO	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying Sanral against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.

13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent’s authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Sanral, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A14: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION

Notes to tenderer

1. The tenderer shall complete the declaration below.
2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.

I, _____ (name), the undersigned in my capacity as _____ (position), on behalf of _____ (name of company), herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due diligence investigation on _____ (name of company) to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service Providers, shall be submitted within the timelines of the request.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....

FORM A15: DECLARATION OF TENDERER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Notes to tenderer:

1. **This declaration:**
 - a. **must form part of all tenders submitted.**
 - b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State’s procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
 - a. **abused and/or misused the State’s procurement and/or supply chain management system;**
 - b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
 - c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
 - d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

4.1	<p>Is the tenderer or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied.</p> <p>The Database of Restricted Suppliers now resides on the National Treasury website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

4.1.1	If Yes, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If Yes, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If Yes, furnish particulars:		

CERTIFICATION

I, the undersigned,

.....

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....

Name:..... Position:.....

Tenderer:.....

FORM A17: CERTIFICATE OF SINGLE TENDER SUBMISSION

Notes to tenderer:

- 1. This certificate serves as a declaration by the tenderer that a single tender was submitted.**
- 2. In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.**

DECLARATION

I, the undersigned, in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

- 1. I have read and understand the notes to, and the contents of, this certificate.
- 2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner participate in more than 1 (one) tender.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM 18: SPECIFIC GOALS POINTS CLAIM FORM

This form contains general information and serves as a claim for preference points for specific goals Contribution. Sanral will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable. Despite the stipulated preference point system, Sanral shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contribution.
- (c) Any other specific goal determined in Sanral.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20

Total points for Price and Specific Goals must not exceed	100
--	------------

- 1.5 Failure on the part of a bidder to submit proof of specific goals together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser 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 purchaser.

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"** means:
- 1) B-BBBEE status level certificate issued by an unauthorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act.

- (j) **“QSE”** means a Qualifying Small Enterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **“Specific goals”** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Sanral to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

3.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn-Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)

	[Sworn- affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME³	Sworn-Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 3.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 3.4 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.
- 3.5 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 capability and ability to execute the sub-contract.
- 3.6 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 an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 3.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

4. BID DECLARATION

- 4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS

1.4 AND 6.1

5.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

6.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with any of the enterprises below:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

APPOINTMENT OF A SERVICE PROVIDER TO OFFER EMPLOYEE WELLNESS PROGRAMME SERVICES TO SANRAL EMPLOYEES FOR A PERIOD OF THREE YEARS.

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

7.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

7.6 **COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraphs 4.1 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 4.1 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been 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-

- (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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Sanral reserves the right to penalise the bidder up to 10 percent of the value of the contract;
- (e) 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

forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM B1: SCHEDULE OF WORK EXPERIENCE

Bidder shall submit list of projects relevant/similar to this tender scope of work.

Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM B2: KEY PERSONNEL EXPERIENCE

Bidder shall submit list of projects relevant/similar to this tender scope of work.

Contracts Manager						
Name						
Professional Registration						
Professional Registration Number						
Highest Qualification						
NQF Level						
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....