



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER:	RFP/CPS/2021/21
RFP TITLE:	APPOINTMENT OF A WELLNESS SERVICE PROVIDER FOR A PERIOD OF 5 YEARS

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	14 May 2021
Bid Documents Available From	SABC Website (http://www.sabc.co.za/sabc/tenders/) National Treasury's tender portal (http://www.etenders.gov.za)
Briefing Session Date & Time	NONE
Bid Closing Date and Time	04 June 2021 AT 12H00 Noon
Contact details	tenderqueries@sabc.co.za

The SABC retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

BIDS DELIVERY

SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland Park
Johannesburg

During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice. Refer to Document A for Conditions to be observed when bidding.

1. MANDATORY DOCUMENTS

- 1.1 Proof of valid professional membership
- 1.2 Proof of liability insurance

2. REQUIRED DOCUMENTS

- 2.1 CSD Registration details
- 2.2 SARS "Pin" to validate supplier's tax matters
- 2.3 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 2.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 2.5 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 2.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.7 Certified copy of Shareholders' certificates.
- 2.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOM THEIR TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

C O N T E N T S

DOCUMENT A: CONDITIONS TO BE OBSERVED WHEN BIDDING

DOCUMENT B: GENERAL CONDITIONS OF THE BID/PROPOSAL

DOCUMENT C: QUESTIONNAIRE

DOCUMENT D: DECLARATION OF INTEREST

DOCUMENT E: FUNCTIONALITY REQUIREMENTS

DOCUMENT F: CONFIDENTIALITY

DOCUMENT G: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017- SBD 6.1

DOCUMENT H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT
PRACTICES - SBD 8

DOCUMENT I: CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

DOCUMENT J: ACCEPTANCE OF CONDITIONS OF BID

ANNEXURE A: COSTING MODEL TEMPLATE

ANNEXURE B: REFERENCE LETTER TEMPLATE

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2 During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice as follows:

1.2.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original submission, One (1) copy of the original and memory stick should be by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPSubmissions@sabc.co.za
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size should not exceed 25-30MB
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

1.6 The outside of the envelope/File Must indicate the following:

Company Name
Tender Description
Tender Number
Closing Date

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification.

4.0 SCHEDULE OF QUANTITIES

4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities and unit prices.

5.0 BID PRICES

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable. The local suppliers must provide reasons with evidence why they are quoting in foreign currency
- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for

any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.

- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and signed.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
 - that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
 - that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidders must immediately advise the SABC and the SABC shall approve same as it deems fit;
 - successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
 - audit the successful Bidder's contract from time to time.
- 7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

- 8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

9.0 AMPLIFICATION OF PROPOSALS

- 9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- not evaluate and award bids that do not comply strictly with this bid document;
- make a selection solely on the information received in the bids;
- enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;
- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
- award a contract to one or more Bidder(s);
- accept any bid in part or full at its own discretion; and
- cancel this bid or any part thereof at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

10.0 IMPORT/EXPORT PERMITS

10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

11.0 COST OF BIDDING

11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged**

and will result in disqualification of the respective Bidder's bid/proposal submission.

- 12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

- 13.1 All enquiries in respect of this bid must be addressed to:

Tender Office

SCM Division

Radio Park Office Block

Henley Road

Auckland Park

Johannesburg

South Africa

E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

- 14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates
- 14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBBEE points
- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard

- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and ban the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT A

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures or any other descriptions submitted shall apply for acceptance test purposes.

3.0 WARRANTY

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repaired items to the place of destination.

4.0 INSPECTION

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

5.0 PACKAGING

5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.

5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

6.0 RISK

6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

7.0 DELIVERY

7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

8.0 PAYMENT

8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

8.2 The SABC's standard payment terms are 60 - 90 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on

acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

11.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 12.1 These conditions form part of the bid and failure to comply therewith may invalidate a bid.

13.0 RFP SCHEDULE

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidders may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

14.0 ADDITIONAL NOTES

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Changes by the Bidder to his/her submission is not allowed after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE BID BEING OVERLOOKED.

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 change all services on bid and to have Supplier re-bid on any changes.
- 15.3 reject any bid which does not conform to instructions and specifications issued herein
- 15.4 disqualify bids after the stated submission deadline
- 15.5 not necessarily accept the lowest priced bid
- 15.6 reject all bids, if it so deem fit
- 15.7 award a contract in connection with this bid at any time
- 15.8 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C**QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING**

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	

9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	
11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

END OF DOCUMENT C

DOCUMENT D
SBD-4
DECLARATION OF INTEREST

- 1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
- 2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹"State" means –

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- b. any municipality or municipal entity;
- c. provincial legislature;
- d. national Assembly or the national Council of provinces; or
- e. Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO** the appropriate authority to undertake remunerative work outside employment in the state?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES /NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pers. Number

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

END OF DOCUMENT D

DOCUMENT E

SCOPE OF WORK OF A WELLNESS SERVICE PROVIDER FOR A PERIOD OF 5 YEARS

1. BACKGROUND

The SABC is a public broadcasting service and wholly state-owned entity. The head office is situated at Auckland Park and in addition, there are regional offices situated nationally, (regional offices are in Pretoria, Cape Town, Port Elizabeth, East London, Durban, Polokwane, Thohoyandou, Nelspruit, Kimberley, Bloemfontein and Mafikeng. The SABC currently employs approximately 2800 permanent staff with a large pool of independent contractors and contracted service providers such as cleaners, security personnel that utilize the onsite facilities.

Employee Wellness services plays an integral part within the SABC and the SABC recognizes the value of offering a comprehensive health and wellness services to staff with the main goal of improving overall employee health and wellbeing (physical, emotional, financial) and workplace safety.

2. SABC REQUIREMENTS

SABC seeks to appoint a wellness service provider/s for the provision of innovative, state of the art, fit for purpose integrated wellness services nationally geared towards improving productivity and employee engagement.

The integrated wellness services should be aligned to all relevant legislations, compliance standards, norms and quality. The service provider should have a national foot print, be agile, have all relevant systems, clinic equipment in place to support the service offering. It will be expected that the service provider will have a database of all health Specialist in all provinces to enable management of incapacity and provision of value add services. The services will be offered in the following offices:

The below headcount is subject to change.

SABC Provincial Office	Total	Resource requirements	Value add services	Operations frequency
Auckland Park	1958	1 Occupational Health Nurse – full time 1 Occupational Health Nurse - Adhoc 1 Occupational Health Doctor 1 Social Worker/ Psychologist 1 Clinic Administrator	• Primary Health Doctor • Dentist • Physiotherapists/ Biokineticists • Dietician • Optometrists (optional)	Occupational Health Nurse – 176 hours per month Second Nurse Occupational Health – Adhoc (As and when required) Occ Health Medical Practitioner – 24 hours a month Social Worker/ Psychologist (Onsite) – 48 hours per month.
Bloemfontein	71	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	32 hours per month
Durban	126	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	40 hours per month
East London	1	No resources required		
George	3	No resources required		
Giyani	2	No resources required		
Hatfield - Pretoria	78	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	32 hours a week per month

Kimberley	39	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	20 hours a month
Plaatfontein	15	To be service by Kimberly		
Mahikeng	76	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	32 hours per month
Nelspruit	72	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	32 hours per month
Sea Point	83	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	Three times a week. 40 hours per month
Parliament office	16	To be serviced by Sea Point		
Polokwane	138	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	Three times a week. 40 hours per month
Port Elizabeth	107	1 Occupational Health Nurse	• Primary Health Doctor • Physiotherapists • Dietician	Three times a week. 40 hours per month
Thohoyandou	1	No resource		
Total	2786			

NB: Value add services - Employees will use their medical aids to access the services at standard medical rates, however, the integrated report will include all the services rendered

The provincial clinic facility will be used as Sessional room to accommodate value-add services.

NB: Service provider to provide a list of all active Healthcare Specialist in the database

The objectives of an integrated wellness services are:

- To provide innovative wellness services that are aligned to the National Development Plan, EAP Functional Pillars as per DPSA and COVID-19 management in line with the Department of Health/ National Institute of Communicable Diseases guidelines and regulations:
 - HIV/AIDS, STI, and TB Management (e.g. prevention, care and support, human rights and access to justice, research, monitoring and evaluation);
 - Health and productivity management (mental health, stress management, crisis support / debriefing, impact of health and productivity, management of non-communicable and communicable diseases, management of incapacity due to ill-health and disability as well as health education and promotion);
 - SHRQ Management (Safety, Health, Environment, Risk, Quality) –This pillar incorporates Occupational Health and Safety.

- Wellness management (this pillar will address organisational and individual wellness, psychosocial, spiritual lifestyle management, and work life balance).
- Workplace COVID-19 management (Clinic response plan, case (confirmed and suspected) finding, monitoring, containment, fitness for work, workplace vaccination etc.)
- To improve employee's physical, social, economic and psychological wellbeing;
- To promote health and wellness through education using different platforms
- Assessment, early identification and management of health problems;
- Lifestyle management thereby reducing ill-health complications, disability and premature deaths;
- To equip employees with knowledge that will enable them to make the right choices towards good quality life and health.
- To offer a customised and flexible wellness programme which are innovative and able to respond to employee holistic wellbeing

3. SCOPE OF SERVICE

The Service Provider should possess specialized experience, knowledge and expertise to be able to deliver hybrid model (services charged from employees and services paid for by the employer) the following services:

OCCUPATIONAL HEALTH & EXECCARE PROGRAMME	EMPLOYEE ASSISTANCE PROGRAMME AND HEALTH MANAGEMENT		WELLNESS AND LIFESTYLE MANAGEMENT, INCAPACITY, DISABILITY AND INDEPENDENT ASSESSMENTS		TRAINING, TOOLS AND INTERVENTIONS	ABSENTEEISM MANAGEMENT & REPORTING
- Take OHS Act and SABC recruitment policy into consideration - Conduct Health Risk Assessments in compliance with the SABC Risk Register - Provide recommendation in line with Occupational Health program, conduct fitness for work assessments - Plan and implement medical surveillance and biological monitoring programmes as per Health Risk Assessment, Occupational Hygiene and Hazardous Chemical and Substances Surveys	Apply EAPA standards and best practice as well as DPSA framework for Public Service when providing the following: 24 hours a day telephonic counselling in all official languages with a suitably qualified counsellor. - Provide employees with various options of accessing EAP services like toll free, use of on app, call-back and emails. - Face-to-face counselling (up to 6 sessions). Be able to refer employees to affiliates (across all geographical location) who are professionally qualified in line with the SABC requirements. - Life Management Service including legal, financial and family care telephonic guidance. - Trauma debriefing within 48-72 hours. - Trauma diffusion within	- Preventative Care: Travel medicine, Flu vaccines, Family Planning. - Primary Health Care: Assess, Diagnose and Dispense medication for minor illnesses - Assessment, Diagnosis and referral for management of chronic illnesses. - Case management of chronic conditions and monthly reports must include progress made. - Work with Occupational Health and Safety (OHS) unit to manage Injury on Duty (IOD) emergency cases.	- Plan and assist with wellness days and events - Health and Wellness promotion, awareness and campaigns as per - National Health calendar - Family Care, Debt and management advocacy - Legal advice and guidance	- Health assessments - Referrals to independent specialist - Have a specialists in all provinces to ensure seamless referrals and the conclusion of incapacity and disability in line with the organisations policies/ guideline	The training topics include but not limited to the following: - Emotional impact sessions - Financial management - Absenteeism management - Mental and behavioural disorders - Ongoing health education, - Primary Health, Occupational Health, Wellness, EAP, Musculoskeletal and process of accessing services, - Individual Medical Surveillance information/education sessions and awareness sessions. - Wellness Intervention, Life Style Management Programmes and Disease Management Programmes - Identify clinical topics based on the organizational trends - Absenteeism and incapacity management	(Monthly/ Quarterly and as and when required reporting): Based on the available data, the report structure must incorporate the following: - Absenteeism rate for the reporting period at organizational and departmental level - Absenteeism cost for the reporting period at organizational and departmental level - Long-term vs short term absenteeism ratio. - Absenteeism trends with

• Fitness for work assessment: pre-employment, transfer and exit medicals, including post long illness, accident and/or injury assessments • To effectively provide Occupational Health; the service provider must provide fully equipped Mobile Units fitted with approved equipment calibrated in accordance with SABS specification, & also recognized by SASOHN & the Department of Labour. This will be on an as and when required basis for once off Occupational Health on the sites that do not have clinics. • Quarterly inspections for ablution, canteen and workshop facilities. • Equip the clinics with Occupational Health equipments Execcare programme • Proactive management of executive health	24 hours • Individual and Group Counseling sessions for but not limited to: • Stress • Financial issues • Personal/family/ Organisational issues (team dynamics and conflict resolutions • Emotional impact sessions for managers and employees • Legal advice and support • Occupational issues such as group grievances, retrenchment, relationships. ○ Life skills and psychosocial related training/workshops ○ Referrals for rehabilitation e.g. substance abuse ○ Research on behavioral tendencies ○ Conflict management and resolutions as well as team dyanmics interventions ○ Managerial consultancy ○ Group sessions should cater for issues that pertain to organizational issues and the sessions to be conducted onsite. ○ Vicarious trauma – providing debriefing for grief and loss and ongoing debriefing to employees that are				• Various training tools, manuals, videos • Health bytes (electronically)	regards to: ▪ Days of week ▪ Duration ▪ Age bands ▪ Gender ▪ Occupational categories ▪ Trends e.g. days of a week, frequency etc Reasons for absenteeism Identifications of drivers and triggers to absenteeism Identification of employees at risk for long term absence Proposed absenteeism management interventions The absenteeism management must be geared towards ensuring an early return to work and to address employee's sickness absenteeism from a holistic approach. The absenteeism management program must be results driven.
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risks through a structured executive wellness programme. Executive coaching interventions WASTE MANAGEMENT This must be conducted in line with the HPCSA guidelines for the management of medical/healthcare waste.	exposed to traumatic scenes/experiences in their respective jobs. Bereavement and various loss.					
Communication and Marketing	HEALTH EMERGENCIES AND PANDEMIC / COMMUNICABLE DISEASE MANAGEMENT					
- Provide innovative marketing strategy - Brochures - Fliers - Posters (EAP and Clinic Posters) - Videos - Wallet cards and any other marketing material - Electronic awareness tools, programmes e.g. app's customized and innovative	- Proactive management of health emergencies and state of disaster e.g. Ebola, COVID-19 other pandemics - Support and assist the workplace in line with all the regulations - Collaborate with the DOH to ensure that all health protocols are implemented seamlessly. NB: Subject to the declaration of national state of disaster or any health related emergency, bidder to be required to provide additional services or alter the hours listed above.					

RFP NUMBER: RFP/CPS/2021/21

RFP TITLE: Appointment of a wellness service provider for a period of 5 years



use of digital platforms						
Tools to conduct wellness assessment (organisation and individuals)						

3.1 FURTHER REQUIREMENTS:

- Rent out equipment to SABC for a duration of a contract
- Service provider to incur costs for office rental, telephone and internet usage and staff uniform.
- Value add services may attract rental for use of sessional space.
- Provide statistical and qualitative as well as integrated trend analysis monthly, quarterly and annual reports on service rendered including value add services
- The service provider must have a track record and sound experience of corporate clinic management.
- The service provider must provide R200 Million Rand Liability Cover
- High level of ethical behaviours
- Where the main service provider is working with a sister company, there must be seamless account management and the contractual obligations must be observed by all the parties.
- It is imperative for service provider to comply with procurement requirements of submitting annual membership registrations of all clinic staff.
- SABC is a National Key Point (NKP), it is important to note that all personnel assigned to service the site will be subjected to vetting as per NKP requirements.

3.2 PROFESSIONAL SKILL AND EXPERTISE REQUIRED FROM THE SERVICE PROVIDER:

- Ability to provide continuous and necessary training to employees that will be rendering services to the SABC e.g. CPD
- The provider's deployed personnel must be suitably qualified with all relevant professional registrations:
- Occupational Health Physician(s) must be registered with the HPCSA;

- Occupational Health Practitioner(s) must be a Registered Nurse with Occupational Health, Primary Health Care and Dispensing Licence Qualification and be registered with the SANC and Department of Health;
- Employee Assistance Practitioner(s) must be a registered Social Worker with the SA Council for Social Service Profession or Psychologist registered with HPCSA.

4. HUMAN RESOURCES

4.1. Occupational Health Doctor/Practitioner

Key responsibilities

- Work closely with the Occupational Health Nurses based in the Head Office and Regions
- Oversee the patient's diagnosis, treatment, and prevention of occupational illnesses and/or injury.
- Conduct fitness for work and prepare patients for return to work after illness or injury.
- Review clinical information and give clinical advice as well as recommendations
- Assist with identification of employees that require referrals to Independent Specialists.
- Review all clinic reports and provide a sanitized summary.
- Give clinical opinion on all special leave request due to ill-health.
- Assist with identification of workplace health hazards and conduct Health Risks assessments as per the Occupational Health standards
- Providing information / recommendations that can be utilized to eliminate, control and minimize health risks and hazards to which the employees are, or may be exposed
- Examine patients to determine the appropriate course of treatment and provide recommendations

- Recommend tests to determine extent of illness or help diagnose condition.
- Manage a workplace health program to establish the physical, psychological and social well-being of the worker in a safe working environment
- Conduct entrance, annual or periodic and exit medicals as required by legislation
- Ensure that all employees that undergo Occupational Health Assessment receive certificate of fitness.
- Monitoring the health status of employees through ongoing surveillance programmes
- Attend to medical emergencies and injuries-on-duty.
- Attend monthly wellness forums and feedback sessions.
- Liaise with employees treating doctors where necessary.
- Assist with validation of sick notes and special leave recommendations
- Assist with implementation of effective disease management and HIV/AIDS program.
- Conduct health talks/education
- Adhere to Professional Conducts and Ethics as prescribed by HPCSA e.g. Confidentiality, Patients' Rights Charter.

Qualifications Requirements:

- Must have MBCHB and be registered with the HPCSA
- Postgraduate qualification in Occupational Health
- Must have Dispensing License
- 3 – 5 years' experience in Occupational Health space.

4.2. Occupational Health Nursing Practitioner

Key responsibilities

- Adherence to Codes of Ethics for Nursing, Standards for Nursing Practice, SANC Regulation and Nurses' Pledge of Service as well as other relevant legislation
- Maintenance of an Occupational Health program to establish the physical, psychological and social well-being of the workers.
- Conduct medical surveillance and health risk assessment in accordance with relevant legislation OHS Act.
- Providing information the Client can utilize to eliminate, control and minimize health risks and hazards to which the employees are, or may be exposed.
- Coordination of emergency procedures
- Working effectively within a budget and ensuring smooth administration of all aspects of the services
- Delivering high quality primary healthcare services and be able to manage the clinic
- Meeting the prescribed professional and quality standards of both our Client and their Clients.
- Ensuring the total satisfaction of employees through continuous improvement and added value.
- Ensuring compliance with all health related legislations.
- Ensure that daily administration is done including statistics and reports
- Adhere to Professional Conducts and Ethics as prescribed by HPCSA e.g. Confidentiality, Patients' Rights Charter etc.
- Ensure that clinic complaints are handled
- Ensure that clinic posters are visibly displayed and overall clinic settings meet all the relevant health standards.

Qualifications Requirements:

- Grade 12 plus Qualifications in General Nursing
- Occupational Health Nursing B Tech/ Diploma with 5 years relevant experience corporate wellness
- Registration with SANC

- Sound knowledge in the provision of Occupational and Primary Health Care Services.
- Certificate in dispensing
- Experience in the treatment of Injuries on Duty (IOD) and COIDA administration

Certificate of Competency in:

- HIV Counselling and Testing
- Spirometry
- Audiometry certificate
- Vision screening
- Multi-drug testing

4.3. Clinical Psychologist/ Social Worker

Key responsibilities:

- Assessing a client's needs, abilities or behavior using a variety of methods, including psychological assessments, interviews and direct observation of behavior;
- Working as part of a multidisciplinary team alongside doctors, nurses, social workers, education professionals, health visitors, psychiatrists, occupational therapists and case managers;
- Devising and monitoring appropriate treatment programmes, including therapy, counseling or advice, in collaboration with colleagues;
- Offering therapy and treatments for difficulties relating to mental health issues such as anxiety, depression, addiction, social and interpersonal problems and challenging behavior;
- Be able to engage at all levels and must assist with case management of accommodated employees;
- Counseling and supporting of employees and caregivers as well as recommendations of possible interventions;
- Provide training to managers, supervisors and staff as and when required on

- matters relating conflict management, anger management and stress management.
- Case management;
- Conduct home visits (when deemed appropriate).

Requirements:

- Must hold a Psychology/ Social Work qualification.
- Must be registered with the HPCSA & EAPA.
- Must be able to complete various psychometric/ psychological assessments.
- Provide strategic planning and integration of behavioural risks as well as statistical trend analysis to SABC.
- Must be computer literate (SAP, Microsoft Excel, Outlook, Internet).
- Be able to compile initial, progress and final reports.
- Be able to conduct health talks and training.
- Five years' experience in clinical psychology and Social work.

4.4 Clinic Administrator

To provide effective, efficient and quality administrative support in the Auckland Park clinic.

Key Responsibilities:

- To provide effective and efficient clinic administration to Auckland Park clinic
- Work with Key Accounts manager to order medication regularly and on time.
- Co-ordinate all service providers diaries efficiently and manage staff/ employees appointments.
- Must update patient information on the system daily and all employee files must be accurately filed.
- To ensure that all filing is accurately done and those documents can easily be retrieved.
- Co-ordinate bookings of all travel requirements for staff referred to outside clinics.

- Co-ordinate appointment of employees who are referred for Independent assessments. Liaise with the specialists rooms to ensure that reports are received in time
- Facilitate payment of the specialist and follow up for reports.
- Be able to assist clinic staff e.g. Nurse to respond to medical emergency and IOD's
- Co-ordinate wellness forums and invite attendees.
- Prepare time sheets for staff where required.
- To assist with typing needs as well as taking and typing memos, minutes and report information and statistics.
- To ensure that the phones are answered promptly and professionally and that all details are correctly recorded as well as connecting and directing callers.
- Processing of all invoices with assistance for a Key Accounts Managers
- Assist in the compilation of monthly report on activities for the month
- Office administration for clinics staff
- To receive all guests visiting the clinic
- To ensure the smooth running of all service providers diaries and that all appointments are set and met on time.
- General Office administration and secretarial duties such as faxing, filling, photocopying
- To co-ordinate stationery and office equipment needs within the clinic.

Minimum Requirement

- Grade 12/matric and two years administrative in a clinic set up
- Level 3 First Aid Certificate.

Knowledge and Skills

- Must be able to maintain high level of confidentiality
- Good administrative, interpersonal skills
- Above average computer literacy (SAP, Microsoft Excel, Outlook, Internet)
- Must be able to work independently and accurately
- Computer literacy (SAP, Microsoft Excel, Outlook, Internet)

- Must have the ability to work with strong personalities and diverse groups of people, good communication and interpersonal skills (written and spoken)
- Customer service orientation skills
- Must be reliable, excel in a fast paced, deadline-driven environment
- Ability to work under pressure
- Excellent planning and organizing skills
- Self-efficacy is essential
- Strong analytical skills combined with the ability to implement
- Ability to work in a cross-functional, team environment.

4.5 Key Accounts Manager/ Client Service Manager:

Key responsibilities

- Oversee the effective and efficient holistic health and wellness programmes.
- Ensure that all Regional offices are adequately staff, resourced with medication, consumables and equipment that functions optimally.
- Building sound relationships with all stakeholders including multidisciplinary health professionals.
- Liaise with SABC Wellness custodians and provide integrated reports.
- Assist with review and implementation of the Wellness Strategy and policies.
- Be involved in developing SLA, objectives & matrix for the clinics and EAP.
- To ensure that SABC and the service provider jointly develop annual project plan which will include Wellness Days and events.
- Handle and facilitate all training requests.
- Provide desk drop / health bytes and assist in sourcing related health education materials.
- Provide training and advisory services to management and employees.
- Ensure that Case Managers adheres to referral process, submission of the report and meet turnaround times.
- Managing client queries and complaints within agreed timelines.
- Visit the provincial clinics quarterly and as and when required and conduct clinic audits.

- Attend meetings, forums and client feedback sessions.
- Ensure that invoices and statement are submitted as agreed.

Minimum Requirement

- Grade 12/matric plus a health related tertiary qualification (NQF 6 or equivalent).
- 5 years clinical experience in team leader, supervisory level or Client Liaison role.

Knowledge and Skills

- Good administrative, interpersonal skills (be able to interact at all levels)
- Must be self-starter and be able to work independently and accurately.
- Must be able to understand client's needs and be flexible.
- Above average computer literacy (SAP, Microsoft Excel, Outlook, Internet)
- Computer literacy (SAP, Microsoft Excel, Outlook, Internet)
- Must have the ability to work with strong personalities and diverse groups of people and have good communication skills (written and spoken)
- Customer service orientation skills and be able to go an extra mile.
- Must be reliable, excel in a fast paced, deadline-driven environment
- Ability to work under pressure and meeting stringent turnaround.
- Excellent planning and organizing skills
- Strong analytical skills combined with the ability to implement
- Have high level of attention to details.
- Ability to work in a cross-functional, team environment

6. SERVICE PROVIDERS ARE EXPECTED TO SIGN A SERVICE LEVEL AGREEMENT THAT WILL COVER ALL SERVICE REQUIREMENTS AS OUTLINED IN SECTION 2, 3 AND 4 ABOVE AS WELL THE FOLLOWING:

- Assist with formulation of business development wellness model/ strategy which is collaborative, dynamic or holistic and integrated.
- All wellness services and resources
- Quarterly clinic auditing and clinic visits by Key Accounts Manager

- Annual wellness survey
- ROI reports and Cost Benefit Analysis must be done quarterly
- Monitoring and evaluation tools must be place (e.g. monthly matrix (uptake, interventions, targets, measurements etc.) It will also include sentimental analysis vs. complaints).
- Waste management and medication management protocols must be in place
- Assist with wellness policy & strategy reviews
- Complaints procedure
- Facilitate wellness days
- Case management
- Credible reporting systems including live dashboard
- Ongoing vetting of all clinic staff
- Locums must be on standby should the appointed resources not be available
- Infection control
- Clinic linen be provided as part of consumable
- Training as described above
- Sound administration support
- Clinic equipment and staff uniform
- Marketing and communication of services to staff
- Service provider systems must be able to interface with SABC systems.

7. Costing/ Pricing Model

- Bidders must provide a detailed cost breakdown as per template provided.
(Refer to Annexure A)
- EAP – Please quote on sliding scale based on utilization per month.

8. Bid Evaluation

Bidders will be evaluated in 4 (four) phases:

Phase 1 – MANDATORY DOCUMENTS

Will be based on submission of the following mandatory documents:

- Proof of valid professional membership
- Proof of liability insurance

NB: Non submission of the mandatory documents will result in disqualification of the bid.

Phase 2 – PAPER BASED EVALUATION

Phase 3 - SITE VISIT

Phase 4 – PRICE AND B-BBEE

9. PROPOSAL STRUCTURE

Format for response to this Request for proposal.

Responses to this invitation must follow the following format, so as to enable SABC to adjudicate all tenders effectively and fairly.

Section 1 Company Profile reflecting the following:

- Description of the Company
- Differentiating factors that make the company competitive for the services required
- Company Services
- Company Contact details

Executive summary of your proposal explaining how you understand the scope of work and deliverables, how you would propose to achieve the required services and your contribution during this project.

Section 2 Company proposal indicating detailed approaches: Please provide detailed information on:

- How you intend to approach the project in order to deliver the required service

Section 3 Previous related experiences: This section should contain reference letters from clients in the clients' letterhead where the company previously provided services or is currently providing services that are similar to the services required. The following should be reflected:

- Name of Client
- Contactable trade reference, should be a senior personnel
- Services
- Start date (Month/Year)
- Completion date (Month/Year)
- Description of actual services provided
- Value of the contract

Section 4 Qualifications: Provide details of any assumption used or qualification to the requirements of this bid that is included in your response.

Section 5 Envisaged Cost for the required service: Provide detailed cost breakdown for the service and any other cost related to the delivery of the service.

Section 6 Human Resources: resources available for the services

- CV's
- Certified Copies of qualification
- Certified copies of professional membership

Section 6 Required Documents

10. PHASE 1 – MANDATORY REQUIREMENTS

10.1. Proof of valid professional membership

10.2. Proof of liability insurance

11. PHASE 2 EVALUATION CRITERIA – PAPER BASED

Evaluation area	Evaluation Criteria	Points
EAP and clinic management experience detailing the relevant service	< 2 years = 2 points 2-4 years = 3 points > 5 years = 5 points (Please provide details in your company profile)	5
EAP and Clinic management reference letters	Bidder to provide the reference letter(s) on client letter head describing similar work done, return on investment (ROI), value of the contract, term of contract, resources including contactable references (Reference letters must not be for the service rendered more than 7 years ago) Please refer to Annexure B for template. • 5 and more letters from clients = 15 points • 3 - 4 letters from clients = 10 points • 1 – 2 letter from client(s) = 5 points NB: Non-submission of client reference letter(s) will be scored zero.	15
Infrastructure	Proof that the wellness service provider has the National footprint. Bidders to provide clear details of how they can offer services in each province including the list of specialist for each province	10
Health emergencies	Bidders to provide a detailed covid-19 workplace related response plan and/or other emergency health services ○ How the plan be integrated with department of health regulations = 5 points ○ Testimonial of the impact of a response plan from a client (separate from EAP and Clinic management reference letter) = 5 points	10
Functionality i.e. Ability to provide the following services	Health Management (15 points) • Preventative Care: Travel medicine, Flu vaccines, Family Planning (be able to source family planning from department of health) = 5 points • Primary Health Care: Assess, Diagnose and Dispense medication for minor illnesses = 5 points • Assessment, Diagnosis and referral for management of chronic illnesses and emergency cases = 5 points	100

Wellness& Lifestyle Management (10 points)

- Plan and assist with wellness days and events = 5 points
- Health and Wellness promotion, awareness and campaigns as per National Health calendar = 5 points

Wellness Assessment (5)

- Wellness Intervention and Life Style Management = 3 points
- Programmes and Disease Management = 2 points

Absenteeism management and reporting – provide a dummy report detailing: (25 points)

- Absenteeism rate for the reporting period at organizational and departmental level = 5 points
- Absenteeism cost for the reporting period at organizational and departmental level = 5 points
- Long-term v short term absenteeism ratio = 5 points
- Absenteeism trends with regards to:
 - Days of week = 1 point
 - Duration = 1 point
 - Age bands = 1 point
 - Gender = 1 point
 - Occupational level/ job categories = 1 point
- Proposed recommendations to manage absenteeism and individual absenteeism profiles = 5 points

Occupational Health (25 points)

- Conduct Health Risk Assessment = 5 points
- Plan and implement medical surveillance and biological monitoring programmes as per Health Risk Assessment, Occupational Hygiene and Hazardous Chemical and Substances Surveys = 5 points
- Fitness for work assessment: pre-employment, transfer and exit medicals, including post long illness, accident and/or injury assessments = 5 points
- Quarterly inspections for ablution, canteen and workshop facilities = 5 points
- Management of Injury on duty (IOD) = 5 points

Employee Assistance Programme (20 points)

- Individual and Group Counseling sessions for but not limited to:
 - Stress = 2 points
 - Financial issues = 2 points
 - Personal/family = 2 points
 - Occupational issues = 2 points
 - Organisational issues (e.g. team dynamics etc.) = 2 points
- Life skills and psychosocial related training/workshops = 2 points
- Referrals for rehabilitation e.g. Substance Abuse = 2 points
- Research on behavioral tendencies = 2 points
- Conflict management and resolution = 2 points
- Emotional impact sessions for managers and employees= 2 points

	Please provide Standard Operating Procedures outlining how the services are administered. Also provide details of successful implementation and return on investment.	
Value added services	Bidders to provide any value added services to the SABC: • Without financial implications = 15 points • With financial implications = 0 point	15
Resources	Key Account Manager (5 points) • CV detailing the experience as key account manager • Certified copies of qualifications Occupational Health Doctor/Practitioner (5 points) • CV • Certified copy of MBCHB qualification • Certified copy of Occupational health qualification • Certified copy of valid dispensing licence. • Proof of valid HPCSA membership Occupational Health Nursing Practitioner (5) • 1 X CV's per site as indicated above • Certified copy of Nursing qualification • Certified copy of a valid Dispensing licence • Proof of valid membership with SANC and any other professional bodies. • Certified copy of Occupational Health Nursing Qualification • Certificate of Competency in the following areas: ○ HIV Counselling and Testing ○ Spirometry ○ Up to date annual membership Audiometry certificate ○ Vision screening ○ Multi-drug testing Clinical Psychologist/ Social Worker (5) • CV • Certified copy of the qualifications • Proof of valid membership with the following professional bodies: ○ HPCSA, South African Council for Social Service Professions ○ (PsySSA (Psychological Society of South Africa) or ○ SAACP), The South African Association for Counselling Psychology ○ Employee Assistance Professionals Associations Clinic Administrator (5) • CV • Certified copy of matric certificate • Level 3 First Aid Certificate NB: Refers to key responsibility and requirements	25
TOTAL		180

NB: Threshold: To be evaluated further, bidders must score a minimum of 150 out of a maximum of 180 points. Bidders who obtain less than 150 points will not be evaluated further.

12. PHASE 3- EVALUATION CRITERIA – SITE VISIT

Evaluation Area	Evaluation Criteria	Points
Resources on site	Demonstrate Clinic operations on the following areas: - Occupational Health Nursing = 5 points - Primary Health including acute conditions, chronic disease management, medication dispensation programme = 5 points - Wellness/EAP including mental health and HIV/Aids programme = 5 points - Clinic administration = 5 points - Wellness days health calendar = 5 points - Doctor's consulting schedule = 5 points - Covid 19 or any other health related workplace emergencies = 5 points	35
Clinic operations	Demonstrate: - Screening and other protocol requirements for patients visiting the clinic = 10 points - General Clinic operations : - Bookings = 5 points - Consultations processes = 5 points - Consultations turnaround times = 5 points - Medical emergency = 5 points - Communication between business and clinic = 5 points - Patient referrals = 5 points	40
Clinical Monitoring	Provide proof of: - Clinic audits performed during a contracted period to ensure the protection of human rights (review of consent documents) and adherence to the protocol = 5 points - Source documents kept in a patient's medical file = 5 points	10
Facilities and Equipment	- Adequate examination/procedure room space to conduct assessments as specified in the protocol = 5 points - Linen storage and cleaning frequency = 5 points - Access to emergency equipment and facilities = 5 points - Site emergency response plan = 5 points - Clinical equipment and maintenance = 5 points - Office equipment for clinic staff: - Telephone = 5 points - Fax machine = 5 points	55

	○ Copier = 5 points ○ Computer with internet access = 5 points • Storage and filing facilities = 5 points • Source documents, including medical records – storage method = 5 points	
Product/ Supplies	• Medication storage = 5 points • Medical stock control system = 5 points • Security measures related to medication accessibility = 5 points • Consumables storage = 5 points • Consumables stock control system = 5 points • Storage area compliance with requirements such as temperature monitoring, protection from light, and humidity = 5 points • Storage location(s)/equipment, mechanism for temperature monitoring, backup power supply = 5 points • Compliance to dispensing and transport procedures = 5 points	40
Data Management	• Overall clinical data management = 5 points • On-site data analysis process = 5 points • General security and confidentiality measures for information electronic and hard copy = 5 points • Source documents kept in the subject's medical record = 5 points • Electronic database system ability to interface with SAP = 5 points	25
Policies and Procedures	• Site written Standard Operation Procedures (SOPs)/procedures	5
Waste management	• Waste management protocol which have clear financial impact to the client/ customized for client and process (examples of invoices or contract from the service provider that collect waste).	5
Total		215

NB: Threshold: To be evaluated further, bidders must score a minimum of 180 out of a maximum of 215 points. Bidders who obtain less than 180 points will not be evaluated further.

Site visit check list must include the following:

- Occupational Health Nurse and the Doctor to provide details of how they run wellness programmes e.g. HIV/AIDS program. Show displayed dispensing licences & Patient handling protocol.
- Clinic cubicles should be equipped with examination bed, stethoscope, clean linen, scale, desk, chairs, BP machine, sink, patient examination tools (e.g. cholesterol, patella hammer), examination screens, height measurement, and examination lamp.
- Equipment for Occupational Health Medicals – latest calibrated vision screener, audiogram- check stickers on the machine)
- Staff presentation – uniform and presentation
- File management
- SOP's and emergency procedures
- Administration – filling & records archives
- Clinic Operating – displayed outside of the clinic
- Clinic audit – Prepare an audit file (duration 3 – 6 months)
- Clinic file – forms (fitness for work, referral forms, different consent forms etc.)
- Systems – electronic filling database system (Questions about ability to interface with other systems e.g. SAP). System back up
- Medical stock control – files (orders, disposing of expired medications, invoicing of medication).
- Waste management – waste management protocol and process (examples of invoices or contract from the service provider that collect waste).
- Health specialist database file (This file must have specialist in each region/ province).
- Showcase system used for absenteeism management and reporting analysis
- Show case systems used for monthly, quarterly, annual and dashboard reporting.
- Showcase booking systems and system used to engage staff.

13. Objective Criteria

- 10.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 10.2 The SABC reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous services within the SABC.
- 10.3 SABC will not award to any bidder whose financial health as analysed based on the audited financial statements is not good.

14. Abbreviations:

OHS – Occupational Health and Safety

PHC – Primary Health Care

IOD – Injury on Duty

HPCSA – Health Professions Council of South Africa

SAP – System, Application, Product

SANC – South African Nursing Council

MBCHB - Medicinae Baccalaureus, Baccalaureus Chirurgiae (Bachelors of Medicine and Bachelors of Surgery).

DPSA – Department of Public Services and Administration

SHRQ - Safety, Health, Environment, Risk, Quality)

EHW – Employee Health and Wellness

SASOHN - South African Society of Occupational Health Nursing

CPD – Continuous Professional Development

OHS - Occupational Health and Safety

COIDA – Compensation for Occupational Injuries and Disease Act

SABS - South African Bureau of Standards

EAPA – Employee Assistance Professionals Association

EAP – Employee Assistance Program

SAACP - South African Association of Counseling Psychologists

15. PHASE 4- BBBEE AND PRICE EVALUAIONS (PREFERENCE POINT)

The following Preference Point evaluation will be used:

Price = 80 points

BBBEE = 20 points

Please refer to Costing Model in Annexure A

DOCUMENT F

CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

DOCUMENT G**SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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, 2017.

1.0 GENERAL CONDITIONS

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

- the **80/20** system for requirements with a Rand value below R50 million (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 million (all applicable taxes included) and therefore the.....**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The SABC 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 SABC.

2.0 DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the

quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 **“non-firm prices”** means all prices other than “firm” prices;

2.13 **“person”** includes a juristic person;

2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5.0 Points awarded for B-BBEE Status Level of Contribution

15.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6.0 BID DECLARATION

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

7.0 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... =(maximum of 20)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE affidavit or certificate issued by a Verification Agency accredited by SANAS.

8.0 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9.0 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:

.....

9.2 VAT registration number:

.....

9.3 Company registration number

.....

9.4 Type Of Company/ Firm

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

[TICK APPLICABLE BOX]

9.5 Describe Principal Business Activities

.....

.....

.....

.....

9.6 Company Classification

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

.....

SIGNATURE(S) OF BIDDER(S)

2.

DATE:

ADDRESS:

.....

.....

.....

.....

END OF DOCUMENT G

DOCUMENT H
SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
 TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP NO:

in response to the invitation for the bid made by: **South African Broadcasting Corporation
SOC Limited "SABC"**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and

conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 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.

10. 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.

.....	
Signature	Date
.....	
Position	Name of Bidder

END OF DOCUMENT I

DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNEDat _____ this _____ day of _____ 2021.

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

ANNEXURE A**COSTING MODEL - TENDER PRICE SUMMARY****BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE**

Resource	Hours per month	Rate per hour	Total Amount
AUCKLAND PARK			
Occupational Health Nurse , consumables and medical waste – full time	176		
Occupational Health Nurse, consumables and medical waste – Adhoc	As and when required		
Occupational Health Doctor	32		
Social Worker/ Psychologist	48		
Clinic Administrator	176		
Cost for 5 years			
Once-off Equipment costs			
PRETORIA			
Occupational Health Nurse , consumables and medical waste	32		
Cost for 5 years			
Once-off equipment costs			
DURBAN			
Occupational Health Nurse , consumables and medical waste	40		
Cost for 5 years			
Once-off Equipment costs			
BLOEMFONTEIN			
Occupational Health Nurse , consumables and medical waste	32		
Cost for 5 years			
Once- off Equipment costs			
KIMBERLEY (To serve Platfontein)			
Occupational Health Nurse, consumables and medical waste	20		
Cost for 5 years			
Once-off Equipment costs			

MAHIKENG			
Occupational Health Nurse, consumables and medical waste	32		
Cost for 5 years			
Once-off Equipment costs			
NELSPRUIT			
Occupational Health Nurse ,consumables and medical waste	32		
Cost for 5 years			
Once-off Equipment costs			
CAPE TOWN(SEA POINT) – To serve Parliament office			
Occupational Health Nurse ,consumables and medical waste	40		
Cost for 5 years			
Once-off Equipment costs			
PORT ELIZABETH – Eastern Cape			
Occupational Health Nurse, consumables and medical waste	40		
Cost for 5 years			
Once-off Equipment costs			
POLOKWANE			
Occupational Health Nurse, consumables and medical waste	40		
Cost for 5 years			
Once-off Equipment costs			
EMPLOYEE ASSISTANCE PROGRAMME			
Description	Cost per month		
EAP Services			
Other costs:			
Medication costs (per usage)			
Independent assessments (fee for services)			
Hygiene survey (fee for services)			
Executive medicals (fee for services)			
Marketing for clinic, EAP and Training (as and when required) should be included in the costing			

Merchandise (fee for services)			
TOTAL BID PRICE INCLUDING VAT			

ANNEXURE B – REFERENCE LETTER TEMPLATE

The Bidder is required to use the reference letter template below to obtain clear and easily verifiable references in response to the bid requirements.

This reference letter format is not to be completed by the bidder, but it is to be completed by the clients of the bidder who is bidding for this project giving reference to their level of the service rendered in either their current or previous project.

REFERENCE LETTER FORMAT	
Client's Letterhead	
Client's Legal Name	
Name of the company that the reference is about	
Bid Number / Reference Number	
Bid / Project Description:	
Describe the Contract / Project work and/or Service the above company provided to your organisation.	
Project / Contract period (start date)	
Project / Contract period (end date)	
Project / Contract Cost	
Project size and complexity of work completed	
Return on investment (ROI)	
Overall Impression / Satisfaction with bidder	
Completed by:	
Signature:	
Company Name:	
Position:	
Contact Telephone Number:	
E-mail address:	
Date:	

END OF THE REQUEST FOR PROPOSAL DOCUMENT