



NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

BID DESCRIPTION: PROVISION OF INTERGRATED EMPLOYEE WELLNESS PROGRAMME (EWP) FOR NMMDM FOR A PERIOD OF THREE (3) YEARS (36 MONTHS).

BID NUMBER: NMMDM 23/24/18 CSS

TENDER SUBMITTED BY (DIRECTOR) :

NAME OF BIDDING COMPANY:.....

BUSINESS ADDRESS:

.....

.....

TEL. / CELL NUMBER :

E-MAIL ADDRESS :

ISSUED BY:

Municipal Manager
Ngaka Modiri Molema District Municipality
Private Bag X 2167
Mahikeng
2745
Tel: (018) 381 9400

CLOSING DATE: 13 DECEMBER 2024 @ 11H00AM

INDEX

INVITATION TO BID	Error! Bookmark not defined.
PART A INVITATION TO BID	MBD 1 Error! Bookmark not defined.
PART B TERMS AND CONDITIONS FOR BIDDING ...	Error! Bookmark not defined.
LIST OF RETURNABLE DOCUMENTS.....	7
MBD4.....	10
MBD5.....	12
MBD 6.1	14
80/20 or 90/10	Error! Bookmark not defined.
MBD7.2.....	22
CONTRACT FORM - RENDERING OF SERVICES	22
PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)	22
MBD 7.2	22
PART 2 (TO BE FILLED IN BY THE PURCHASER)	22
DESCRIPTION OF	22
SERVICE	22
MBD 8	25
MBD 9	Error! Bookmark not defined. 27
TERMS OF REFERENCE / SPECIFICATIONS.....	30
FUCTIONALITY	33
PRESENTATION SCORING.....	34
PRICING SCHEDULE	35
GENERAL CONDITIONS OF CONTRACT	36

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



PROVISION OF INTERGRATED EMPLOYEE WELLNESS PROGRAMME FOR NMMDM FOR A PERIOD OF THREE (3) YEARS (36 MONTHS).

TENDER NO: NMMDM 23/24/18 CRSS

INVITATION TO BID

Prospective service providers are hereby invited to bids for the **PROVISION OF INTERGRATED EMPLOYEE WELLNESS PROGRAMME FOR NMMDM FOR A PERIOD OF THREE (3) YEARS (36 MONTHS)**

Detailed bids documents are obtainable from www.etenders.gov.za and www.nmmdm.gov.za

A compulsory briefing session will be conducted on **25 NOVEMBER 2024** at **11h:00am** at the Ngaka Modiri Molema District Municipality Dining Hall, and tenderers who do not attend the briefing session will be regarded as non-responsive.

Tenders completed as prescribed shall be sealed in an envelope marked **"BID NO: NMMDM 22/23/09 CSS - PROVISION OF INTERGRATED EMPLOYEE WELLNESS PROGRAMME FOR NMMDM FOR A PERIOD OF THREE (3) YEARS (36 MONTHS)**, and deposited in the bid box at Ngaka Modiri Molema District Municipality, Cnr Carrington and 1st Avenue, Industrial Sites, Mahikeng, to reach its destination not later than **13 DECEMBER 2024 AT 11H00AM** when tenders shall be opened in public.

Bids will be adjudicated based on the Preferential Procurement Regulations 2022 using compliance, functionality and 80/20 points system.

The validity period for this tender is 90 days.

Any enquiries regarding the bidding procedure may be directed to Ms B.D Mokate / Mr P. Tauetsile / Ms T. Manyeneng (018) 381 9400, e-mail mokateb@nmmdm.gov.za / tauetsilep@nmmdm.gov.za / manyenengt@nmmdm.gov.za

Any enquiries regarding technical information may be directed to Mr N. Molale (018) 381 9400, e-mail molalen@nmmdm.gov.za

SIGNED
O.A LOSABA
MUNICIPAL MANAGER

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	 _____		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

LIST OF RETURNABLE DOCUMENTS

1. Proof of Central Suppliers Database (CSD) registration
2. A signed Joint Venture Agreement (In case of a Joint Venture)
3. Municipal Rates and Taxes Statements of all the Directors
 - Municipal rates and taxes statement not older than three months from the date of tender closure and not owing more than three months (90 days) for each directors' address must be attached; or
 - Valid lease agreement of the director/s (showing lease period) or,
 - Should the director/s residing in rural area, letter from the Tribal Authority (a copy) not older than three (3) months should be provided.
 - If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement not owing more than three months (90 days) must be submitted together with an original affidavit from the director of the company to confirm that the director resides on the property.
 - The address that appears on the rates statement must correspond to the address on the CSD.
4. Municipal Rates and Taxes Statements of the Company
 - Municipal rates and taxes statement not older than three months from the date of closure and not owing more than three months (90 days) for the company's' address must be attached; or
 - Valid lease agreement of the company (showing lease period), or
 - Should the company operating in rural area, letter from the tribal authority (a copy) not older than three (3) months should be provided.
 - If the rates and taxes account are not in the names of the company, the attached municipal rates taxes statement not owing more than three months (90 days) must be submitted together with an original affidavit from the director of the company confirming that the company operates from the property.
 - the address that appears on the rates statement must correspond to the address on the CSD.
5. Should the Company (Bidder) be operating from the Same Address as the Director, An affidavit confirming such should be submitted.
6. Proof of valid company registration certificate / document with Employee Assistance Professionals of South Africa (EAPA-SA)
7. Proof of valid registration or letter of Good Standing with Compensation Fund (**COIDA** – Compensation For Occupational Injuries and Diseases Act)
8. Requirements should be submitted for J.V based on their applicability.

NB:

1. Certified copies must have a date of certification and should be not older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive)
2. Only original stamp and signature will be accepted.
3. Copy of a certified document will be considered non-responsive.
4. Should any of the returnable documents stated not be attached to this bid document, your bid will be declared invalid.
5. Soft copy of the entire document including returnable saved in a USB is optional.

BID REQUIREMENTS

1. Late bids will not be considered. Please note that bids are late if they are received after the closing date and time.
2. Bids will be valid for 90 days.
3. All MBDs must be fully completed and signed.
4. All prices must be quoted in South African currency and must be VAT Inclusive.
5. All items must be priced, failure to price all items will render your bid non-responsive.
6. All relevant forms attached to this bid document must be completed and signed in black ink where applicable by a duly authorised official. Use of tipex and pencil will not be acceptable.
7. Certified copies must have a date of certification and should be not older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive)
8. Only original stamp and signature will be accepted.
9. Copy of a certified copy will be considered non-responsive.
10. For procurement expected to be less than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 90 days at the time of tender closure
11. For procurement expected to be more than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 30 days at the time of tender closure
12. Proof of residence from ward councillors will not be accepted.

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

SIGNATORY AUTHORISATION

(To be completed by the Bidder)

SIGNATORY AUTHORISATION

I/We the undersigned, am/are authorized to enter into this contract on behalf of

(Name of Firm)

By virtue of resolution dated -----day of -----20-----
(Month)

The certified copy of resolution that is herewith attached to this Bid.

(Initials and Surname in full)

Signature

WITNESS

Signature

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder).....
 - 3.3 Company Registration Number:.....
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES/NO**

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.8.1 If so, furnish particulars:

3.9 Have you been in the service of the state for the past twelve months? **YES/NO**

3.9.1 If so, furnish particulars:
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.10.1 If so, furnish particulars:
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.11.1 If so, furnish particulars:
.....
.....

3.12 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If so, furnish particulars:
.....

3.13 Are any spouse, child or parent of the company's directors Managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.13.1 If so, furnish particulars:
.....

3.14 Do you or any other of the directors, Managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES/NO**

3.14.1 If so, furnish particulars:
.....

4. Full details of directors / trustees, members / shareholders.

Full Name	Identity Number	State Employee Number

I, THE UNDERSIGNED (NAME)

.....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.
 I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a. The applicable preference point system for this tender is the 80/20 preference point system.
- b. 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a. Price; and
- b. Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS 51% WOMEN OWNED COMPANIES	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- a. **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- b. **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- c. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- d. **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- e. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- a. an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- b. any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% WOMEN OWNED COMPANIES	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm.....

3.2. Company registration number:

3.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Documents must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities 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. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector during the past five years;
 - d. been listed in the Register for Tender defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act(no 12 of 2004).
4. **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 as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied)	☐	☐
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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445).	☐	☐
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	☐	☐
4.3.1	If so, furnish particulars		

4.4.	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	☐	☐
4.4.1	If so, furnish particulars		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐
4.5.1	If so, furnish particulars		

CERTIFICATION

I, THE UNDERSIGNED (NAME)
.....
.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 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 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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.

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

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 purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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.

TERMS OF REFERENCE

1.SCOPE OF WORK

The Ngaka Modiri Molema District Municipality (NMMDM) is inviting capable and competent service providers to submit tenders for the provision of the integrated Employee Wellness Programme (EWP) for a period of three (3) years. This is an open tender invitation that seeks to procure the services of a subject matter expert who can be contracted to NMMDM to offer an integrated wellness programme.

2. BACKGROUND

NMMDM acknowledges that employees are the most important assets for the organization which needs to be taken care of in order to maximise their performance and achieve organizational goals. In addition NMMDM is aware that the work environment plays a significant role in terms of increasing stress levels which may result in poor health, high absenteeism rate, low morale and in return that will affect the productivity levels of NMMDM.

Thus in order to demonstrate NMMDM's support and interest of the organization on the welfare of the employees, NMMDM invests in an EWP programme to ensure that employees have access to a range of wellness services which can address problems through both the proactive and curative strategies.

The intention of this project is to procure the services of a competent service provider who can be a business partner to NMMDM in offering integrated wellness services for NMMDM's personnel estimated at seven hundred and forty (740) employees, forty-two (42) Councillors and three (3) Traditional Leaders/Dikgosi.

3. TENDER SPECIFICATIONS

The service provider must be able to provide NMMDM with the following services:

3.1 Programme Components:

3.1.1 Employee Assistance Programme (EAP)

3.1.1.1 The service provider must be able to deliver the following services:

- a) Telephone Counselling
- b) Face to Face counselling (1-6 sessions per individual per event)
- c) Financial advice – telephonic access to a financial consultant
- d) Legal Advice – telephonic access to a legal expert
- e) Interactive wellness website
- f) Critical Incident Stress (Trauma management)

3.1.1.2 In order to deliver the above-mentioned services the service provider should have the following:

- a) 24 hours, 7 days a week Call Centre infrastructure with a dedicated call centre number for Ngaka Modiri Molema District Municipality (NMMDM) personnel.
- b) Network of qualified social workers, psychologists, occupational health, financial consultants and legal advisors.
- c) Well established reporting systems.

3.1.2 Executive Health Programme

The service provider should be able to offer NMMDM a programme that targets senior management and executives in terms of helping them to identify the possible health risk factors and offer support in improving their lifestyle. The programme should include the following:

- a) Medical and lifestyle assessment –through a questionnaire
- b) Pathology tests
- c) Comprehensive medical assessment
- d) Individuals and group reporting
- e) Ongoing lifestyle coaching

3.1.3 Lifestyle Management Programme

The service provider needs to develop a customized strategy to implement lifestyle related programmes including the following:

- a) Wellness days (health risk assessments, eye testing, massages, etc)
- b) Case management for employees identified to be high risk from the wellness days
- c) Implement wellness campaigns aligned with the National Health Calendar (Pregnancy and Condom Awareness week, Cancer Awareness, TB Awareness, Men's Health Month, Heart Awareness, 16 Days of Activism etc.)

3.1.4 Incapacity management

The service provider should offer the following services:

- a) Availability of case managers to review absenteeism profiles of NMMDM employees (high risk group only) and recommend relevant interventions to NMMDM
- b) Referral of high frequency absenteeism, work capacity investigations, ill health investigations to occupational health doctors who will compile reports with relevant recommendations to NMMDM on how to manage the incapacity cases
- c) Offer services of a panel discussion (with an Occupational Therapist and Occupational/Medical doctor) to review cases of request for additional sick leave and make decisions on ill health cases

3.1.5 HIV/AIDS Programme

The following services should be delivered to NMMDM:

- a) Awareness and Training – the service providers needs to raise awareness about HIV/AIDS through different types of communication media relevant to NMMDM. In addition the service provider must be in a position to offer training for employees, managers and peer educators.
- b) Voluntary Counselling and Testing – the service provider needs to have the capacity to conduct HIV testing at least 2-3 times per annum.
- c) Referral for Treatment – the service provider needs to have a well developed network for both private and public sector (clinics and/or hospitals) on places where employees can access treatment for HIV/AIDS. The service provider needs to build relationships with medical aid service providers to ensure a seamless process in helping employees to access treatment.

3.1.6 Reporting

3.1.6.1. Programme components report

The service provider should provide integrated reports to NMMDM (including activities of all programme components) as follows:

- Quarterly
- Annually

3.1.6.2. Formal referral report

NMMDM will require a report on all formal referrals made to the service provider on a quarterly basis. The report should update NMMDM on progress made with all formal referrals and indicate completed cases.

In general the reports should meet the following requirements:

- a) Ability to report for the entire organization, per office/site
- b) Identify common trends and offer relevant recommendations to address the issues identified in the report
- c) Demonstrate impact of services delivered to NMMDM
- d) Reflect the feedback from users of the programme either through client satisfaction surveys, telephone surveys or web based surveys

3.1.7. Communication

The service provider needs to partner with the Communications unit within NMMDM through the EWP team to develop a customized and relevant wellness communication strategy which is aligned with both the NMMDM objectives and the National Health Calendar. Thus the service provider needs to provide NMMDM with weekly and/or monthly communication which will raise awareness about the different wellness initiatives.

3.1.8 Key Account Manager

NMMDM requires a dedicated Key Account Manager who will be responsible for the following:

- a) Ensure that the delivery of services is in line with the SLA
- b) Conduct proper needs assessment of NMMDM needs to ensure that the project plan will address the relevant needs of NMMDM.
- c) Develop an integrated project plan which is aligned with NMMDM's strategic objectives
- d) Develop a communication strategy aligned with the National Health Calendar and complying with the NMMDM objectives
- e) Responsible for coordination of training or any wellness projects implemented within NMMDM
- f) Responsible to plan and conduct of NMMDM Wellness Day Annual Event.
- g) Meet on a monthly basis with NMMDM to discuss and review projects planned or implemented
- h) Meet on a quarterly basis to present the reports (for different service components)
- i) Provide NMMDM with relevant wellness information (articles, teasers etc) to promote wellness within NMMDM
- j) Build relationships with the EWP peer educators within the different departments and ensure high visibility
- k) Take part in the EWP peer educator workshop and offer training on relevant wellness issues to empower the peer educators to play their roles of supporting employees in terms of wellness related issues
- l) Coordinate and attend panel meetings with the medical doctor and occupational therapist to review cases of request for additional sick leave and ill health investigations

3.1.9. General requirements

- a) Regional footprint of resources (multidisciplinary team, facilities for Executive Health programme etc) for all services.

- b) Proper customer care system – ensure that the SLA contains specific customer care issues and processes to address issues raised by the staff
- c) SLA to include penalties for service provider in case of breach of contract
- d) Adequate, relevant and structured resources or tools to evaluate effectiveness of the EWP

3.1.10 Approach and Methodology

- a) Understanding of assignment.
- b) Proposed method and approach.
- c) Feasibility and alignment of proposed methodology with required outputs including costs.

FUNCTIONALITY

Category	Criteria	Weighting															
1	To deliver the above-mentioned services, the service provider should have the following: a) 24 hours, 7 days a week Call Centre infrastructure with a dedicated call centre number for Ngaka Modiri Molema District Municipality (NMMDM) personnel. Manned by: (i) Qualified social workers (Must be registered with their relevant professional bodies) b) Well established reporting systems (Call register with proper references) NB: Attach CVs, certified qualifications, ID copies of all social workers and a valid registration with relevant professional bodies. Certified copies must have a date of certification and should not be older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive) N.B. Intention to lease facilities for service provider who do not have facilities within Ngaka Modiri Molema District Municipality's jurisdiction must be attached. Service provider who operates within Ngaka Modiri Molema District Municipality's jurisdiction must attach an existing lease agreement document or proof of ownership. Intention to lease must be on the letterhead of the leasing company, signed and stamped, addressed to the bidding company. The facilities will be physically verified.	40															
2	Key personnel (Professionals) <table border="1"> <thead> <tr> <th>Profession</th><th>Qualification</th><th>Professional Body</th></tr> </thead> <tbody> <tr> <td>Account Manager / Project Manager</td><td>BA Soc Worker (Registered Counsellor)</td><td>South African Council of Social Services Professionals (SACSSP)</td></tr> <tr> <td>Clinical Psychologist (X 2)</td><td>Master's degree Clinical Psychologist (Registered Counsellor)</td><td>Health Professions Council of South Africa (HPCSA)</td></tr> <tr> <td>Clinical Social Workers (X4) • Trauma Specialist (X2) • Child Welfare Specialist (X1) • Relationship Specialist (X1) </td><td>Master's degree (Must be registered Counsellor)</td><td>South African Council of Social Services Professionals (SACSSP)</td></tr> <tr> <td>Legal Advisors X2 or Law Firm (Minimum of 2 Legal Advisors)</td><td>LLB (Admitted Attorney)</td><td>Legal Practice Council (LPC)</td></tr> </tbody> </table>	Profession	Qualification	Professional Body	Account Manager / Project Manager	BA Soc Worker (Registered Counsellor)	South African Council of Social Services Professionals (SACSSP)	Clinical Psychologist (X 2)	Master's degree Clinical Psychologist (Registered Counsellor)	Health Professions Council of South Africa (HPCSA)	Clinical Social Workers (X4) • Trauma Specialist (X2) • Child Welfare Specialist (X1) • Relationship Specialist (X1)	Master's degree (Must be registered Counsellor)	South African Council of Social Services Professionals (SACSSP)	Legal Advisors X2 or Law Firm (Minimum of 2 Legal Advisors)	LLB (Admitted Attorney)	Legal Practice Council (LPC)	30
Profession	Qualification	Professional Body															
Account Manager / Project Manager	BA Soc Worker (Registered Counsellor)	South African Council of Social Services Professionals (SACSSP)															
Clinical Psychologist (X 2)	Master's degree Clinical Psychologist (Registered Counsellor)	Health Professions Council of South Africa (HPCSA)															
Clinical Social Workers (X4) • Trauma Specialist (X2) • Child Welfare Specialist (X1) • Relationship Specialist (X1)	Master's degree (Must be registered Counsellor)	South African Council of Social Services Professionals (SACSSP)															
Legal Advisors X2 or Law Firm (Minimum of 2 Legal Advisors)	LLB (Admitted Attorney)	Legal Practice Council (LPC)															

Financial Advisor (x4)	Grade 12 with minimum of 2yrs in a Financial Planning environment	Registered with Financial Advisory and Intermediary Services (FAIS) or Financial Services Board and National Credit Regulator
Debt Counsellor (x 4)	Grade 12 with minimum of 2yrs in a Financial Planning environment	Must be registered with National Credit Regulator (NCR)
Call Centre Agents (General Social Workers)	Hon Degree in social work (Must be registered Counsellor)	South African Council of Social Services Professionals (SACSSP)
Administrators (X3)	Grade 12 (NQF Level 4) and Certificate (NQF Level 5) in HRM/D	N/A
Coordinators (x3) (Wellness Days)	A degree or National Diploma in a related field such as: Social Work / Psychology / Sports management	Health Professions Council of South Africa (HPCSA) or South African Council of Social Services Professionals (SACSSP)
Affiliates within NMMDM Clinical Social Workers (X4) • Trauma Specialist (X2) • Child Welfare Specialist (X1) • Relationship Specialist (X1)	Master's degree (Must be registered Counsellor)	South African Council of Social Services Professionals (SACSSP)
Fitness coach or Aerobics Facilitators (X2)	National Diploma in Sports Management / Sports science / BHsci Biokinetics	Register of Exercise Professionals South Africa (REPSSA) or HPCSA or Biokinetics Association of South Africa (BASA)
Motivational Speaker (x1)	Grade 12, Certificate in Life Coaching and a minimum of 2yrs experience in the field	Coaches and Mentors of South Africa (COMENSA) OR International Coaching Federation (ICF)

NB: Attach CVs, certified qualifications, ID copies of all team members and a valid registration with relevant professional bodies. Certified copies must have a date of certification and should not be older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive)

NB: FAILURE TO HAVE A COMPLETE TEAM WITH A VALID MEMBERSHIP BIDDERS WILL FORFEIT THE 30 POINTS.

3	Company Experience on similar project (Reference letters should state the duration of services rendered in an institutional letterhead) • 3 or more reference letters with minimum of 3 years of experience (30) • 2 reference letters with minimum of 3 years of experience (20) • 1 reference letter with less than 2 years of experience (10) NB: Failure to state the duration of services rendered will lead to non-allocation of points.	30
	TOTAL	100

NB: All the listed functionality criterion must be met in order to meet the minimum threshold of 80 points.

The Tenderer must score a minimum of 80 points to be evaluated further.

PRICING SCHEDULE

COST COMPARISON FOR THE EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP)

Cost will be monitored through monthly reports that will be submitted by the service provider. THE SERVICE PROVIDER WILL BE REQUIRED TO REFLECT WHERE THEY HAVE USED THE PRESCRIBED INDUSTRY RATES.

THE COSTING MODEL MUST NOT BE MODIFIED AT ALL AND RETYPED, ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

COSTING NMMDM PER THE REQUIREMENTS			
NAME OF BIDDING ORGANISATION:			
ITEM DESCRIPTION	COST PER PERSON (Where applicable)	COST PER HOUR (Where applicable)	DAILY RATE (Where applicable)
Monthly premium per person		N/A	N/A
Debriefing session per group (i.e. 12 people)	N/A		N/A
Facilitation of Wellness Day (Professional services)	N/A	N/A	
Motivational Speaker Service (Professional services)	N/A		N/A
TRAVEL RATES AA RATES	Submission of AA rates per claim		

Annual escalation of prices will be based on CPIX plus 1% but not more than 7.5% will be applied in all rates for year 2 & year 3.

ANNEXURE A

GENERAL CONDITIONS OF CONTRACT