

**REQUEST FOR BID
SERVICES**

BID DETAILS

BID NUMBER: SAHPRA/2025/EMPLOYEE HEALTH AND
WELLNESS PROGRAMME/RFB001

CLOSE **Date:** Tuesday, 22 July 2025
 Time: 11:00

DESCRIPTION: REQUEST FOR BID FOR SOURCING OF A
SERVICE PROVIDER FOR PROVISION OF
EMPLOYEE HEALTH AND WELLNESS
PROGRAMME FOR A PERIOD OF THIRTY-SIX
(36) MONTHS WITH AN OPTION TO RENEW FOR
ADDITIONAL TWENTY-FOUR (24) MONTHS

BRIEFING SESSION: Yes ☐ No ☒

See Section A-1 Paragraph 2 on Bid Submission
Conditions and Instructions that the Bidder needs to take
note of.

DETAILS OF BIDDER

Organisation/individual: _____

Contact person: _____

Telephone/ Cell number: _____

E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement
EHWP	Employee Health and Wellness Programme
HPCSA	Health Professions Council of South Africa
SACSSP	South African Council for Social Service Professions

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (49) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must be returned with bids.

- ☐ Section A 1: Bid Submission Conditions and Instructions
- ☐ Section A 2: Specifications and Requirements
- ☐ Section A 3: Evaluation Process/Criteria
- ☐ Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- ☐ Section B 2: Declaration of Interest (SBD 4)
- ☐ Section B 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Section B 4: Invitation to Bid (SBD 1)
- ☐ Section B 5: Pricing Schedule (Professional Services) (SBD 3.3)

SECTION A

(This section must be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1. FRAUD AND CORRUPTION

- 1.1. All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2. BRIEFING SESSION

- 2.1. No briefing session required.

3. CLARIFICATIONS/ QUERIES - UPDATE

- 3.1. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing **(e-mail) from Malose.teffo@sahpra.org.za** by not later than **Friday 11 July 2025**. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. The questions and answers will be uploaded on SAHPRA website on **Monday 14 July 2025**. The bid number should be mentioned in all correspondence.

Contact details for Malose Teffo

E-Mail: malose.teffo@sahpra.org.za

4. SUBMITTING BIDS

4.1. One (1) original document plus two (2) copies must be handed in/ delivered to:

Loftus Park, Building A,
402 Kirkness St
Arcadia
Pretoria
0083

No posted, faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours **(08:30 to 16:00 Mondays to Fridays)** before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*

2. Bids submitted or handed in at any other address than the one stated above will not be considered.

4.2. Bids should be submitted in a sealed envelope, marked with:

- ☐ BID NUMBER **(SAHPRA/2025/EMPLOYEE HEALTH AND WELLNESS PROGRAMME/RFB001)**
- ☐ Closing date and time **(Tuesday, 22 July 2025 @ 11:00 am)**
- ☐ The name and address of the Bidder.

4.3. Documents submitted on time by bidders shall not be returned.

5. LATE BID SUBMISSIONS

5.1. Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

5.2. The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

6. BID VALIDITY

The bid is valid for ninety (90) days from closing date.

7. GENERAL CONDITIONS OF CONTRACT

7.1. The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE

1. INTRODUCTION

The South African Health Products Regulatory Authority (SAHPRA / The Authority) is the regulatory authority responsible for the regulation of health products intended for human and animal use, the conduct of clinical trials, as well as the licensing of manufacturers, wholesalers, and distributors of medicines and medical devices, radiation emitting devices, and radioactive nuclides.

The legislative mandates of SAHPRA are derived from the Medicines and Related Substances Act, 1965 (Act No. 101 of 1965), as amended (herein after referred to as "the Medicines Act"), and other relevant legislation, regulations, and policies.

In terms of the Medicines Act, the objectives of the Authority are to provide for the monitoring, evaluation, regulation, investigation, inspection, registration, and control of medicines, scheduled substances, clinical trials, medical devices, and radiation emitting devices, and related matters that are in the public's interest.

SAHPRA transitioned into a public entity on 1 February 2018. Previously, the Authority was known as the Medicines Control Council (MCC), a sub-programme of the National Department of Health (NDOH).

2. PURPOSE

- 2.1. South African Health Products Regulatory (SAHPRA), invites suitably qualified and experienced Service Providers with national footprint to submit proposals for the implementation and management of an outsourced Employee Health and Wellness Program (EHWP).
- 2.2. The intention of this bid is to procure the services of a reputable Service Provider to provide Employee Health and Wellness services to support employee well-being in the workplace (in particular psychosocial services) with the focus to promote employee wellness and improve productivity.
- 2.3. This entails comprehensive Employee Health and Wellness service for SAHPRA employees and their family members. For this purpose, a "family member", in relation to any person, means his or her parent, sister, brother, child or spouse:
 - a) Including a person living with that person as if they were married to each other,
 - b) namely a life partner;
 - c) Whether such relationship results from birth, marriage or adoption; including any other relative who resides permanently with that person; and
 - d) Including any other relative who is of necessity dependent on such person;
 - e) Family member is defined as a spouse, children and family members residing in the same household as the employee.

2.4. The purpose of the employee health and wellness programme is to;

- a) Meet the wellness needs of SAHPRA employees through preventative and curative measures.
- b) Promote the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals.
- c) Create an organisational climate and culture that is conducive to wellness and effective identification of psycho-social health risks.
- d) Support work-life balance by implementing flexible wellness policies that accommodate employees work, personal and family responsibilities.
- e) Offer employees and their family members a 24-hour seven-day service a week service, access to telephonic, virtual, face-to-face counselling and referral services.

2.5. The EHWP services are intended to:

- a) Adopt a holistic approach to managing employee health risk by aligning wellness, disease management programmes as well as rehabilitation and empowerment programmes. In partnership with SAHPRA, actively collaborate and participate in wellness days to provide on-site medical assessment and promote overall well-being for SAHPRA'S Pretoria, Durban and Cape Town offices for Employee Health and Wellness initiatives.
- b) Support SAHPRA by minimising employee absenteeism due to psychosocial challenges by providing them with EHWP support service.
- c) Assist individual employees and their family members in overcoming personal and work-related problems that are likely to affect their performance.
- d) Assist SAHPRA to create a caring, healthy and safe working environment in which individual employees feel valued.
- e) Enhance organisational performance by offering employees a robust support system that empowers them to reach their maximum potential and perform optimally.
- f) Provide a professional EHWP which will respond with immediacy to the Psycho-social and Lifestyle Management needs of employees.
- g) Support the department to manage health risk issues and involve the various stakeholders in the health risk management processes and structures.

3. PRINCIPLES

The Employee Health and Wellness Programme is underpinned by the following principles:

3.1. Employees utilizing the wellness programme are assured of confidentiality, except in cases of risk to self and others or in terms of legislation.

3.2. Only registered professionals will be allowed to provide therapeutic interventions.

- 3.3. As far as possible the generic principles of respect for autonomy, non-malpractice, beneficence, and distributive justice will guide the actions of all professionals providing the counselling service.
- 3.4. The programme focuses on all levels of employment and should also respond to the needs of designated employees such as people living with disabilities.
- 3.5. Coherence of models: the service delivery models should offer the same package of professional service to SAHPRA employees and their family members; and
- 3.6. Voluntary Participation: Employees and their family members' participation in the programme is voluntary and consensual.

4. SCOPE OF WORK AND SPECIFICATIONS

- 4.1. The prospective service provider is required to provide EHWP to all the employees of SAHPRA and their family members. SAHPRA currently has **331** employees with a projected growth of up to **400** by 2027.
- 4.2. Whilst SAHPRA has its National Office in Gauteng Province, there are other employees situated in Western Cape and Kwazulu-Natal Provinces, and **port of entries/harbour (PE, OR Tambo, Durban and Cape Town)**; therefore, the service is expected to be accessible by all employees irrespective of their geographical area where they may be due to official business.

Table 1: Anticipated break down of employees per office

Area	Addresses	Estimate no. of employees
Pretoria including OR Tambo port of entry	Building A, Loftus Park, 402 Kirkness St, Arcadia, Pretoria, 0007	273
Cape Town including Port/ Harbour	North Block, Avanti Towers Office Park, 35 Carl Cronje, Tyger Falls	20
Durban including Port/ Harbour	Westway Office Park, Westville, Durban 3629.	6
PE Harbour		1

4.3. Table 2: Schedule of Services

All services must be available on both Virtual, Telephonic and Face-to- Face platforms:

Section A 3: Evaluation Process/ Criteria

No	Per person
1	Telephonic Counselling – unlimited sessions for both employees and family members in all official languages (Service provider to ensure that their call centers have infrastructure and capacity)
2	Dedicated Accounts Manager
3	Interactive Web Platform (24/7 Access) access to a website from which employees can obtain information and unlimited articles and/or videos on any topic related to Employee Health and Wellness)
4	Provide monthly desk drops on information aligned with the National Health Calendar or any National Disaster (Marketing and Communication)
5	Marketing services and material (Flyers, banners etc)
6	Monitoring and evaluation by providing monthly, quarterly and annual reports on clients' usage and organisational health trends with recommendations on interventions to improve the health and wellbeing of SAHPRA employees.
7	Complaints management (Service provider be able to attend to complaints raised by end-users.)

No	Services
Counseling Services and Trauma Debriefing	
1	Telephonic, Virtual, App, Chat-box, emails and Face-to-face, Critical Incident Stress Debriefing (CISD)
2	Group Counselling (CISD).
Awareness Education Training	
3	Awareness sessions on related topics (Stress Management, Anxiety Management, Workplace bullying, Sexual Harassment, etc.).
4	Team interventions which would include assessment, identifying challenges and actual intervention
Health, Wellness & Risk Management	
1	Behavioural risk assessments
2	Conduct three (3) seasonal Health Risk Assessments during wellness days.
3	Conduct chronic disease assessments per annum.
4	Management support services for employees with substance abuse challenges.
5	Support process for employees with psychiatric conditions/mental illnesses.
6	Conduct screening of TB prevalence and refer employees to health facilities.

Section A 3: Evaluation Process/ Criteria

No	Services
Managerial Consulting	
1	Managerial care and support
2	Managerial training (conflict management, mediation, Emotional Intelligence, Time management)
Advice and information on Lifestyle Management Services	
1	Financial management
2	Legal advisory services on employees' personal issues (Legal information on Labour Law issues is excluded)
Executive Wellness Programme	
1	Multidisciplinary interventions
2	State of the art facility
3	Cutting-edge diagnostics
4	Customised packages
5	Priority care
6	Therapeutic massage
7	Complimentary snacks and meals

4.4. Deliverables

The Service Provider is expected to design, implement and manage EHWP. The Service Providers are required to provide a detailed proposal demonstrating sound technical competencies responding to the listed deliverables below:

No	Per person
Suitable Counselling and Trauma Debriefing System	
1	Face to Face – Provide short term intervention services with a maximum of ten (10) sessions per problem.
2	Virtual counselling - Provide short-term intervention services with a maximum of ten (10) sessions per problem.
3	Critical Incident Stress Debriefing (CISD) - (Must be provided to the affected employees within twenty-four (24) hours).
4	Group Counselling (Must be provided to affected employees within twenty-four (24) to forty-eight (48) hours from the time of request).
5	Telephonic Counselling - provide a dedicated 24-hour call centre (toll-free) counselling line for employees with their dependents covering information, therapeutic assistance and support on an extensive range of psychological, social and well-being-related issues in all official languages.
Provide an all-inclusive counselling referral system and trauma debriefing sessions to deal with areas such as:	
Workplace-related	a) Supervisor-supervise relations b) Dealing with Workplace Bullying

Section A 3: Evaluation Process/ Criteria

No	Per person
interactions:	<ul style="list-style-type: none"> c) Mediation Services d) Learning to be more assertive or ways to improve self-esteem; and Positive communication skills.
Mental Health	<ul style="list-style-type: none"> a) Anxiety, depression and feelings of being overwhelmed. b) Managing stress. c) Grief and dealing with the loss of a loved one; and d) Poor work performance.
Marital, Divorce and Relationships	<ul style="list-style-type: none"> a) Domestic violence. b) Personal conflicts at home or on the job. c) Learning to be more assertive or ways to improve self- esteem. d) Positive communication skills; and Marital counselling and adjusting to a divorce or separation.
Family Support Services	Should focus on the provision of information and guidance on a broad range of family related issues such as: parental guidance, disability care, educational and community resources, special needs placement, dependent care, child support, residential facilities, vocational guidance, preschool programmes and care giving guidance.
Addictions and Substance Dependencies	<ul style="list-style-type: none"> a) Drugs, alcohol abuse and recognising a substance abuse problem. b) Support when living with a person who abuses alcohol and drugs. c) Facilitate referrals for rehabilitation services for employees to rehabilitation centres; and d) Gambling problem, Pornography, sex etc
Financial Matters	<ul style="list-style-type: none"> a) Financial Coaching and planning; b) Wills and Estate Planning; c) Debt Management; and d) Savings and Investment
Dealing with Communicable Diseases and illnesses	<ul style="list-style-type: none"> a) Continual updated information sessions; b) Continual support on coping; and c) Advisory Services.
Health Risk Assessment	<ul style="list-style-type: none"> a) Health risk assessments which will form part of wellness days. b) Prepare the plan of work to undertake the health risk assessment which entails activities, timelines, approaches, deliverables and identify the specific needs and requirements of all stakeholders through data gathering and validation c) techniques, a cost-benefit analysis and other important considerations
Training and Awareness	<ul style="list-style-type: none"> a) These services would consist of briefing, awareness, education and training sessions and lifestyle management; b) Awareness sessions refer to conducting of awareness on a variety of relevant topics;
Access to the	The EHWP service will be available and accessible to all employees and

Section A 3: Evaluation Process/ Criteria

No	Per person
Service	<p>their family members through:</p> <ul style="list-style-type: none"> a) Self-referral where the employee seeks help on their own; b) Assisted referral where a supervisor, friend or co-worker recommends EHWP; c) Formal referral based on job performance and recommendation of supervisor; d) Employees will be entitled to a maximum of ten (10) session per issue, per year. <p>The Service Provider is required to as far as possible, utilise practitioners who are available in all provinces in close proximity of the relevant SAHPRA official.</p>

4.5. Reports must be made available by electronic version.

Identify and/or review of the key constraints or challenges facing the implementation of the wellness programme.

Submit comprehensive statistical report on findings with clear recommendations.

4.6. The ICT Infrastructure

The Service Provider is required to establish and maintain a database for purposes of monitoring and tracking case flow and work progress.

4.7. Document Management

For this purpose, document management refers to a document management system to manage documents and/or their contents in various formats according to business rules through its life cycle from inception to disposal.

4.8. Document Management Enablers:

Noting that SAHPRA electronic infrastructures are diverse in nature. It is therefore expected that the Service Provider should accept and where necessary has the following document management enablers intact to facilitate the process:

- i) Courier services;
- ii) E-mail facilities; and

- iii) Web-based facilities.

4.9. Electronic Document Management

Electronic document management involves the hardware and software supporting the document management process. It is required from the Service Provider to maintain an electronic document management system, since it will be necessary to maintain the database as required, as well as for extracting reports for reporting purposes.

4.10. Back-Up and Archiving

Reporting and analysis will be dependent on data integrity and quality. It is therefore required that the Service Provider put adequate systems in place to preserve data and prevent data loss.

4.11. Data

Employee and organizational data that will be under the control of the Service Provider shall remain the property of the SAHPRA and the individual, respectively. The Service Provider shall not obtain any rights in such data.

The data in possession of the Service Provider or to which the Service Provider may have access during its contract with SAHPRA, may only strictly be used in the performance of the services required from the Service Provider.

It is required that the Service Provider shall take reasonable precautions to preserve the integrity of the data and to prevent corruption or loss of such data.

If the said data is corrupted, lost, or sufficiently degraded to be unusable, due to any act or omission by the Service Provider, it must without delay take all steps to restore or procure the restoration of the relevant data. If the corruption, loss or degradation of the data is due to the default of the Service Provider, it will be liable for all costs and damages associated with such corruption, loss, degradation and restoration.

4.12. Data Security

Data related to the Employees and the organisation may only be accessed by authorised employees or contracted persons of SAHPRA, as well as the Service Provider.

It is therefore required that the Service Provider takes all steps to ensure that the Employee

and the Organisational data is not accessible to any party who is not authorised by either SAHPRA or the Service Provider to access such data.

4.13. Audit

It is expected that the Service Provider shall apply normal auditing practices and that the applicable audit reports be submitted on a regular basis to SAHPRA.

It is required that the Service Provider maintain at all times full and accurate records and audit trails, of all services provided and shall retain such records for the duration of its contract with SAHPRA. The latter records remain the property of SAHPRA and should be returned within 30 days on termination of this contract.

SAHPRA reserves the right to appoint either its own auditors or agents to audit the Service Provider if it suspects fraudulent practices or the application of incorrect procedures, poor services or the like.

4.14. Practitioners

Registration and Performance Standards will be required from the selected Service Provider to utilise a network of registered Practitioners, to ensure that SAHPRA and its Employees enjoy quality and consistent services, it is furthermore required that the Service Provider ensures that the Practitioners utilised -

- i) Are qualified and duly licensed / accredited in terms of the applicable legislation;
- ii) Maintain specified performance standards; and
- iii) Have a minimum of (two) 2 years' work experience.

4.15. Help Desk or Call Centre

The Service Provider is required to set up and maintain call centre facilities to assist SAHPRA officials and family members processing and referral of cases.

- i) Assistance and advice with regard to counselling service and the referral of cases to registered practitioners; and
- ii) A mechanism through which they can make follow-ups with allocated practitioner.

The Service Provider must ensure that the call centre is staffed with trained Personnel.

4.16. Project Management

SAHPRA requires that the Service Provider actively participates in project management during the 36 months' period of the agreement. SAHPRA will establish the necessary project management mechanisms, inclusive of the reporting schedules and formats stipulated in the Service Level Agreement.

4.17. Staffing

The Service Provider shall provide the personnel necessary to supply the services and service levels specified in the proposal and contained in the terms of reference and shall ensure that it possesses or has access to knowledge and sufficient expertise and staff to enable it to provide the required services in accordance with the agreed service levels.

Service Providers are to submit with their proposal the Curriculum Vitae and proof of registration with the applicable professional bodies, including that of senior and junior personnel to be allocated to the project.

4.18. Implementation

It is expected that the Service Provider shall acquaint itself with SAHPRA and operation of the geographical area and the staff complements within the particular geographical area.

4.19. Transfer of Skills

The Employee Health and Wellness Industry utilises skills not commonly available in the labour market and therefore we expect the successful service provider to impart skills to the Authority.

4.20. Reporting Arrangements, Time-frames and Assignment Deliverables:

The Service Provider must produce a comprehensive report to SAHPRA on its trends, including interventions on a monthly, quarterly and annual basis.

The monthly written progress report must be provided to SAHPRA on the second day after the reporting month.

The quarterly written progress reports must be provided to SAHPRA within five (5) working days of the last day preceding the reporting quarter. For this purpose, the quarters that shall apply are January to March; April to June; July to September and October to December.

The annual report (April – March yearly) must be submitted to SAHPRA within fourteen (14) days after the end of the year cycle.

The Service Provider will report directly to the HR Manager in SAHPRA for the purposes of this

Section A 3: Evaluation Process/ Criteria

project. The Service Provider must appoint a coordinator for the project who will be responsible for liaising with SAHPRA for the duration of the project.

SAHPRA will liaise with the Service Provider through the monthly meetings and by telephone or email as the need arises.

The Service Provider must set up a project meeting to discuss the detailed work plan. Should the need arise to discuss possible concerns or changes to the detailed work plan thereafter, these will be discussed during the monthly meetings or a special meeting if necessary.

The Service Provider shall be required to submit one (1) project close-off and handover report a month before the contract ends.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions may be eliminated from further consideration.

Failure to comply with or submit any one of the following items, may render a bid non-responsive and may not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest (SBD 4)		
Part 5	Completed and signed Invitation to Bid (SBD 1)		
Part 7	Proof of registration on the CSD If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted		

Failure to comply with or submit completed Pricing schedule, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 6	Completed Pricing Schedule in the prescribed format (SBD 3.3)		

Section A 3: Evaluation Process/ Criteria

1.1.2 Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.

1.1.3 Register the hard-copy proposals in the tender submission register at SAHPRA reception.

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

Mandatory Requirements	Provide evidence/page no and/or location	Yes/No (Yes-proceed, No – Do not evaluate further)
Accreditation The bidder must be registered with the Employee Assistance Professionals Association of South Africa (EAPA) and provide a valid proof of registration.		
Project Manager/Client Liaison Manager The Project Manager/Client Liaison Manager must be registered with the Health Profession Council South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP). A valid proof of registration must be attached.		

If the condition above are not met, do not evaluate further

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
Reference letters: Bidders are expected to attach copies of at least 3 contactable reference letters from different clients that they have provided Employee Health and Wellness programmes for in the last 10 years. The reference letters will be scored in accordance with the following criteria: The signed reference letters must: <ul style="list-style-type: none"> • Be on an entity letterhead • Provide a description of the service rendered. • Indicate contract duration (year and month). • Contract value. • Relevant contact person's name, designation, contact number and email address. 		30

Section A 3: Evaluation Process/ Criteria

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
0 Contactable reference letters = 0 point 1 - 2 Contactable reference letters = 5 points 3 Contactable reference letters = 10 points 4 Contactable reference letters = 20 points 5 and more contactable reference letters = 30 points		
Ability/capacity of the company to render the service: Attach a list of call centre employees. The 24-hour call centre employees to be comprised of qualified psychologists/social worker/Counsellors registered with the Health Profession Council South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP), financial and legal advisors. Points to be allocated as follows: Operational counselling call centre with 1-3 staff members = 0 points Operational counselling call centre with 4-9 staff members = 5 points Operational counselling call centre with 10-14 staff members = 10 points Operational counselling call centre with 15-19 staff members = 20 points Operational counselling call centre with 20 and above staff Members = 30 points		30
Qualifications and experience of Project/ Team members in EHWP: The service provider must provide evidence that they have qualified professionals that include; Social Workers, Nurses, Psychologists, Lawyers, and Financial Advisors, registered with relevant professional bodies with a minimum number of years' experience (attach certified copies of qualification and certificate of registration with a stamp not older than 6 months as per the below), and CVs must be provided. Service providers allocating resources with less than the minimum requirements as per below, will be allocated zero (0) points. <ul style="list-style-type: none"> Social Workers - A Degree in Social Work and Registered with SACSSP with 5 years' experience in the 		40

Section A 3: Evaluation Process/ Criteria

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
<p>field</p> <ul style="list-style-type: none"> Psychologists - A Degree in the field of Psychology. Registered with HPCSA (e.g. Clinical, Counselling, education, Industrial, research psychologist) with 5 years' experience Lawyers - LLB or equivalent qualification with 5 years' experience in advisory Nurses - Basic R425 qualification. Registered with SANCA with 5 years' experience as a professional nurse Financial Advisors - National Diploma or B degree in Accounting/ Financial Management / Cost management Accounting with 5 years' experience as Financial Advisor <p>Comply with the above requirements = 20 points</p> <ul style="list-style-type: none"> Social Workers - A Degree in Social Work and Registered with SACSSA with more than 5 years' experience in the field Psychologists - A Degree in the field of Psychology. Registered with HPCSA (e.g. Clinical, Counselling, education, Industrial, research psychologist) with more than 5 years' experience Lawyers - LLB or equivalent qualification with more than 5 years' experience in advisory Nurses - Basic R425 qualification. Registered with SANCA with more than 5 years' experience as a professional nurse Financial Advisors - National Diploma or B degree in Accounting/ Financial Management / Cost management Accounting with more than 5 years' experience as Financial Advisor <p>Comply with the above requirements = 40 points Non-compliance with the above requirements = 0 points</p>		
Total Points		100

N.B. SAHPRA reserves the right to conduct site inspection for the shortlisted bidders.

a. The score for functionality shall be calculated as follows:

- i. The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

- ii. The minimum technical threshold is **75 points**. Bidders that do not meet the minimum technical threshold will not be evaluated further for price and specific goals.

b. PRICE AND SPECIFIC GOALS POINTS

- i. All remaining bids will be evaluated as follows:
- ii. The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- iii. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.
- iv. The point scored for the specific goals for each acceptable bid will now be added to the price point.
- v. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

c. ADJUDICATION OF BID

- i. The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number SAHPRA/2025/EMPLOYEE HEALTH AND WELLNESS PROGRAMME/RFB001 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - ☐ Invitation to bid
 - ☐ Tax clearance certificate
 - ☐ Pricing schedule(s)
 - ☐ Filled in terms of reference/task directive/proposal
 - ☐ Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - ☐ Declaration of interest
 - ☐ Declaration of bidder's past SCM practices
 - ☐ Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF FIRM _____

DATE _____

WITNESSES

1 _____

2 _____

DATE: _____

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

Approved for use!

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

Approved for use!

Section B 1: Special Conditions of Bid and Contract

SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	<p>The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the SAHPRA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. <p>Such actions shall be communicated to the National Treasury.</p>
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the Board or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS

Section B 1: Special Conditions of Bid and Contract

11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted</u> in the relevant part, may not be considered for evaluation purposes.
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	<p>Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).</p> <p>Bids submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.</p>
16.4	Part 2: Tax Compliance
16.4.1	<p>Bidders must ensure compliance with their tax obligations.</p> <p>Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.</p> <p>Bidders may also submit a printed TCS together with the bid.</p> <p>In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.</p> <p>Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p> <p>Bids submitted without any one of the above particulars, may be deemed to be non-responsive.</p>
16.5	Part 3: Declaration of Interest
16.5.1	<p>Each party to the bid must complete and return the "Declaration of Interest" (Section B-2).</p> <p>Bids submitted without a complete and signed Declaration of Interest may be deemed to be non-responsive.</p>
16.6	Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
16.6.1	<p>Bidders must complete, sign and return the full "Preference Points Claim Form" (Section B-3) document.</p> <p>In addition, a valid BBBEE certificate must be submitted.</p>

Section B 1: Special Conditions of Bid and Contract

	Quotes submitted without a completed and signed Preference Points Claim Form and evidence or proof of claim will be awarded zero points for specific goals.
16.7	Part 5: Invitation to Bid
16.7.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-4) document. Bids submitted without a completed and signed Invitation to Bid may be deemed to be non-responsive.
16.8	Part 6: Pricing Schedule
16.8.1	All costs related to the bid are to be allowed for in the pricing schedule and in the format prescribed and must be returned as part of the submission (Section B-5). Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.
16.8.2	Price for thirty-six (36) months of the contract must be firm and must be indicated in the format prescribed. Price for additional twenty-four (24) months must also be provided.
	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.9	Part 7: Registration on the CSD
16.9.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, may be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Section B 2: Declaration of Interest

BIDDERS DISCLOSURE (SBD 4)
Return as Part 3

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Section B 2: Declaration of Interest

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Section B 2: Declaration of Interest

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Approved for use!

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

Return as Part 4

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Specific goals
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black

- Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
 - (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
 - (g) **“prices”** includes all applicable taxes less all unconditional discounts;
 - (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
 - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
 - (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS						
Description / Goals		Allocated points		Evidence or Proof of claim	Number of points claimed (80/20 system) (To be completed by the tenderer)	
		Preference Point System				
Category A: Promotion of SMMEs		80/20	90/10	<ul style="list-style-type: none">- Valid BBBEE certificate- Valid affidavit- Director(s)' certified ID copy- CSD report		
1.	100% Black owned EME and QSE	20	10			
2.	At least 51% Black owned EME and QSEs	18	9			
3.	Zero and less than 51% Black owned EME and QSEs	16	8			
Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)		BBBEE Level	Preference Point System		Evidence / proof of claim	
4.	% Ownership			80/20	90/10	<ul style="list-style-type: none">- CSD report- Valid affidavit- Valid BBBEE certificate- Directors(s) certified ID copy- Declaration / proof of disability issued by medical practitioner
	a) 30% - 100% Black women	All levels	20	10		
	b) 51% - 100% Black youth					
	c) 51% - 100% Black people with - disability					
	a) 51% - 100% Black	1	18	9		
		2	16	8		
		3	14	7		

Section B 3: Preference Points Claim Form to the Preferential Procurement Regulations 2011

		4	12	6		
		5	8	5		
		6	6	4		
		7	4	2		
		8 and Non-compliant	0	0		
Category C: Promotion of BBBEE Contributors - large enterprises		BBBEE Level	Preference Point System		Evidence / proof of claim	
		80/20	90/10			
10.	Nonblack and Non-HDI enterprises	1	12	6	Valid BBBEE certificate	
		2	10	5		
		3	8	4		
		4	6	3		
		5 to non-compliant	0	0		

5. BID DECLARATION

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

6. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof)

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise.

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

Section B 3: Preference Points Claim Form to the Preferential Procurement Regulations 2011

.....

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

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

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

8.8 I/ we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If points for specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p>	<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p>
------------------	---

Section B 3: Preference Points Claim Form ito the Preferential Procurement Regulations 2011

1.	ADDRESS:
2.	

Approved for use!

Section B 4: Invitation to Bid

INVITATION TO BID
Return as Part 5

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA					
BID NUMBER:	SAHPRA/2025/ RFB 001	CLOSING DATE:	Tuesday, 22 July 2025	CLOSING TIME:	11:00 am
DESCRIPTION	REQUEST FOR BID FOR SOURCING OF A SERVICE PROVIDER FOR PROVISION OF EMPLOYEE HEALTH AND WELLNESS PROGRAMME FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH AN OPTION TO RENEW FOR ADDITIONAL TWENTY-FOUR (24) MONTHS				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Malose Teffo		CONTACT PERSON	Malose Teffo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Malose.teffo@sahpra.org.za		E-MAIL ADDRESS	Malose.teffo@sahpra.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		

Section B 4: Invitation to Bid

INVITATION TO BID
Return as Part 5

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS
SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

Section B 5: Pricing schedule

PRICING SCHEDULE (SBD 3.3)

Services

Return as Part 6

NAME OF BIDDER: _____

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

The pricing schedule as indicated below must be **signed and completed in the format provided**. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

Bids submitted without a price and with an incomplete price, and with no total cost for three years and pricing for optional twenty-four (24) months and with a price which is not in the prescribed format, will be deemed to be non-responsive.

Item No	Description	Once Off Price	Year one (1) (VAT excluded)		Year two (02) (VAT excluded)		Year three (03) (VAT excluded)	
			Monthly (VAT excluded)	Annually (VAT excluded)	Monthly (VAT excluded)	Annually (VAT excluded)	Monthly (VAT excluded)	Annually (VAT excluded)
1.	Programme Launch (once-off fee)							
2.	EHWP Programme (Monthly Retainer service) – Fixed fee for 300 employees - Professional Support Line Services - Telephonic Financial Advice - Telephonic Legal Advice - Face-to-Face							

Bid No:

Section B 5: Pricing schedule

	<p>Counselling services</p> <ul style="list-style-type: none"> - Education and Support Services - Communication and Health Promotion Services - Monitoring, Reporting, and Evaluation Services - Critical Incident Stress Debriefing or Trauma Response Services - Risk identification and mitigation relating to less well employees. - Providing management information and decision support to manage risks associated with employees to optimise the productivity of SAHPRA. - HIV and AIDS Counselling, to SAHPRA's employees 							
3.	Secondary Assessment referral – fee per intervention (Variable cost)							
4.	Wellness Day - once-off fee per annum for 300							

**SAHPRA/2025/EMPLOYEE HEALTH AND WELLNESS
PROGRAMME/RFB001**

Bid No:

Section B 5: Pricing schedule

	employees							
5.	Mental Health Initiatives – fee per intervention (Variable cost)							
6.	Face-to-face Team Intervention / Counselling – fee per session/per team (Variable cost)							
7.	Virtual Training of SAHPRA employees on Care and Support (Managers - 40 & Non-Managers - 260) – 2 sessions per year							
8.	Wellness Talks – 4 X per year fee for 300 employees							
9.	SAHPRA Executive Programme – fixed fee per year							
	Total yearly cost (VAT Exclusive)	R			R			
	VAT@15%	R			R			
	Total yearly cost (VAT Inclusive)	R (Year 1)			R (Year 2)		R (Year 3)	
	Total cost for Three (03) years (VAT Inclusive) Add total yearly cost	R						

**SAHPRA/2025/EMPLOYEE HEALTH AND WELLNESS
PROGRAMME/RFB001**

Bid No:

Section B 5: Pricing schedule

	for year 1 plus year 2 plus year 3 (vat inclusive)	(Total bid Price)
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Item No	Description		Year four (4) (VAT excluded)		Year five (05) (VAT excluded)	
		Once Off Price	Monthly (VAT excluded)	Annually (VAT excluded)	Monthly (VAT excluded)	Annually (VAT excluded)
1.	Programme Launch (once-off fee)					
2.	EHWP Programme (Monthly Retainer service) – Fixed fee for 300 employees - Professional Support Line Services - Telephonic Financial Advice - Telephonic Legal Advice - Face-to-Face Counselling services - Education and Support Services - Communication and Health Promotion Services - Monitoring, Reporting, and Evaluation Services - Critical Incident Stress Debriefing or Trauma Response Services - Risk identification and mitigation relating to less well employees.					

**SAHPRA/2025/EMPLOYEE HEALTH AND WELLNESS
PROGRAMME/RFB001**

Bid No:

Section B 5: Pricing schedule

	- Providing management information and decision support to manage risks associated with employees to optimise the productivity of SAHPRA. - HIV and AIDS Counselling, to SAHPRA's employees					
3.	Secondary Assessment referral – fee per intervention (Variable cost)					
4.	Wellness Day - once-off fee per annum for 300 employees					
5.	Mental Health Initiatives – fee per intervention (Variable cost)					
6.	Face-to-face Team Intervention / Counselling – fee per session/per team (Variable cost)					
7.	Virtual Training of SAHPRA employees on Care and Support (Managers - 40 & Non-Managers - 260) – 2 sessions per year					
8.	Wellness Talks – 4 X per year fee for 300 employees					
9.	SAHPRA Executive Programme – fixed fee per year					
	Total yearly cost (VAT Exclusive)	R			R	

Section B 5: Pricing schedule

	VAT@15%	R	R
	Total yearly cost (VAT Inclusive)	R (Year 4)	R (Year 5)
	Total cost for optional twenty-four months (VAT Inclusive) Add total yearly cost for year 4 plus year 5 (vat inclusive)	R	

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Bidder Representative Signature

Title:

Name:

Date:

Reviewed by: Pheeha Ramohlaka
SCM Manager

Approved by: Lindiwe Modisakeng
HR Executive

Section B 5: Pricing schedule

Approved for use!