

## PART A

### REQUEST FOR QUOTATIONS (RFQ)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)</b>					
RFQ NUMBER: <b>IM022/2023</b>		CLOSING DATE: <b>03-02-2023</b>		CLOSING TIME: <b>10H00</b>	
DESCRIPTION: <b>Employee Assistance Programme for three years</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS)					
<b>17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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 No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  [TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENT MUST BE HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** IS PRICE AND **20** POINTS IS FOR B-BBEE.
- 1.6. POINTS SCORED WILL BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES.
- 1.7. A TRUST, CONSORTIUM OR JOINT VENTURE (*INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES*) **MUST** SUBMIT A VALID CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE TENDER OR RFQ
- 1.8. POINTS FOR B-BBEE STATUS LEVEL CONTRIBUTOR WILL ONLY BE ALLOCATED PROVIDED THAT THE CLOSING DATE OF THE TENDER OR RFQ FALLS WITHIN THE EXPIRY DATE SPECIFIED ON PROOF OF B-BBEE.
- 1.9. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (*PRICE AND B-BBEE POINTS*) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.10. BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.11. THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
- 1.12. THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE.
- 1.13. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (**IN DAYS**) OF PRICE QUOTATION AFTER THE CLOSING DATE

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILED THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

#### 3. LIST OF RETURNABLES

##### BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
<b>PART A &amp; B</b>	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE A</b>	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE B</b>	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?		

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

<b>ANNEXURE C</b>	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE D</b>	IS BIDDER'S PROOF OF <b>VALID</b> B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: <b>(A)</b> B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; OR <b>(B)</b> A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
<b>ANNEXURE E</b>	IS BIDDER'S SWORN AFFIDAVIT – B-BBEE <b>EXEMPTED MICRO ENTERPRISE</b> – GENERAL OR <b>QUALIFYING SMALL ENTERPRISE</b> – SPECIALISED ENTITY – GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
<b>ANNEXURE F</b>	IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS.		
<b>ANNEXURE G</b>	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED <b>TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E</b> . (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW OR STIPULATE IN THE DESCRIPTION OF GOODS).		

**4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATEGORIES OF GOODS**

**NOTE:** ONLY BIDDERERS WHO HAVE COMPLETED AND SUBMITTED THE SBD 6.2 TOGETHER WITH THE LOCAL CONTENT DECLARATIONS ANNEXURE C, ANNEXURE D AND ANNEXURE E AND ADHERE OR COMPLY TO THE STIPULATED MINIMUM THRESHOLD (%) WILL BE CONSIDERED / APPOINTED. NON-COMPLIANT SUPPLIERS WILL NOT BE EVALUATED ON POINTS FOR PRICE AND B-BBEE THEREFOR THEY WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

DESCRIPTION OF GOODS	REQUIRED MINIMUM % - LOCAL CONTENT
<b>TABLE 1 - OFFICE FURNITURE</b>	
Side visitors chair upholstered (with full genuine black leather) – sleigh base with arms	70 %
Medium back chair adjustable and upholstered (with full genuine black leather) with arms on 5 star	65 %
High back chair adjustable and upholstered (with full genuine black leather) with arms on 5 star	65 %

**5. CRITERIA FOR BREAKING DEADLOCK IN SCORING**

- IN THE EVENT THAT TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL POINTS, THE SUCCESSFUL TENDERER WILL BE THE ONE THAT SCORE THE HIGHEST POINTS FOR B-BBEE;
- IF TWO OR MORE TENDERERS HAVE EQUAL POINTS, INCLUDING EQUAL PREFERENCE POINTS FOR B-BBEE, THE SUCCESSFUL TENDER WILL BE THE ONE SCORING THE HIGHEST SCORE FOR FUNCTIONALITY, IF FUNCTIONALITY IS PART OF THE EVALUATION PROCESS;
- IN THE EVENT THAT TWO OR MORE TENDERERS ARE EQUAL IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

**6. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA): SUPPLIER NOTICE**

THE DEPARTMENT RESPECT YOUR PRIVACY AND ACKNOWLEDGE THAT YOUR DOCUMENTS WILL CONTAIN PERSONAL INFORMATION WHICH MAY BELONG TO YOU OR OTHERS. BY SUBMITTING YOUR DOCUMENTS, YOU GIVE THE DEPARTMENT CONSENT TO PROCESS INFORMATION IN ACCORDANCE WITH POPIA. THE DEPARTMENT MAY DISCLOSE PERSONAL INFORMATION IF REQUIRED BY THE LAW ENFORCEMENT AGENCIES AND OTHER PARTIES WHO PROVIDE THE DEPARTMENT WITH THE RELEVANT / REQUIRED SERVICES. THE DEPARTMENT WILL AUTHORISE ACCESS TO PERSONAL INFORMATION ONLY TO EMPLOYEES WHO REQUIRE THE INFORMATION TO EXECUTE THEIR WORK-RELATED RESPONSIBILITIES. THE DEPARTMENT WILL ARCHIVE YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS

**7. DELIVERIES**

- ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

NO	DESCRIPTION OF GOOD	QUANTITY	UNIT PRICE AMOUNT	TOTAL AMOUNT
1.	24 Hour, 7 days personal EAP Support Service in 365 days of the year.	100 employees per year		
2.	HIV&AIDS and TB Counselling, Education and Support Services.	100 employees per year		
3.	Life Management Programmes: legal advice, financial advice and family care support services.	100 employees per year		
4.	Professional face-to-face counselling services for maximum 6 to 8 sessions per incident per year.	100 employees per year		
5.	Personal and work-related critical incident stress intervention including trauma debriefing, group trauma debriefing	10 interventions per year		
6.	Comprehensive Online Wellness Programme (e-Care) customised and interactive online wellness services	500 employees per year		
7.	Programme management by providing managerial referral, absenteeism and incapacity consultancy services	20 interventions per year		
8.	Psychiatric assessment for reasonable accommodation or recommendation for ill-health retirement on the basis of psychological chronic ill-health condition	10 interventions per year		
9.	Complementary information sessions on financial wellness, retirement planning, stress management, workplace conflict, relationships and lifestyle management	30 sessions per year		
10.	Health Screening Services	320 employees per year		
	<b>TOTAL PRICE EXCLUDING VAT</b>			
	<b>VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)</b>			
	<b>GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)</b>			

**NB:** FAILURE TO SUBMIT A DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

  
**ANNETTE POTGIETER**  
**DESIGNATION: DIRECTOR HUMAN RESOURCE UTILISATION AND EHW**  
**DATE: 10/11/2022**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
 (Proof of authority must be submitted e.g. company resolution)

DATE: .....