

REQUEST FOR PROPOSAL: APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS	
TENDER NUMBER: HO/HCM/502/10/2023	

BID NUMBER: HO/HCM/502/10/2023 REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS
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CLOSING DATE	27 June 2024
CLOSING TIME	12:00
BRIEFING SESSION	COMPULSORY BRIEFING
	03 June 2023
	TIME: 10:00
BID DOCUMENTS DELIVERY ADDRESS	PASSENGER RAIL AGENCY OF SOUTH AFRICA Umjantshi House 30 Wolmarans Street Braamfontein
BIDDER NAME	

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Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced,

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distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.
- Withdraw the RFP on good cause shown;

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- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;
- 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 PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- 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 provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

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PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

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LIST OF BID DOCUMENTS

INVITATION TO BID PART A	Form A
TERMS AND CONDITIONS FOR BIDDING PART B	Form B
TENDER FORM (PRICING SCHEDULE)	Form C
SITE INSPECTION CERTIFICATE / PRE-TENDER BRIEFING SESSION	Form D
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM	Form F
ACKNOWLEDGEMENT	Form G
SBD 4 BIDDER'S DISCLOSURE	
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1 LIST OF ANNEXURES TO THE RFP

PRASA Returnable Forms	Annexure 1
Tender Form C	Annexure 2
Pricing Schedule	Annexure 2.1
Questions and Answers Tracker	Annexure 3 Q&A (Clarification form)
Draft Contract	Annexure 4

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2 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

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3 INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context –

- 3.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 3.2 any reference to one gender shall include the other gender;
- 3.3 words in the singular shall include the plural and vice versa;
- 3.4 any reference to natural persons shall include legal persons and vice versa;
- 3.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 3.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 3.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 3.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 3.9 this RFP shall be governed by and applied in accordance with South African law.

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4 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 4.1 “Accounting Authority” means the Board of PRASA;
- 4.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 4.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 4.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 4.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 4.6 “Black Equity” means the voting equity held by Black People from time to time;
- 4.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended .
- 4.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 4.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 4.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 4.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 4.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 4.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 4.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **27 June 2024**.
- 4.15 “Project” means this project for the “APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS)”
- 4.16 “RFP” means the Request for Proposals issued by PRASA for this tender; and
- 4.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

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SECTION 1

NOTICE TO BIDDERS

1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity**, **Bidder**].

BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS.
BID ADVERT	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from 24 May 2024.
ISSUE DATE	24 May 2024
COMPULSORY BRIEFING SESSION	03 June 2024 at 10h00 am, Umjantshi House Auditorium
CLOSING DATE	27 June 2024 at 12:00 Midday Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	180 Working/Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same

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	terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS BY BIDDERS	14 June 2024
CLOSING DATE FOR RESPONSES BY PRASA	21 June 2024
CONTACT PERSON	zoliswa.yangairo@prasa.com

Any additional information or clarification will be emailed to all Respondents, if necessary.

2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing will be conducted at 30 Wolmarans Street, Braamfontein on the 05 June 2024 at 10:00. Respondents to provide own transportation and accommodation. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

2.1 *A Certificate of Attendance in the form set out in Form D hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFP briefing.* Bidders must also appear on the Compulsory Briefing session Register.

2.2 Respondents failing to attend the compulsory RFP briefing may be disqualified.

3 BRIEFING SESSION MINUTES AND NOTES

3.1 PRASA will issue briefing session minutes or notes together with the response to the clarification questions on the 21 June 2024.

3.2 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.

3.3 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.

3.4 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

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4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

The Secretariat / Tender Office

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Description of Bid APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS

Closing date and time: 27 JUNE 2024 @ 12:00

Closing address 30 WOLMARANS STREET
UMJATSHI HOUSE
BRAAMFONTEIN

5 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located at the main entrance of the UMJANTSHI HOUSE and should be addressed as follows:

THE SECRETARIAT / TENDER OFFICE
30 WOLMARANS STREET
UMJANTSHI HOUSE
BRAAMFONTEIN

5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Respondents should 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 such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation should clearly indicate the percentage [%] split

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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 PRASA.

6 COMMUNICATION

6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to zoliswa.yangairo@prasa.com not later than 14 June 2024, substantially in the form set out in Annexure 3 hereto.

6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to all the other Respondents who have attended a compulsory briefing session. For this purpose PRASA will communicate with Respondents using the contact details provided at the compulsory briefing session.

6.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at telephone number (012) 748-7338, email zoliswa.yangairo@prasa.com on any matter relating to its RFP Proposal.

6.4 Respondents are to note that changes to its submission will not be considered after the closing date.

6.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

6.6 Bidders are advised utilize this email address (**SCM.Complaints@prasa.co.za**) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

6.6.1 Bid/Tender Description

6.6.2 Bid/Tender Reference Number

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6.6.3 Closing date of Bid/Tender

6.6.4 Supplier Name;

6.6.5 Supplier Contact details

6.6.6 The detailed compliant

7 CONFIDENTIALITY

7.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services , which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.

7.2 Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

8 INSTRUCTIONS FOR COMPLETING THE RFP

8.1 All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and Specific goals response.

8.2 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory Requirements Response
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelop 2/ Package 2)

- **Part C:** Financial Proposal and Specific Goals

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Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.

- 8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the Bidders name. PRASA reserves the right to consider information provided in all formats irrespective the format i.e original/copy/electronic.
- 8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.
- 8.5 Where Bidders are required to sign forms they are required to do so using preferably black ink pen.
- 8.6 Any documents forming part of the original responses to RFP but which are not original in nature, should be certified as a true copy by a Commissioner of Oaths.
- 8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.
- 8.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 8.9 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand

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the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.

- 8.11 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by PRASA. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.13 Response to RFP documents are to be submitted to the address specified in this RFP, and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 8.16 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked up Contract will form part of contract negotiations processes with the preferred bidder.**

9 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

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RFP PROCESS	MILESTONE DATES
Bid issue date	24 May 2024
Compulsory Briefing Session for Bidders	03 June 2024 @ 10am
Closing date for Questions	14 June 2024
Closing date for Responses	21 June 2024
Closing Date for Submission of final Bid	27 June 2024 @ 12:00
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	TBA
Appointment of the successful Bidder	TBA
Contract Negotiations	TBA
Signing of Contract	TBA
Contract Commencement	TBA

10 LEGAL COMPLIANCE

Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified. PRASA reserves the right to call a Bidder to provide additional documents which may have not been submitted.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

11 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. 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>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

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Supplier Number: _____ **Unique registration reference number:** _____.

12 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA 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 RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

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

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 11 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

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

For this purpose, the attached SBD 1 marked Annexure..... must be completed and submitted as an essential returnable document by the closing date and time of the bid.

New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) Pin:_____.

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13 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

14 VALIDITY PERIOD

This RFP shall be valid for **180 Working/Business days** calculated from Bid closing date.

15 POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 90/10 evaluation criteria/scoring methodology.

16 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

17 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

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SECTION 2

BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

1 INTRODUCTION AND BACKGROUND

Passenger Rail Agency of South Africa (“PRASA”) has identified the need to appoint a service provider for THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A NATIONAL EMPLOYEE WELLNESS PROGRAMME AND ADHOC OCCUPATIONAL HEALTH SERVICE FOR THE PRASA GROUP INCLUSIVE OF DIVISIONS AND SUBSIDIARIES.

a. Status quo:

- There is no EWP or OH service provider that is currently providing services to PRASA. The last national EWP service provider contract expired as at end December 2017. As mentioned above, PRASA has established Occupational Health Clinics only within PRASA Rail. These clinics are in Cape Town, Durban, and Gauteng (Braamfontein and Wolmerton). These clinics are managed by the 3 PRASA Rail Regions operating from Monday to Friday from 7.30am to 4.00pm. None of the other PRASA entities have any occupational health services that are offered to employees.

b. Problem statement:

- The current way of working creates a stressful and undesirable working environment for PRASA is currently faced with capacity challenges to manage this kind of services and has identified that to manage the EWP efficiently and effectively as well as OH services related challenges which affect productivity negatively as well as create additional risk for the organisation, the provision of these additional services will need to be sourced from an external service provider.
- It should be noted that not all entities have internally appointed EWP practitioners. Besides PRASA Rail and PRASA Corporate Office none of the other PRASA entities have appointed qualified EWP practitioners to provide such services to employees and their families.
- As mentioned above, PRASA has established Occupational Health Clinics only within PRASA Rail. These clinics are in Cape Town, Durban, and Gauteng (Braamfontein and Wolmerton). These clinics are managed by the 3 PRASA Rail Regions and operate from Monday to Friday, from 7.30am to 4.00pm. None of the other PRASA entities have any

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occupational health services that are offered to employees. Access for some of these employees to such OH services can be a challenge and may require the provision of OH services in these areas.

- In addition, provision of such EWP and OH services to employees are part of the human factor standards as required by the Rail Safety Regulator (RSR) and do form part of the PRASA application for an operator licence with the said Regulator.

2 OBJECTIVE OF THE PROPOSED PROJECT

- The purpose of this project is for PRASA to source EWP and adhoc OH services through the appointment of a suitably qualified provider registered with all applicable and relevant legislative bodies. The provider must be capable of servicing all PRASA Divisions and Subsidiaries in the various locations across the country for a maximum period of 36 months (3 years). Note that as mentioned above some entities within PRASA don't have qualified appointed EWP practitioners and PRASA has sourced such additional services from an external service provider since 2009.
- PRASA has established Occupational Health Clinics only within PRASA Rail. These clinics are in Cape Town, Durban, Gauteng (Braamfontein and Wolmerton). These clinics are managed by the 3 PRASA Rail Regions and operate from Monday to Friday, from 7.30am to 4.00pm. None of the other PRASA entities have any occupational health services that are offered to employees.
- The reasoning behind a 36-month contract period is that PRASA is currently engaging on an integrated wellness model that will also include occupational health, wellness clinics and risk related aspects. This will assist business over the next 36 months to be able to implement an integrated model and prepare and align the organisation over this period so that an integrated wellness future tender can be prepared to include all other aspects of wellness. The intent of these services is to ensure that the standardisation of integrated wellness for all PRASA employees, irrespective of the entity/business unit.

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3.1 DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

- Note that as mentioned earlier that some entities within PRASA don't have the services of a qualified EWP practitioner, and only 3 PRASA Rail Regions have dedicated resources to provide occupational health services to employees. Provision of EWP and adhoc OH services will assist the employees in these entities to access such services. The EWP and OH services provided will be private and confidential and will allow employees to voluntarily access such services thus, reducing risks related to increases in employee absenteeism as well as address issues of employee wellness and health matters in the organisation.

3.2 PROJECT BENEFITS TO PRASA

- PRASA as a business shall realise significant benefits following the implementation of the project where all employees can readily access EWP services voluntarily and OH services on a legislative basis, and in a private and confidential manner to address their challenges. These services are also a requirement of the operating licence issued to Rail by the RSR and complies to the Human Factors Management standard as well as other applicable Occupational Health legislative requirements. Therefore, the project benefits to PRASA includes improved employee health and wellbeing which relates positively to productivity levels as well as compliance with applicable legislation.

3.3 CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

- The only current mechanisms that are in place are those entities within Rail and PRASA Corporate that have appointed EWP and Occupational Health practitioners. In addition, some entities within Rail also provide employees with primary health care services via occupational health medical practitioners from Monday to Friday between 7.30am and 4.00pm. Whilst the current internal resources for both EWP and OH attempt to offer services to PRASA Group, when possible, these services are not consistent as they are unable to meet the capacity as well as the legislated ratio of practitioner to employees.

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4. SCOPE OF WORKS AND AREAS OF FOCUS

4.1 SCOPE OF THE DESIRED SOLUTION

4.1.1 The service provider will amongst others assist PRASA with the following EWP services based on a combined fixed monthly service fee and a fee for service where applicable: the purpose is to provide integrated Wellness service with the end-to-end process for an employee;

- i. **National Call Centre and Helpline (24-hour toll free helpline) (fixed monthly service fee)**. The provision of a professionally managed Employee Wellness service via face-to-face interaction (maximum 5 fee sessions per case/incident) as well as a call centre facility (toll-free line) to **all employees and their family members** based on psychological, psychosocial, and behavioral health problems that include individual therapy, counselling, advise, medical information, financial advice, legal-advise services and debriefing. This will include counselling of employees that suffers post-traumatic disorders due to rail incidents, fatalities, workplace incidents and/or suicides on the rail services, and incapacity counselling support services. This service must be available 24 hours per day, the entire week as well as 365 days in a year.
- ii. To **provide PRASA employees with resilience, life skills, coping skills, awareness and educational training programmes (fee for service)** that will allow them to deal with work-life balance pertaining to stress and trauma related incidents on an as and when required basis. This will also include the following: -
- iii. Provide advice to employees due to retire on financial management and Post retirement plans.
 - Partner with the PRASA during Wellness Days and Health Campaigns at the workplace
 - Distribute EWP educational material and newsletters.
- iv. To provide **training to Line Managers (fee for service)** (with an element of counselling skills and identification of EWP issues) in order to enable them to deal with trauma related incidents and to detect possible stress related conditions amongst employees with the emphasis on identified Departments such as safety critical and safety related grades (Train and Passenger Coach Operations and Security Personnel - in particular Train Drivers, Train

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Assistants, Bus Drivers, Metro Guards and Security Officials). Training to include training material and an element of skills transfer must be presented to equip current trainers with the required skills.

- Managerial consultancy advisory services or managerial support

v. To **provide site/scene support and assistance to employees and commuters/passengers (fee for service)** subjected to rail incidents, road accidents, workplace accidents/incidents, fatalities, or suicides in the rail reserves with group demobilizations (if required) and defusing, including traveling-cost on an as and when required basis.

- Critical incident trauma debriefing and/or trauma response services

vi. The service provider will amongst others assist PRASA with the following **adhoc Occupational Health Services including risk based medical surveillance**, in areas where these services are not available, from Monday to Friday between 7.30am and 4.00pm as and when required, and only when requested by PRASA, based on a fee for service:

- Absenteeism and incapacity management
- Physical Examination Medical Surveillance programme including:
(Medical History, Blood Pressure, Urine tests, Glucose, Cholesterol, ECG (only when required), height, weight and BMI
- Vision Screening with report (includes, colour, night, far vision, close vision, and depth vision)
- Audiometry test with report
- Rapid Multi drug testing - 5 panel
- Psychological risk assessment
- Health risk assessment
- Lung function test (spirometry with report)
- Pre-employment medical, exit medical, transfer medical, pre-placement medical, periodic medical and post-incidents medicals
- Issuing of Fitness for Duty Certificate
- Advice on Injury on duty and closure of cases
- Psychiatrist session and report

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4.1.2 Service provider must **have the following staff** that will be providing a service to PRASA at a national level

- **Occupational Medicine Practitioner** with the following competencies and qualifications:-
 - MBChB
 - Diploma in Occupational Health
 - Travel medicine (if applicable)
 - Dispensing license
 - Knowledge/Competency training on SANS 3000-4:2011
 - Any other qualification and experience in Occupational Health
 - Current and valid indemnity cover and knowledge of applicable laws governing occupational health practice
 - Knowledge in quality management systems
 - Experience in Occupational Medicine and in Railway and Road Passenger
 - Current and valid registration with the HPCSA
 - Current and valid registration with SASOM (optional)

- **Occupational Health Practitioner** with the following competencies and qualifications:-
 - Diploma in General Nursing, Psychiatry, Community Nursing and Midwifery or a B-Tech Nursing Science
 - B-Tech Occupational Health
 - Current and valid registration with South African Nursing Council with the Occupational Health registered as an additional qualification
 - Current and valid indemnity cover
 - Certificate in Audiometry
 - Certificate in Spirometer
 - Current and valid Registration with SASOHN as an Audiometrist
 - Additional Advantages - Certificate in Dispensing Licence, Certificate in HIV/AIDS counselling, Testing Certificate in Primary Health Care and Family Planning will be a plus
 - Certified copies of all the above-mentioned qualifications
 - Knowledge in Rail and Road Passenger standards and legal requirements

- **Occupational Health Technician** with the following competencies and qualifications:-
 - Certificate in Audiometry
 - Certificate in Spirometer
 - Current and Valid registration with SASOHN as an Audiometrist

- **Occupational Health Administrator** with the following competencies and qualifications:-

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- CV with relevant qualifications must be submitted

- i. To provide a **lifestyle management programme (fee for service)** that will aid employees in terms of disease management, such a disease management programmes should include:-
 - Effective prevention strategies to minimize new and re-infections of such diseases.
 - Training peer educators within the business
 - Health and life management services or managerial coaching or support services

- ii. **Executive Well Being Programme (fee for service)**: To provide a Programme that meets the unique needs of the various executive and management teams within the various PRASA entities. This should include:
 - Profiling of managers health and lifestyle risks on an annual basis with a complete wellness assessment;
 - Provide a personalized solution to manage uncovered risks and to prevent ill health from developing;
 - Lifestyle Advantage programme; and
 - Medical Assessment that includes the following:-
 - Lung Function Test (Spirometry)
 - Audiogram
 - Keystone Eye Test
 - Physical Examination
 - Post Examination Counselling
 - Discussion of results
 - Referral of any medical abnormalities
 - Executive Medical Report Writing
 - Lab Tests that address:-
 - Urinalysis (lab)
 - Lipid Profile
 - Fasting Blood Sugar
 - Pap Smear (females)
 - Mammogram Sonar (females)
 - Prostrate (males)

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- Stress ECG
- Resting ECG
- Full blood count

4.2 REQUIRED PROFESSIONAL SERVICES

- The appointed company will be required to provide the professional services that are captured under 4.1.

4.3 INSURANCE REQUIREMENTS FOR THE PROJECT

- PRASA, as the Employer, does not need to take out any insurances. The EWP and OH service provider will need to have the applicable liability insurance cover.

4.4 TARGETED AREA BY THIS PROJECT

- The service provider must have a national footprint within the borders of South Africa and will be expected to provide the EWP services to the following PRASA offices (at the following centres as well as to the number of applicable employees and their immediate family members). The provider must also provide adhoc OH services only to PRASA employees, at the following PRASA entities at the following office/areas, where OH services are not available, only as requested by PRASA, from Monday to Friday between 7.30am and 4.00pm.

PRASA STAFF COMPLEMENT as at mid-June 2023					
Regions/Division /Subsidiary (areas of operations)					Total
Autopax (Pty) Ltd					518
Metrorail					12 487
Metrorail Eastern Cape (East London)					601

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Metrorail Eastern Cape (Gqeberha)					21
Metrorail Gauteng North (wider Tshwane area)					1 805
Metrorail Gauteng South (wider Johannesburg area)					3 807
Metrorail Head Office (Johannesburg)					98
Metrorail Kwa-Zulu Natal					2 381
Metrorail Western Cape					3 774
Main Line Passenger Services (MPLS), Head Office (Braamfontein) and Regions (East London, Gqeberha , Free State, Gauteng – South and North, Durban, Limpopo, Mpumalanga, North West and Cape Town)					948
PRASA CRES Head office (Braamfontein) and Regions (Durban, Cape Town, East London, Gqeberha , Johannesburg and Pretoria)					829
PRASA Technical Division (Braamfontein) and Regions (Durban, Cape Town, East London, Gqeberha , Johannesburg and Pretoria)					287
PRASA Corporate (Johannesburg)					383
GRAND TOTAL PRASA GROUP					15 452

4.5 PRASA'S RESPONSIBILITIES

PRASA's responsibilities will cover the following: -

- 4.5.1 Enter into a contract with the successful EWP and adhoc OH service provider.
- 4.5.2 Manage the contract and service deliverables.
- 4.5.3 Finalise a programme of action with EWP and adhoc OH service provider.
- 4.5.4 Hold regular contract meetings or as agreed to with the EWP and OH service provider.

4.6 EWP AND OHS PROVIDER RESPONSIBILITIES

The EWP and OH service provider's responsibilities will cover the following: -

- 4.6.1 Enter into a contract with PRASA.
- 4.6.2 Manage the contract and service deliverables.
- 4.6.3 Provide administrative support that includes monthly and annual reports as well as recommendations to PRASA on issues raised and how to address these issues.
- 4.6.4 Finalise a programme of action with EWP and OH service provider.
- 4.6.5 Provide communication, marketing consultancy services, and wellness promotion services aligned to the National Health Calendar.

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4.6.6 Hold regular contract meetings or as agreed to with PRASA.

4.7 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

- As per 4.4 above.

4.8 MEASUREMENTS AND PAYMENT

- The appointed EWP and OH service provider will be notified as per clause 4.1 above that services will need to be categorised as a fixed monthly service fee and fee for service costs. Such services will need to be defined by the appointed EWP and OH service provider in the tender submission and invoices will need to be generated by the service provider and approved by PRASA based on whether such services were delivered to the business.

4.9 FORM OF CONTRACT

- The standard PRASA Consultancy Agreement will be used and entered into between the parties.

4.10 OTHER RELATED PROJECTS

- None

5 SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

PROFESSIONAL TECHNICAL STAFF REQUIREMENTS

KEY PROFESSIONAL STAFF

- The experience of the key professional staff in relation to the scope of work as well as Professional Services to be rendered by the service provider should be as follows:

5.1.1.1 Client Relationship Manager

The desired minimum qualifications for the Project Manager/Team Leader are as follows:

- Completion of a qualification in project management
- Registration with Employee Assistance Professionals Association of South Africa (EAPA-SA);
- Minimum five (5) years of experience within the EWP service provider industry.

5.1.1.2 Call Centre Clinician

The desired minimum qualifications for the call centre clinician employees are as follows:

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- Completion of a qualification in BA Social Work; B Psych/equivalent and/or Masters in Psychology.
- Registration with the applicable professional body as a Clinical/Counselling Psychologist (Health Professional Council of South Africa - HPCSA) and/or Social Worker (South African Council for Social Service Professions - SACSSP) or registered counsellor (Health Professional Council of South Africa – HPCSA).
- Registration as a wellness practitioner with Employee Assistance Professionals Association of South Africa (EAPA-SA);
- Minimum two (2) years of experience within the EWP service provider industry

5.1.1.3 Affiliate (face-to-face sessions)

The desired minimum qualifications for the Counselling Services are as follows:

- Completion of a qualification in a registered field of Clinical/Counselling Psychology (minimum Master's Degree) and/or BA Social Work.
- Registration with the applicable professional body as a Clinical/Counselling Psychologist (Health Professions Council of South Africa - HPCSA) and/or Social Worker (South African Council for Social Service Professions - SACSSP).
- Minimum five (5) years of experience within the EWP service provider industry.

TECHNICAL INFORMATION TO BE PROVIDED WITH TENDER

The Bidders shall submit Organisational Experience as indicated in the evaluation criteria.

6 TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

- There are technical capabilities related to the sourcing of this EWP and adhoc OH service provider besides the scope of work requirements as per item 4.1 above.

7 TIME FRAMES / PROGRAMS

7.1.1 Contract period:

The planned time frame for the implementation of this proposed project is for a period of 36 months (3 years).

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8. EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

8.1 EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels. The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is 75%, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Approval	Approval and notification of the final Bidder.

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8.2. EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in Table 1 below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

Table 1

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 75%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

Details of the stages outlined in table 1 above are presented in the following sections.

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8.2.1 STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

a) Stage 1A – Mandatory Compliance Requirements - (To be submitted in envelope 1)

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified.

No.	Description of requirement	YES/NO
a)	Completion of all RFP documentation (includes all Returnable Documents, Declarations and signatures required) - refer to all PRASA tender returnable forms as stipulated throughout the RFP.	
b)	Compulsory Briefing Session – Fully complete “Form D” as stipulated throughout the RFP which is provided by PRASA including Compulsory Briefing Session (physical meeting) Attendance Register Bidders must also reflect on the Compulsory Briefing Session Attendance Register Joint Ventures/Consortiums Partners On behalf of the JV/ Consortium Partners, a completed “Form D”, Compulsory Briefing Session Attendance Register from one of the JV/ Consortium Partners is acceptable. Bidders must also reflect on the Compulsory Briefing Session Attendance Registers	
c)	Price Schedule and Bid/Tender form C (Bidders must ensure that they only include these financial documents/information in the second envelop) Failure to do so will lead to automatic disqualification.	
d)	All professionals to be registered with Professional Bodies as well as minimum number of personnel required:	

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No.	Description of requirement	YES/NO
	Client Relationship Manager PR- (Employee Assistance Professionals of South Africa – EAPA-SA) Minimum 1 X National Client Relationship Manager Minimum 4 X Regional Client Relationship Manager (Western Cape, KZN, Eastern Cape, Gauteng) Call Centre Clinician PR- (Employee Assistance Professionals of South Africa – EAPA-SA) & (Clinical/Counselling Psychologist [Health Professions Council of South Africa - HPCSA] or Social Worker [South African Council for Social Service Professions - SACSSP]) Minimum 5 X Call Centre Clinicians per shift Affiliate PR (Registration with the applicable professional body (Health Professions Council of South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP) as a Clinical/Counselling Psychologist and/or Social Worker) Minimum 2 X Affiliate per following provinces (Gauteng, Eastern Cape, KZN, Western Cape, Free State/Northern Cape) – total = 10 Minimum 1 X Affiliate per following provinces (Limpopo, Mpumalanga, North West) – total = 3 Bidders to submit certified proof of professional registration and ID documents per individual as requested above, failure to submit will result into disqualification.	
e)	All Occupational Health Professionals to be registered with Professional Bodies as well as with required competencies and qualifications: <u>Occupational Medicine Practitioner</u> with the following competencies and qualifications:- ○ MBChB/PhD ○ Diploma in Occupational Health	

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No.	Description of requirement	YES/NO
	○ Travel medicine (if applicable) ○ Dispensing license ○ Knowledge/Competency training on SANS 3000-4:2011 ○ Any other qualification and experience in Occupational Health ○ Current and valid indemnity cover and knowledge of applicable laws governing occupational health practice ○ Knowledge in quality management systems ○ Experience in Occupational Medicine and in Railway and Road Passenger ○ Current and valid registration with the HPCSA ○ Current and valid registration with SASOM (optional) <u>Occupational Health Practitioner</u> with the following competencies and qualifications:- ○ Diploma in General Nursing, Psychiatry, Community Nursing and Midwifery or a B-Tech Nursing Science ○ B-Tech Occupational Health ○ Current and valid registration with South African Nursing Council with the Occupational Health registered as an additional qualification ○ Current and valid Indemnity cover ○ Certificate in Audiometry ○ Certificate in Spirometer ○ Current and valid Registration with SASOHN as an Audiometrist ○ Additional Advantages - Certificate in Dispensing Licence, Certificate in HIV/AIDS counselling, Testing Certificate in Primary Health Care and Family Planning will be a plus ○ Certified copies of all the above-mentioned qualifications ○ Knowledge in Rail and Road Passenger standards and legal requirements <u>Occupational Health Technician</u> with the following competencies and qualifications:-	

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No.	Description of requirement	YES/NO
	○ Certificate in Audiometry ○ Certificate in Spirometer ○ Current and Valid registration with SASOHN as an Audiometrist	
f)	Bidders to fill and sign the closing/ Submission register on submission of tender documents, failure to comply will result into disqualification	
g)	Proof of Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties (If applicable - bidders to advise if not applicable). The agreement should indicate the leading bidder where applicable - failure to comply will result in disqualification	

b) Stage 1B – Basic Compliance / Other Mandatory- (To be submitted in envelope 1)

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	Description of requirement	YES/NO
a)	Letter of Good Standing: COID	
b)	Supply of valid SARS Pin	
c)	Company registration documents	
d)	Copies of Directors' ID documents	
e)	CSD supplier registration number	

B. Stage 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS - (To be submitted in envelope 1)

Interested bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for technical/functionality requirements is 75% as per the standard Evaluation Criteria presented in Table1 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

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Details of the technical / functional requirements are presented in Table below

ITEM	CRITERIA	WEIGHT
A	Company Experience	25
B	Professional Personnel Experience (Individuals In the JV/Partnership/Company/Consortium)	20
C	Financial Capability	25
D	Methodology	20
E	National Footprint Coverage	10
	TOTAL	100

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FUNCTIONAL EVALUATION CRITERIA

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score 75% points or higher (out of a possible 100) during the functional evaluation will be evaluated further. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Details of the scoring methodology presented above are outlined in Table 2 below:

Table 2

CRITERIA	SUB-CRITERIA	SCORES	CRITERIA WEIGHT
A: COMPANY/CONSORTIUM/ PARTNER/JV EXPERIENCE	Previous experience for similar work (EWP and OHS) completed within the last 10 years - Provide appointment letter/contract for each project. - Provide a reference letter relating to the appointment letter/contract. The reference letter to indicate the following: company name, contact person and	5 = Five (5) and above proof of similar completed EWP and OHS projects within the last 10 years 4 = Four (4) proof of similar completed EWP and OHS projects within the last 10 years 3 = Three (3) proof of similar completed EWP and OHS projects within the last 10 years 2 = Two (2) proof of similar completed EWP and OHS projects within the last 10 years 1 = One (1) proof of similar	25%

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	confirmation that work was completed Both the appointment letter /Contract or reference letter should indicate value of contract. <i>Where the amounts stated in the reference letter/contract/appointment letter differ then PRASA shall use the amount stated in the reference letter.</i> <i>For JV/Consortium/Partnership companies, the project will be measured as a total of the individual project of JV/Consortium/Partnership/ Company members</i>	completed EWP and OHS projects within the last 10 years 0 = No submission (0) and unrelated projects	
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B: PROFESSIONAL PERSONNEL EXPERIENCE INDIVIDUALS IN THE COMPANY (JV/Partnership/Consortium – if applicable)	Previous experience for similar work (EWP and OHS) completed within the last 10 years (CV supported by certified professional registration for the Key Personal per category, certified academic qualifications need to be submitted and certified copies of ID's).		
CRITERIA	SCORES	SUB-WEIGHTS	CRITERIA WEIGHT
1. Client Relationship Manager Completion of a qualification in project management (PR- Employee Assistance Professionals Association of South Africa - EAPA-SA)	5 = Above Ten (10) years' experience on similar EWP and OHS projects 4 = Above Nine (9) to Ten (10) years' experience on similar EWP and OHS projects 3 = Above Eight (8) to Nine (9) years' experience on similar EWP and OHS projects 2 = Above Seven (7) to Eight (8) years' experience on similar EWP and OHS projects 1 = Above Five (5) to Six (6) years' experience on similar EWP and OHS projects 0 = No submission (0) and unrelated Projects and no experience	5%	
2. Call Centre Clinician Completion of a qualification in BA Social Work; B Psych and/or Masters in Psychology (any combination of individuals with either qualification)	5 = Proof of more than 5 registered professionals with experience above 5 years 4 = Proof of 5 registered professionals with a minimum of 4 to 5 years' experience	5%	

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(PR – Employee Assistance Professionals Association of South Africa - EAPA-SA & [Clinical/Counselling Psychologist (Health Professions Council of South Africa - HPCSA) or Social Worker (South African Council of Social Service Professions - SACSSP)]	3 = Proof of 5 registered professional with a minimum of 3 to 4 years' experience 2 = Proof of 5 registered professionals with minimum of 2 to 3 years' experience 1 = Proof of 5 registered professionals with less than 2 years' experience 0 = No submission (0) and unrelated Projects and no experience		20%
3. Affiliate Completion of a qualification in a registered field of clinical/counselling psychology (minimum Masters Degree) and/or BA Social Work PR [Registration with the applicable professional body as a Clinical/Counselling Psychologist (Health Professions Council of South Africa - HPCSA) or Social Worker (South African Council of Social Service Professions - SACSSP)] Affiliation Confirmation Letter Proof Residency of Affiliate 4. Competency Occupational Health Staff	5 = Above Ten (10) years' experience on similar EWP projects 4 = Above Nine (9) to Ten (10) years' experience on similar EWP projects 3 = Above Eight (8) to Nine (9) years' experience on similar EWP projects 2 = Above Seven (7) to Eight (8) years' experience on similar EWP projects 1 = Above Five (5) to Six (6) years' experience on similar EWP projects 0 = No submission (0) and unrelated Projects and no experience Provide proof of qualifications, professional registration, CV's and expertise for relevant Occupational Health staff to be used:	5%	

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(Occupational Medicine Practitioner, Occupational Health Practitioner, Occupational Health Technician, Occupational Health Administrator) and relevant registration with professional bodies. Must submit proof of registration of all OH Staff with the following or relevant bodies : SASOHN (South African Society of Occupational Health Nurses) SASOM (South African Society of Occupational Medicine)	5 = Above Ten (10) years' experience on similar OHS projects and all registered 4 = Above Nine (9) to Ten (10) years' experience on similar OHS projects and all registered 3 = Above Eight (8) to Nine (9) years' experience on similar OHS projects and all registered 2 = Above Seven (7) to Eight (8) years' experience on similar OHS projects and all registered 1 = Above Five (5) to Six (6) years' experience on similar OHS projects and all registered 0 = No submission (0) and unrelated Projects and no experience	5%	
C: FINANCIAL CAPABILITY: The operating cash flow ratio measures a company's short-term liquidity. <i>Recent year's set of financial statements (not older than 3 years) prepared by an independent accounting professional)</i>	Demonstration of financial capability of the LEAD CONSULTANT in the consortium or the FIRM / COMPANY/Partnership/JV	5 = Operating Cash Flows Ratio $X \geq 1$ 4 = Operating Cash Flows Ratio $0.5 > X < 1$ 3 = Operating Cash Flows Ratio $0 > X < 0.5$ 2 = Operating Cash Flows Ratio $X < 0$	25%

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Use the formula below: Operating cash flow ratio = Cash flow from operations/Current liabilities Bidders should submit a complete set of recent financial statements for the LEAD CONSULTANT / FIRM/ COMPANY		1 = No Submission of financial Statement	
D. METHODOLOGY Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements.	A detailed approach and methodology that is aligned to the scope of work/ highlighting, but not limited, to the following elements: a) The provision of a professionally managed EWP and OHS service via face-to-face interaction as well as a call centre facility b) Provision of lifestyle management programme c) Provision to PRASA employees with resilience, financial, life skills, coping skills, awareness, and	5 = Detailed approach and methodology that is aligned to the scope of work highlighting all 6 elements 4 = Detailed approach and methodology that is aligned to the scope of work highlighting 5 elements 3 = Detailed approach and methodology that is aligned to the scope of work highlighting 4 elements 2 = Detailed approach and methodology that is aligned to the scope of work highlighting 3 elements	20%

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	educational training programmes d) Training to Line Managers e) Provision of site/scene support and assistance to employees and commuters/passengers f) Executive Well Being Programme g) OHS availability nationally	1 = Detailed approach and methodology that is aligned to the scope of work highlighting 2 elements 0 = No Submission or irrelevant information provided	
E: NATIONAL FOOTPRINT Coverage Footprint Ability to service all PRASA centers Nationally	Bidders must submit proof of residency or proof of affiliates for the seven regions. 1. Gauteng 2. Mpumalanga 3. KwaZulu Natal 4. Free State 5. Eastern Cape 6. Western Cape 7. North West	5 = for all 7 Regions 4 = for 6 Regions proof of residency or affiliates 3 = for 5 Regions proof of residency or affiliates 2 = for 4 Regions proof of residency or affiliates 1 = for 3 Regions proof of residency or affiliates	10%

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	The Proof of Residence must be provided in a form of either one of the following documents: (Rates and taxes / lease agreement/ /affidavit from SAPS). The Proof of Residence must indicate the members physical address, municipality, and region or Proof of Affiliates with whom the tenderer has a formal relationship and that reside in the above-mentioned 7 Regions (Rates and taxes / lease agreement/ /affidavit from SAPS)	0 = for less than 3 Regions, no submission	
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Note: Bidders that fail to achieve the minimum overall qualifying score of 75% on functional/ technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.

C. STAGE 3: PRICING AND SPECIFIC GOALS - (To be submitted in envelope 2)

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and provide proof of Specific Goals.

The following formula, stipulated in the approved PRASA conditions of contract, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders on pricing:

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

		POINTS
PRICE		80
SPECIFIC GOALS		20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS		100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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- (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM) (TO BE COMPLETED BY THE ORGAN OF STATE)	NUMBER OF POINTS CLAIMED. (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)	SUPPORTING EVIDENCE TO BE PROVIDED BY THE TENDERER
Entities with a B-BBEE contributor status level of at least level 2	4		BEE Certificate not limited to SANAS approved/ Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned Companies (at least 51%)	4		Certified copy of ID Documents of the Owners and CIPC documents

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Black Youth Owned Companies (at least 51%)	4		Certified copy of ID Documents of the Owners and CIPC documents
Black People with Disabilities Owned companies (at least 51%)	4		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability. The Doctors note must at minimum include the following details: • Doctors Practice Number; • Doctors contact details; • Practice Number of the Doctor; • Location of the Practice; • Must be on the Doctors letterhead or have a doctors stamp; • Confirmation of the patients ID and that the patient has a disability.
Black People Military Veterans Owned Companies (at least 51%)	4		Certified copy of ID Documents of the Owners and Military ID number/document
TOTAL	20		

9. VALIDITY PERIOD

This RFP shall be valid for **180 Business/ working days** calculated from Bid closing date.

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10. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

National Industrial Participation Programme (NIPP) requirements:

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

Bidders are therefore required to complete SBD 5 to give effect to the above.

11. POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 90/10.

12. FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

13. FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

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SECTION 3

PRICING AND DELIVERY SCHEDULE

• PRICING SCHEDULE / BOQ

Respondents are required to complete the Pricing Schedule and Form C (Volume 2 /Envelop 2)

1 PRICING

- 1.1. Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated.
- 1.6. 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 declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 1.8.1. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
 - 1.8.2. if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
 - 1.8.3. if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
 - 1.8.4. If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.

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2 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za) , the other medium used to advertise the bid i.e CIDB if applicable as required per National Treasury Instruction Note 09 of 2022/2023.

3 PERFORMANCE AND BID BONDS

- 3.1. The preferred Bidder shall where applicable provide PRASA with a performance bond which shall be 10% of the value of the entire Project price offered and it shall be issued within 30 days of receipt of notice of appointment. The Performance Bond shall be valid for the Contract period. The format of the Performance Bond is attached as **Annexure** “Contract-Performance Bond Format-(Final)-Legal Approved”
- 3.2. Bidders are required to submit their Bid with a Bid Bond. The Bid Bond shall due and payable if a bidder decides not to continue with the RFP process after submission of its Bid. The format of the Bid Bond is attached as **Annexure** “Contract-Bid Bond Format-(Final)-Legal Approved” (where applicable)]

4 OWNERSHIP OF DESIGN

- 4.1. The plans and design developed and to be provided by PRASA shall at all times remain the property of PRASA,

5 SERVICE LEVELS

- 5.1. An experienced national account representative(s) is required to work with PRASA’s procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 5.2. PRASA will have quarterly reviews with the Service provider’s account representative on an on-going basis.

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5.3. PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.

5.4. The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:

- a) Random checks on compliance with quality/quantity/specifications
- b) On time delivery.

5.5. The Service provider must provide a telephone number for customer service calls.

5.6. Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES	
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6 TOTAL COST OF OWNERSHIP (TCO)

- 6.1. PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 6.2. Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

7 FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past years with their Proposal in order to enable PRASA to establish financial stability.

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TENDER NUMBER: HO/HCM/502/10/2023



SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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8 VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA 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 forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS	
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9 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR A NATIONAL EMPLOYEE WELLNESS PROGRAMME (EWP) AND ADHOC OCCUPATIONAL HEALTH (OH) SERVICES REQUIRED BY PRASA FOR A PERIOD OF 36 MONTHS

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Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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10 GENERAL CONDITIONS

10.1 ALTERNATIVE BIDS- N/A

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

10.2 PRASA'S TENDER FORMS

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

10.3 PRECEDENT

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

10.4 RESPONSE TO RFP-CONFIDENTIALITY

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other

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Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;

- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
 - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
 - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
 - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

10.5 RESPONSE TO THE RFP – RFP DISQUALIFICATION

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

10.6 CORRUPTION, GIFTS AND PAYMENTS

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any

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kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

10.7 INSURANCE

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

10.8 NO CONTACT POLICY

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

10.9 CONFLICT OF INTEREST

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in

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the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

10.10 COLLUSION AND CORRUPTION

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
 . The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Biding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Biding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

10.11 CONSORTIUM CHANGES

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

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- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
 - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
 - ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
 - iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

10.12 COSTS OF RESPONSE TO THE RFP SUBMISSION

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

10.13 RESPONSE TO THE RFP WARRANTY

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

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11 CONDITIONS OF TENDER

General

Actions	1 PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective.
Interpretation	2 Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. 3 Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. 4 The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.
Communication	5 Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> .
PRASA's rights to accept or reject any tender	6 PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. 7 After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

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Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|---|---|--|
| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Acknowledge receipt | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation. |
| | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account. |
| Site visit and / or clarification meeting | 8 | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i</i> -tender website and CIDB website. |

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| Seek clarification | 9 | Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> . |
| Insurance | 10 | Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance. |
| Pricing the tender | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> . |
| | 12 | Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices. |
| | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> . |
| | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies. |
| Alterations to documents | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes. |
| | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA. |

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Submitting a tender 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.

NOTE: 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***

20 **Submit the tender as an original plus 1 copy and an electronic version which should be contained in Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**

21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.

22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's name and contact address***. Where the tender is based on a two envelop system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.

23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL"

24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

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PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

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| Closing time | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p> |
| Tender validity | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p> |
| Clarification of tender after submission | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i>, shall be binding upon the <i>tenderer</i></p> |

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| <p>Submit bonds, policies etc.</p> | <p>30 If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i>.</p> <p>31 Undertake to check the final draft of the contract provided by PRASA's <i>Representative</i>, and sign the Form of Agreement all within the time required.</p> <p>32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.</p> |
| <p>Fulfil BEE requirements</p> | <p>33 Comply with PRASA's requirements regarding BBBEE Suppliers.</p> |

PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

- | | |
|---------------------------------|---|
| <p>Respond to clarification</p> | <p>1 Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i>. The response is notified to all <i>tenderers</i>.</p> |
| <p>Issue Addenda</p> | <p>2 If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i>, Addenda that may amend, amplify, or add to the <i>tender documents</i>. If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i>, in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i>.</p> |
| <p>Return late tenders</p> | <p>3 Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.</p> |
| <p>Non-disclosure</p> | <p>4 Not disclose to <i>tenderers</i>, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.</p> |

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Grounds for rejection	5	Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award.
Disqualification	6	Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.
Test for responsiveness	7	Determine before detailed evaluation, whether each tender properly received • meets the requirements of these Conditions of Tender, • has been properly signed, and • is responsive to the requirements of the <i>tender documents</i>.
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	10	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	11	Check responsive tenders for arithmetical errors, correcting them as follows: • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the

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tenderer's addition of prices, the total of the Prices, if any, will be corrected.

	12	Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).
Evaluating the tender	13	Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	14	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	15	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	16	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
Prepare contract documents	17	Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of • Addenda issued during the tender period, • inclusion of some of the <i>tender returnables</i>, and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).
Issue final contract	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.
Sign Form of Agreement	19	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page

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of the contract documents, the signatories for the other party shall comply with the request.

Provide copies of the contracts	20	Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.
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