



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

**INVITATION TO BID:
B1/2025: PROVISION OF AN
EMPLOYEE ASSISTANCE
PROGRAMME (EAP) FOR
PARLIAMENT OF RSA**

Invitation to BID

BID NUMBER: B1/2025

BID DESCRIPTION: Provision of an Employee Assistance Programme (EAP) for Parliament of RSA

You are hereby invited to Bid for the Parliament of the Republic of South Africa.

Issue Bid	9 January 2025
Virtual Compulsory Briefing Session	N/A
Closing Date & Time	30 January 2025 at 12H00

1. This Bid bundle consist of the following documents:
 - 1.1 This letter of invitation to Bid.
 - 1.2 Background to Parliament..... Annexure A.
 - 1.3 Specific Conditions of Contract (SCC) Annexure B.
 - 1.4 Tax Clearance Requirements..... Annexure C.
 - 1.5 Bid Terms of Reference (TOR)..... Annexure D.
 - 1.6 Contractual Obligations Annexure E.
 - 1.7 Declaration of Interest.....Annexure F
 - 1.8 Bid Declaration Annexure G.
 - 1.9 Declaration of Bidders past procurement practices..... Annexure H.
2. This B1/2025 bid submissions must be emailed to tenders@parliament.gov.za not later than the closing date and time as stipulated above. Late submissions will not be considered.
3. Further information regarding this Bid may be obtained from Mr N Ntanjana on e-mail tenders@parliament.gov.za

Name

Signature

Date

FOR SECRETARY TO PARLIAMENT

ANNEXURE A

Background to Parliament

The Constitution of the Republic of South Africa sets a single, sovereign democratic state where government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated. On the national sphere governance is effected through Parliament, the Executive and the Judiciary.

Parliament represents the people and ensures government by the people under the Constitution, as well as represents the provinces in the national sphere of government.

In this Parliament's vision is to build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

Please visit our full Strategic Plan at www.parliament.gov.za

ANNEXURE B: SPECIFIC CONDITIONS OF CONTRACT

VALIDITY

1. This Bid and all proposals (costs included) shall remain binding and valid for a period of one-hundred and twenty (120) days calculated from the closing date of the Bid.
2. Parliament reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Parliament.
3. Any additional extension after the above days, Parliament will request approval from bidders received.

Documents

4. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
5. The Bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
6. **If any part of this Bid is not duly filled in and signed in ink it may invalidate the Bid. Where alterations have been made to any part of the Bid, the Bidder must sign next to such alteration.**
7. **All Bids must be submitted on the official forms (not to be retyped). The Bidder's must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.**
8. The bidder must certify that the personnel identified in its response to this Bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the Bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.
9. The company, its directorship and personnel assigned will be subject to vetting by Parliament's Protection Services. A register of particulars will be requested of the successful company.

Joint Ventures or Consortiums

10. Ensure one responsible lead bidder in the case of a consortium.
11. Where Joint Ventures or Consortiums are formed, the Supplier Accreditation Form (SAF) shall be filled in, in respect of every entity or company participating in the Joint Venture or Consortium.
12. A Copy of the Joint Venture Consortium agreement must be attached.

Virtual Compulsory Bid Briefing Session

N/A

Format for the submission of Bid proposals

13. This Bid must be submitted in accordance with the format, times and place as prescribed in the Bid document.
14. **All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this Bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.**
15. Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
16. Bidders must use the checklist below to ensure completeness of their bid submission.

***NB: Bid Compliance Checklist**

If you do not submit the following documents your bid may be disqualified automatically:

No.	Description of requirement	
a)	Completion of ALL bid documentation (includes ALL declarations and Commissioner of Oath signatures required)	
b)	A valid and original Tax Clearance Certificate or pin (valid as at the closing date of this bid)	

If you do not submit the following documents your bid will be considered non-compliant and these documents must be made available should an award be made:

No.	Description of requirement	
a.	Proof of Registration, Certificate of Incorporation or CK1.	
b.	Proof of Ownership	
c.	Certificate to Commence Business	
d.	Certificate of Change of Name or CK2 (if applicable)	
e.	Joint Venture / Consortium agreement / Trust Deed (if applicable)	

Non-submission of information that will be scored on functionality will lose points on functionality

Submission of bids

17. The electronic bid submissions must be emailed to tenders@parliament.gov.za on or before the closing date and time. No faxed copies will be accepted.

Time frames

18. Bidders are advised that Parliament reserves the right to change any of the dates indicated.
19. The timing and sequencing of events resulting from this Bid will be determined by Parliament.

Ownership of Proposals

20. All proposals in response to this bid, whether successful or unsuccessful, will become the property of Parliament.
21. Any costs incurred by the service providers in preparing and submitting their response to the RFB will be the sole responsibility of the service provider.

Preferential Point System

22. The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
23. The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 23.1 Preference points applicable for this bid will be 80/20. Points will be awarded for:
- Price 80
 - Specific HDI and/or RDP Goals 20

Calculation of points for HDI and/or RDP Goals

Bidders must complete column 3 to indicate the points they are claiming.

Points will only be awarded to a bidder who has **claimed** points and who has supplied the supporting documents as listed in the table below:

Specific goals:	Number of points:	Points claimed by the Bidder	Bidders must supply the following documents when claiming preference points:
HDI GOALS			
Black	6		ID Document
Women	4		ID Document
People with disabilities	2		Medical Certificate
RDP GOALS			
Youth	3		ID Document
Promotion of SMMEs	3		Annual Turnover
Skills Development of employees	2		Skills development plan

HDI – Historically Disadvantaged Individual as defined in Parliament's Preferential Procurement Policy.

RDP – Reconstruction and Development Programme as defined in the Government Gazette Notice No. 1954 of 1994.

Discounts

- 24 When calculating comparative prices, Parliament will take into account any discounts which have been offered unconditionally.
- 25 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

Bid Declaration

- 26 Only a bidder who has completed and signed the declaration part of the tender documentation will be considered for preference points.

Visits / Meetings / Inspection

- 27 As part of the adjudication process Parliament may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 28 Parliament may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to Parliament as deemed necessary.

Award of Bid

- 29 The award of this Bid by the Secretary to Parliament shall constitute a binding contract, and such acceptance may be by letter, email or facsimile message.
- 30 The Secretary to Parliament may award this Bid to more than one successful Bidder, either in full or in part.
- 31 Parliament reserves the right not to award this contract.
- 32 Service Level Agreements, where applicable, will be concluded with the successful service provider.

Subcontracting

- 33 A person awarded a contract may not sub-contract any part of the contract after an award has been made. Bidders must indicate upfront their intention to sub-contract and submit the sub-contractors relevant documentation.

Other

- 34 Parliament may amend or cancel this Bid before the award should Parliament deem it necessary.

Security and occupancy

35 Security

All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.

All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to **prior** security clearance.

Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

Successful Bidder will be required to hand in to the Department within Forty-Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilized on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.
- A copy of Identification Document, certified as a true copy of the original by the SAPS.
 - Such document shall be the original certified copy.
- Home address.

The Bidder are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to

minimise delays in security clearance of personnel once the Bid is awarded.

Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

In addition, the Oath of Secrecy form attached to this Bid document shall be fully completed and every person having necessity to observe or work with any part of documentation relating to this project is it on or off site.

Legible copies of the Oath of Secrecy document may be made. *(will be provided to the successful bidder)*

36 Safeguarding of documents

This project has been classified by the authorities as “Confidential”. As such, all specifications and drawings must be kept in a safe place at all times, and under no

circumstances may they be shown or distributed to parties not directly concerned with the project.

All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

It will be the responsibility of the service provider to ensure that drawings do not get issued to unauthorized persons, that all superseded drawings are kept in a secure place until they have been destroyed, and that current drawings are kept in a safe and secure environment.

All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

All documentation shall be strictly handled as set out in the NIA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.

It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

37 General Conditions of Contract (GCC)

- a) Parliament cannot award contracts to provide goods or services to a Member of Parliament or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- b) Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by the South African Revenue Services (SARS).
- c) Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder, if such bidder has been awarded a bid by Parliament or has performed services for Parliament during the last twelve (12) months prior to the closing date of the bid.
- d) In terms of Section 4(1) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor/s was/were involved in:
 - i. Directly or indirectly fixing a purchase or selling price or any other trading condition,
 - ii. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services, or
 - iii. Collusive bidding.

Please visit www.parliament.gov.za for detailed document.



ANNEXURE C: TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT –

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations (Proof from SARS must be submitted).
2. Bidders may submit a valid tax pin number or submit an **original and valid** Tax Clearance Certificate in order not to invalidate the bid. ***“Refer to page 6 “Bid Compliance Checklist”.***
3. No contract shall be concluded with any bidder whose tax matters are not in order Prior to the award of a bid, Parliament must be in possession of an original tax clearance certificate, or tax pin number submitted by the bidder.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate or tax pin number.

PROVISION OF AN EMPLOYEE ASSISTANCE PROGRAMME (EAP) FOR PARLIAMENT OF RSA

Request for Bids (RFB)

Terms of Reference

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1. BACKGROUND

Parliament of the Republic of South Africa employs approximately 1287 Parliamentary officials to support 453 Members of Parliament across the two Houses of Parliament, namely; the National Assembly and the National Council of Provinces.

Parliament of the Republic of South Africa (RSA) recognises that health and wellbeing of Members of Parliament and Parliamentary officials directly impacts on productivity of the institution. The Employee Assistance Programme (EAP) services are required to assist Members of Parliament and Parliamentary officials when they are faced with psychosocial problems at work or at home. The services are allocated to divisions and sections under the leadership of the Secretary to Parliament.

The successful bidder shall implement an EAP in Parliament of the RSA according to an integrated Health and Wellness framework as outlined in the Department of Public Service Administration (DPSA) policy document. The programme must aspire to get people to take responsibility for their own wellness through the provision of proactive, reactive and comprehensive yet flexible Integrated Employee Health and Wellness Programme.

The aim of the Parliament EAP therapeutic services is aligned to Solution-focused brief therapy; which places focus on a person's present and future circumstances and goals rather than past experiences. In this goal-oriented therapy, the symptoms or issues bringing a person to therapy are typically not targeted. Instead, a qualified therapist encourages those in treatment to develop a vision of the future and offers support as they determine the skills, resources, and abilities needed to achieve that vision successfully.

2. OBJECTIVES

The broad objectives of this RFBB include the following:

- 2.1. Providing prospective service providers with adequate information to understand and respond to Parliament of the RSA's requirements for the provision an Employee Assistance Programme;
- 2.2. Ensuring uniformity in the responses received from each prospective service provider;
- 2.3. Providing a structured framework for the evaluation of proposals.

3. PURPOSE OF THE REQUEST FOR BIDS (RFB)

3. Parliament seeks to appoint a suitably qualified service provider to provide EAP services to Parliament of the RSA (herein referred to as “Parliament”) for a period of thirty-six (36) months. The service provider must execute this project within the desired quality, scope, timeframe and cost for Parliament.

4. SCOPE OF THE REQUIRED SERVICE

- 4.1 The successful bidder will be expected to render the following services:

4.1.1. Personal Support Line (PSL):

- 4.1.1.1 Provide counselling services to Members of Parliament, Parliamentary officials and their immediate families. All persons are to have direct, unlimited and confidential access to live professional phone support 24/7/365 where employees and their immediate family members (everyone under the roof of their household), and dependents can get information, advice, and support on psychosocial, legal and financial matters.

The service team assigned must be staffed by fully qualified, trained, registered and experienced professionals including psychologists, social workers, financial experts, therapeutic experts and legal professionals. The service team must provide advice on holistic wellness services, initial assessment and referrals, a 60 seconds call response and a “please call me” service. The service provider must ensure that the Personal Support Line maintains a database which tracks first time and repeat users.

4.1.2. Face-to-face Counselling (F2F):

- 4.1.2.1 Provide up to six (6) face-to-face counselling sessions per person per problem per year. Priority scheduling to promptly address high risk situations, irrespective of race, culture, sexual orientation, religion, and gender. Two (2) additional sessions at the discretion of the therapist and Parliament’s Employee Wellness Specialist / Coordinator. However, employees who prefer face-to-face rather than telephonic services should be given the option to do so.

4.1.3. Provide life management services covering:

4.1.3.1 Legal advice (such as family law, contracts, property and consumer rights, etc.)

4.1.3.2 Financial advice (debt management, budgeting, financial planning, etc.)

4.1.3.3 Family Care (elderly care, childcare, parenting, etc.)

4.1.3.4 Other emerging clinical trends.

4.1.4. Provide Critical Incident and Stress Debriefing Services (CISD):

4.1.4.1 Debriefing, Defusing, and Demobilization) should be made available to employees exposed to on the job and personal trauma associated with incidents, including but not limited to: serious accidental injury or fatality; violence (hold-up, assault, homicide, suicide of a colleague) or threat of violence; death or serious injury of a co- worker; natural disaster; terrorist activity; contact with sick or seriously injured individuals; or exposure to risk of infection of a deadly disease.

4.1.5. Provide Managerial/Supervisory training on identification and management of distressed employees:

4.1.5.1 Managerial referrals:

4.1.5.1.1 Protocols for referrals and referral forms (to be agreed upon by Parliament and the successful bidder).

4.1.5.1.2 Support managers/supervisors/team leaders on how to identify distressed employees, support and refer appropriately.

4.1.5.1.3 Case reports inclusive of conclusions and recommendations.

4.1.5.1.4 Provide managers/supervisors/team leaders with three coaching support sessions on how to implement recommendations.

4.1.5.1.5 Provide training for managers/supervisors/team leaders on how to support and manage disclosure of chronic illnesses aimed at reducing stigma and discrimination.

4.1.6. Conduct Behavioural Risk Management Assessments (BRMA) and render interventions to address the identified risks:

4.1.6.1 Conduct baseline assessments to determine the Health risks of Parliament as required.

4.1.6.2 Implement targeted programmes informed by BRMA findings in Parliament.

4.1.7. Develop and deploy a Monitoring and Evaluation tool: well established monitoring and evaluation tool, that is able to:

4.1.7.1 Assess the effectiveness of the services.

4.1.7.2 Annual review report should be provided to assess impact, effectiveness of the contracted services, return on investment (ROI) resulting from the use of the service and to determine relevant corrective action.

4.1.7.3 Parliament Wellness Specialist / Coordinator to validate reports provided by the successful bidder.

4.1.8. Provide marketing of the service:

4.1.8.1 Conduct monthly promotion of Employee Health and Wellness services to Parliament using a variety of interactive mobile media and applications.

4.1.8.2 Ensure promotion of the Employee Wellness Programme in Parliament.

4.1.8.3 Planning of onsite Wellness days – Health and Wellness screening.

4.1.8.4 Provide wallet cards with basic description of services and contact information to the entire Parliament community, initially for on boarding marketing purposes,

4.1.9. Administration:

4.1.9.1 Develop an annual health promotion calendar which is aligned to the health calendar of the National Department of Health.

4.1.9.2 Provide education and awareness information sessions such as inviting speakers to present on specific topics relating to Organisational Wellness as per the annual health calendar.

4.1.9.3 Provide information and awareness on specific health matters including but not limited to (Wellness, Health and Productivity, HIV and AIDS & TB).

4.1.9.4 Provide a well-established administration system that generates monthly, quarterly and annual reports which draws on the following data points:

- Utilization of counselling services
- Demographics, problem trends and tendencies of clients
- Case outcomes
- Type of referral used
- Cases referred outside the counselling services

4.1.10. Quality Assurance:

4.1.10.1 The EAP must:

- Enhance individual functioning; promote better work satisfaction and morale.
- Improve the quality of work life balance through a service that is accessible, flexible, highly responsive and accountable.
- Empower employees to deal with workplace risks through awareness, education and marketing of proactive services.
- Provide business intelligence for data and customised solutions.

5. PROJECT DELIVERABLES

5.1 The successful bidder must provide the following services, in line with the Scope of the Services on section 4:

5.1.1 Personal Support Line.

5.1.2 Well established face-to-face psychological counselling service.

5.1.3 Life Management Services.

5.1.4 Critical incident and debriefing services.

5.1.5 Managerial Consultancy Services.

5.1.6 Behavioural Risk Management Assessments and related interventions.

5.1.7 Marketing of the EAP services.

5.1.8 Well established monitoring and evaluation too.

5.1.9 Well established administration system that generates monthly, quarterly and annual reports which draws on the following data points: utilization of the counselling services, demographics, problem trends and tendencies of clients, case outcomes, type of referral used, cases referred outside the counselling services.

5.1.10 Provision of business intelligence for data driven decision making

5.1.11 A holistic healthcare and wellness consultancy allowing cross interface between our different solutions for better health outcomes

6. MANDATORY SUBMISSION REQUIREMENTS

All bids that fail to attach the required documents will be disqualified.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.1. Bidders must submit a proposal which will demonstrate their understanding of the requirements.		
6.2. Bidders must submit at least three (3) references where similar work was undertaken in the last five (5) years. Bidder's references must complete Annexure A.		
6.3. Bidders must submit CVs indicating a minimum of five (5) years relevant experience and proof of relevant qualification and professional registration of all personnel assigned to manage the following services:		
6.3.1. A minimum of three (3) social workers or clinical/counselling psychologists responsible for counselling to Members of Parliament, Parliamentary officials and their immediate families.		
6.3.2. A minimum of three (3) financial advisors responsible for financial advisory services to Members of Parliament, Parliamentary officials and their immediate families.		
6.3.3. A minimum of three (3) legal advisors responsible for legal advisory services to Members of Parliament, Parliamentary officials and their immediate families.		
6.3.4. A minimum of three (3) personnel responsible for Managerial/Supervisory training.		

I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.3.5. A minimum of three (3) social workers and/or clinical/counselling psychologists responsible for life management as well as Critical Incident and Stress Debriefing Services.		
6.4. Bidders must submit a list of all their associates and/or affiliates, per province, with their South African Council for Social Service Professions (SACSSP) and Health Professions Council of South Africa (HPCSA) Practice/Membership numbers. Registration or accreditation must be in the names of the assigned social workers and clinical/counselling psychologists. Bidders must meet the minimum requirements listed in Annexure B.		
6.5. Bidders must submit an example of monthly, quarterly and annual report they have compiled in previous similar projects		
6.6. Bidders must submit a draft Service Level Agreement (SLA) that address the following:		
6.6.1. All requests to be logged (telephonically and/or by email with reference number tracking) via a single point of contact.		
6.6.2. 24/7/365 toll free counselling line.		
6.6.3. 24-hour response to traumatic incidents.		
6.6.4. Monthly, quarterly and annual report deadlines.		

I, (Name) (Signature) am
duly authorised by the bidder, and hereby confirm that I have read and completed the above
mandatory requirements.

7. MANDATORY FUNCTIONAL REQUIREMENTS

Bidders must please include supporting documentation, where possible.

Bidders must however still indicate “Yes” in the fields in order to proceed to the next evaluation stage.

Where bidders have indicated “No” they shall be disqualified from the evaluation process.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.1. General requirements:		
7.1.1. Bidders must have a minimum of five (5) years’ experience and proven track record in providing EAP services (as specified in Section 4 above) in workplaces.		
7.1.2. Bidders must have a dedicated Accounts Manager with a minimum of five (5) years relevant experience throughout the duration of the contract.		
7.1.3. Bidders must have a proven track record in developing monitoring and evaluation tools as well as monthly, quarterly & annual reports.		
7.1.4. Bidders must maintain strict confidentiality relating to all counselling services provided to Members of Parliament, Parliamentary officials and their immediate families in line with the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013).		
7.1.5. Bidders must ensure that the team of professionals as mentioned in 4.1.1 are also able to provide psychosocial services to minor children/ family members.		

I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.2. Technical requirements:		
7.2.1. Tele-counselling services for Members of Parliament, Parliamentary officials and their families: a) 24-hour multi-lingual (in all South African official languages) call centre to access counselling for personal and work related problems. Counsellors need to be qualified, accredited and registered i.e. legal advisers, financial advisers, psychologists, social workers etc.		
<i>Psychosocial issues including but not limited to the following:</i> i. Life Management (legal, financial & family) ii. Relationship problems iii. Child & Family Care iv. Mental Health v. Substance abuse & Addictive Behaviours vi. HIV and AIDS vii. CISD - Trauma defusing & debriefing viii. Bereavement and loss		
<i>Work related problems including but not limited to the following:</i> i. Absenteeism Management ii. Communication and Conflict Management iii. Work Related Stress iv. Performance Management issues v. Productivity Management vi. Organisational Wellness		

vii. Diversity management		
I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
b) Telephonic advice on legal issues including but not limited to: i. Family law (e.g. Divorce) ii. Consumer rights iii. Insurance disputes iv. Property/land/tenant v. Wills vi. Contracts (excluding employment)		
c) Telephonic advice on financial issues including but not limited to: i. Assistance with garnishee orders especially if the legislation has been breached ii. Financial planning iii. Budgeting iv. Debt management especially over-indebtedness.		

7.2.2. Face-to-face counselling services for Members of Parliament, employees and their immediate family members using qualified and registered psychologists/social workers: a) Up to six counselling sessions (as guided by the HPCSA) per person per problem per year. Face-to-face counselling to cover both personal and work related problems as listed above except the legal and financial advice which will both be telephonic.		
b) Additional two (2) sessions to be offered at the discretion of the counsellor in consultation with the Parliament Wellness Coordinator.		
I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.2.3. Critical Incident and Stress Debriefing Services (CISD):		
a) Managing of comprehensive trauma response services offering prompt and professional trauma debriefing.		
b) Counselling sessions on- and off-site, nationally.		
c) Critical Incident Services to be provided within 24-hours of the traumatic incident.		
7.2.4. Monitoring and Evaluation tool (Return on Investment): a) Development of an evaluation tool to monitor effectiveness of the service		

7.2.5. Administration: a) The service provider should report to the Client in the following manner: • Monthly, quarterly and annual programme utilization and evaluation reports; • Monthly meetings (planning of activities, problem-solving; communication and feedback)		
b) Reports will be aimed at providing an overall status of the programme.		
I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		

Description of requirement	Indicate YES/NO	Comment or reference to proposal
c) Reports should consist of the following statistical data: • Number of cases within the counselling programme; • Problem trends and tendencies; • Client demographics; • Case outcomes; • Type of referral used; • Cases referred outside the counselling programme. NB: All reporting templates to be approved by Client Representative		
I, (Name) (Signature) am duly authorised by the bidder, and hereby confirm that I have read and completed the above mandatory requirements.		

8. EVALUATION CRITERIA

8.1. 80/20 Preference points system shall be applicable to this bid, and all bid offers received shall be evaluated based on the following criteria:

- | | | |
|-----|----------------------|-----|
| (a) | Functionality | 100 |
| (b) | Comparative price | 80 |
| (c) | HDI and/or RDP goals | 20 |

8.1.1. **Evaluation Stage One** – Compliance with the administrative requirements in the Standard Bidding Documents and mandatory requirements as listed on section 6 and 7. In this evaluation stage, any bidders that fail to meet all the requirements will be disqualified from further evaluation.

8.1.2. **Evaluation Stage Two** – is the Functionality criteria, which is split into two technical evaluation and site inspections phases with a total of 100 points. The total minimum threshold is 70 out of 100, i.e. in the technical evaluation stage, bidders are expected to obtain a minimum of 49 out of 70 points to qualify for site inspections. All bidders that fail to score minimum score will not proceed to the next evaluation stage of evaluation. From the site inspections, bidders are expected to obtain a minimum of 21 out of 30 points to be invited to proceed. All bidders that fail to score minimum score will not proceed to the next evaluation stage of evaluation stage three. See table 8.1(a) and table 8.1(b) below.

8.1.3. **Evaluation Stage Three** – In this evaluation stage 80 points are allocated for the cheapest price, and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament.

Preference points will be awarded to bidders for supplying the supporting documents listed in below:

Specific goals:	Number of points:	Bidders must supply the following documents when claiming preference points:
HDI GOALS		
Black	6	ID Document
Women	4	ID Document
People with disabilities	2	Medical Certificate
RDP GOALS		
Youth	3	ID Document

Promotion of SMMEs	3	Annual Turnover
Skills Development of employees	2	Skills development plan

Table 8.1 (a) – Functionality evaluation criteria:

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
1. Capability	10	
a) Experience and a proven track record in providing EAP services in workplaces.	7	• 5 - Excellent = 13 years or above • 4 - Very good = 11 to 12 years • 3 - Good = 9 to 10 years • 2 - Average = 7 to 8 years • 1- Poor = 5 to 6 years
b) Quality of references where similar work has been rendered.	3	• 5 - Excellent = Average score of 5 • 4 - Very good = Average score of 4 • 3 - Good = Average score of 3 • 2 - Average = Average score of 2 • 1 - Poor = Average score of 1
2. Capacity	31	
a) CVs of a minimum of three (3) social workers responsible for counselling to Members of Parliament, Parliamentary officials and their immediate families.	6	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
b) CVs of a minimum of three (3) psychologists responsible for life management as well as Critical Incident and Stress Debriefing Services.	6	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years
c) CVs of a minimum of three (3) financial advisers responsible for the provision of financial advisory services.	4	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years
d) CVs of a minimum of three (3) legal advisers responsible for the provision legal advisory services.	4	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years
e) CVs of personnel to render Managerial/Supervisory training	3	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
f) CVs of personnel to render Behavioural Risk Management Assessments (BRMA) and render interventions to address the identified risk services	3	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years
g) CVs of personnel to render marketing of the service	2	• 5 - Excellent = average of 13 years or above • 4 - Very good = average of 11 to 12 years • 3 - Good = average of 9 to 10 years • 2 - Average = average of 7 to 8 years • 1- Poor = average of 5 to 6 years
h) List of associates (psychologists, social workers, financial advisors, legal advisors) and/or affiliates and/or branches in South Africa (provide names and locations).	3	• 5 - Excellent = all 9 provinces • 4 - Very good = 7 to 8 provinces • 3 - Good = 5 to 6 provinces • 2 - Average = 3 to 4 provinces • 1- Poor = 1 to 2 provinces
3. Proposal outlining the following:	21	
a) Project / execution plan based on the provided specification.	4	• 5 - Excellent • 4 - Very good • 3 - Good • 2 – Average • 1 - Poor

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
b) Compliance with ethical guidelines from the HPCSA and SACSSP.	3	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
c) Communication and marketing plan for on board marketing of the service.	2	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
d) Business Continuity Plan and a backup system in the case of emergencies	2	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
e) Quality Assurance plan and Quality Control Programme and Reporting	5	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
f) Referral protocols and Customer service	5	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 – Poor
4. Viability of bidders' response	5	

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
Financial capacity of the bidder/s. The following financial ratios shall apply and grades: Liquidity, Financial Autonomy, Profitability & Solvency):	5	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 – Poor
5. Registration with professional bodies (submit valid proof):	3	
• Registered with professional bodies such as Employee Assistance Professional Association (South Africa). • Not registered with professional bodies such as Employee Assistance Professional Association (South Africa).	3	• 5 – Excellent • 1 – Poor
TOTAL	70	
MINIMUM THRESHOLD	49	
BIDDERS NEED TO REACH A MINIMUM OF 49 (70%) TO QUALIFY TO THE NEXT PHASE OF EVALUATIONS (SITE INSPECTION)		

Table 8.1(b): Site Visits

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
1. Call centre:	10	
a) Operating 24/7/365 call centre / contact centre	10	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
2. Technological resources:	15	
a) 24/7/365 operating and/or functioning call centre systems	9	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
b) Recording and reporting system	6	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
3. Personnel resources:	5	
a) Call centre job scheduling	2	• 5 - Excellent • 4 - Very good • 3 - Good • 2 - Average • 1 - Poor
b) Schedule adherence	3	• 5 - Excellent • 4 - Very good

FUNCTIONALITY CRITERIA	WEIGHT	MAXIMUM TO BE AWARDED
		• 3 - Good • 2 - Average • 1 - Poor
TOTAL	30	
MINIMUM THRESHOLD	21	
BIDDERS NEED TO REACH A MINIMUM OF 21 (70%) TO QUALIFY TO THE NEXT STAGE OF EVALUATIONS.		

9. THE RESPONSES

Bidders' responses must be submitted as outlined in the standard bidding documents.

9.1 Bidder's Contact Details

- a. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- b. Who, within the service provider organisation, will be authorised to conduct the contract negotiations and sign the eventual contract?

9.2. Bidder's Profile

- a. Bidder's name and address
- b. Organisational structure
- c. Commencement date of business
- d. Comprehensive audited financial statements for the last three completed financial years (with comparative figures).
- e. A draft communication and marketing plan.
- f. A quality assurance plan and quality control programme and reporting.

10. PRICING STRUCTURE

- 10.1 Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- 10.2 Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- 10.3 Pricing on the pricing schedule is for comparative purposes.
- 10.4 Pricing must include all disbursements that may be incurred in rendering the services. No additional payment will be made in respect of any disbursements incurred.
- 10.5 Parliament currently has a head count of approximately 1287. The projected usage (utilisation) is between 12% and 14% for all services.
- 10.6 All prices quoted must be based on fees for services rendered.
- 10.7 Bidders must provide prices for the duration of the contract (36 months).

#	Service	Estimated quantity (number of unit / sessions)	Cost structure	Costs per unit / session	Total costs for year 1	Total costs for year 2	Total costs for year 3
1.	Counselling Services (face to face) up to 6 sessions per case including Managerial referrals (face to face)	200	Fee for service				
2.	Counselling Services (telephonic)	250	Fee for service				

3.	Financial and Legal advice (telephonic)	100	Fee for service				
4.	Health advice/information	50	Fee for service				
5.	Managerial Consultancy Services (telephonic)	100	Fee for service				
6.	Critical Incident and Stress Debriefing (CISD)	20	Fee for service				
7.	Managerial/Supervisory training	20	Fee for service				
8.	Marketing of the EAP services to all Members of Parliament & Parliament staff	1740	Monthly retainer				
	Total costs per annum						

11. SPECIFIC CONDITIONS

- 11.1 Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by SARS.
- 11.2 Parliament cannot award contracts to provide goods or services to a Member of Parliament or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal Councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- 11.3 Bidders must certify that the personnel identified in its response to this Bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the Bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the Service Providers Personnel who do not perform adequately.
- 11.4 Where a bidder indicates “YES” in section 6 and 7 (mandatory requirements) for all the categories, proof thereof must be attached to the bid.
- 11.5 The successful bidder, its employees and its sub-contractors must comply with Parliament security clearance.
- 11.6 The award of the contract will be subject to the successful conclusion of a Service Level Agreement.
- 11.7 The successful bidder must be willing to sign confidentiality or non-disclosure agreement.
- 11.8 The successful bidder will accept and follow direction and instructions from Parliament for the management of services.
- 11.9 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this RFB will result in instant disqualification.
- 11.10 Prospective bidders may submit their questions to tenders@parliament.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.

- 11.11 At Parliaments discretion, bidders' premises may be visited with the objective of verifying facts from the bidders as contained in their respective bid documents. Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 11.12 Parliament reserves the right to invite shortlisted bidders to make presentations to its evaluation team and to conduct site visits to shortlisted bidders.
- 11.13 Parliament reserves the right not to award this bid in total or part thereof.
- 11.14 Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the bid.
- 11.15 All relevant clearances and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 11.16 Bidders must comply with all applicable Labour legislations & regulations and industry standards.
- 11.17 All proposals in response to this RFB, whether successful or unsuccessful, will become the property of Parliament.
- 11.18 Copyright remains that of Parliament and all copies of material used in the project should be returned to Parliament.
- 11.19 Any costs incurred by the service providers in preparing and submitting their response to the RFB will be the sole responsibility of the service provider.
- 11.20 Parliament may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 11.21 Parliament will provide facilities for onsite counselling when needed.
- 11.22 Parliament reserves the right to sign off on all marketing material. The successful bidder must ensure that all marketing bears solely the Parliament Wellness Programme brand and not that of the said service provider at all times.
- 11.23 Parliament reserves the right to access the bidder's/service provider's premises as well as any documentation relevant to the services rendered to Parliament.
- 11.24 Parliament reserves the right to conduct ad-hoc visits to assess functionality of the personal support line.

- 11.25 Parliament reserves the right to audit the successful bidder's records specific to Parliament EAP contract.
- 11.26 The successful bidder will be required to submit a final marketing plan for Parliament within a month of being awarded the bid irrespective of whether the Service Level Agreement (SLA) is signed as yet. The final marketing plan must identify and define target markets within Parliament.
- 11.27 The performance of the successful bidder regarding the above shall be monitored over the period of the contract and repeated non-conformances may lead to re-evaluation of the contract.
- 11.28 Any documentation pertaining to Parliament remains the property of the Parliament of the Republic of South Africa during and upon the expiry of the contract.
- 11.29 Upon the expiry of the contract, Parliament shall retain the hotline telephone number including "please call me number". All Parliament data and information must be transferred to the Parliament Wellness Coordinator or Specialist.
- 11.30 Anonymous Parliament data and event records to be made available to client, these can include attendance registers for training, awareness sessions etc.

ANNEXURE A – REFERENCES' TEMPLATE SIMILAR TO THE PROVISION OF AN EMPLOYEE ASSISTANCE PROGRAMME

(TO BE COMPLETED BY BIDDER'S REFERENCE WITH THEIR LETTERHEAD AND/OR STAMP)

Bidder's name:

Value of contract: Date of contract completion:

- Skill level and professionalism of resources assigned:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of services provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of reports provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Compliance with relevant legislation:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Turnaround time to respond to emergency calls:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Adherence to the provisions of the contract and/or SLA:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Additional value adds and supplementary benefits for using the service provider:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Overall satisfaction of the service and deliverables received:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

STAMP BY BIDDER'S
REFERENCE

.....
NAME AND POSITION OF AUTHORISED SIGNATORY

SIGNATURE:

COMPANY:

DATE:

ANNEXURE B – MINIMUM NUMBER OF AFFILIATES REQUIRED PER PROVINCE

Bidders must submit a list of their affiliates per province as specified in paragraph 6.4 on page 22.

PROVINCE	TOTAL	Social Workers	Clinical/Counselling Psychologists
Western Cape	20	10	10
Gauteng	20	10	10
KwaZulu Natal	20	10	10
Eastern Cape	15	8	7
Free State	15	8	7
Mpumalanga	15	8	7
Limpopo	15	8	7
North West	10	5	5
Northern Cape	10	5	5

ANNEXURE E: CONTRACTUAL OBLIGATIONS

Conditions and Procedures to be complied with as part of the Contract with Parliament.

1. STATUTORY REQUIREMENTS

All persons employed by the Contractor working within the premises of Parliament shall comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended.

The Contractor shall designate, in writing, one of his full time employees in terms of the provisions of General Safety Regulations or Section 8 of the Occupational Health and Safety Act who shall be in charge of work on site.

The above designation shall be made before work commences on site. The appointed person, for inspection purposes, shall hold one copy on site and a duplicate copy shall be handed to NDPW / WSP employee in charge of that particular project.

The Contractor shall instruct his authorised site representative to report to the NDPW / WSP employee who is in charge of the project.

2. GENERAL REGULATIONS

The Contractor shall submit a list of all portable electrical tools and equipment to security before permission is granted to enter or leave the premises. Vehicles will be subjected to a search before entry and when leaving the premises.

Contractors are not permitted to stay on the premises after their shift has been completed.

The Safety, Health and Environmental Manager (hereinafter the Safety Manager) must authorise any work, which could affect or interfere with normal activities of Parliament.

All excavation work must be railed off or barricaded, debris or material, which cannot be removed immediately, must be placed in such manner as to allow adequate and safe passage.

The Safety Manager will authorise areas where rubble and other material may be stored.

The Contractor will stay confined to the area of his work.

3. PERSONAL PROTECTIVE EQUIPMENT

Safety harness (parachute type) shall be used whenever work is performed at a height of 2 meters or higher unless a suitable platform with handrails is provided.

Suitable eye protection must be used whenever there is a danger of flying particles or splashing of chemicals.

Hearing protection shall be used whenever a noise zone is entered. Earmuffs shall always be worn whenever a jackhammer is used.

Gloves and welding helmet shall always be used for welding operations.

The Contractor is responsible to provide the necessary protective equipment and to ensure that it is used as required.

4. ISOLATION PROCEDURE

No one shall work above or on moving machinery, energy driven mechanical apparatus, electrical panel or switchgear unless it has been isolated from power or movement by means of applying a padlock on the main switch.

The Safety Manager must grant permission before padlock can be applied.

5. ELEVATED AREAS

No work may be performed above the heads of persons or aisles or roads unless suitable precautions have been taken to ensure the safety of persons and property below. The affected area must also be identified beforehand and effectively cordoned off.

All scaffolds and suspended loads must be left safe before leaving work at the end of each day – i.e. loads lowered to the ground, scaffolds securely tied down and all loose tools and equipment secured against falling.

Where scaffolding is erected, handrails, toe boards, etc., must be embodied and all such equipment shall be lowered to the ground under competent supervision.

6. TOOLS AND EQUIPMENT

Contractors shall provide their own ladders, trestles, scaffolds, lifting tackle, tools and portable electrical equipment.

Makeshift or unsafe equipment shall not be permitted on the premises and will be confiscated for the duration of the contract.

No insulation tape or similar may be used on any electrical wiring or cables. Joints in cables must be approved by the Safety Manager to use on the premises.

Contractors may not operate Parliament equipment, lifts and vehicles. In exceptional instances the Safety Manager may grant permission. In such an event, the contractor shall produce a valid Certificate of Competency as described in the Occupational Health and Safety Act. A copy of the certificate will be kept on the person of the Contractor who operates the above-described equipment. Any employee of Parliament may ask such Contractor to produce the said certificate.

All tools and equipment must be reported to Parliament Security whenever a Contractor enters or leaves the premises. It is the duty of the Contractor to ensure that articles or equipment are recorded in a Parliament register whenever it is brought on site.

7. PRECAUTIONS AGAINST FIRES

The Contractor shall ensure that his employees do not smoke anywhere on the premises except in identified smoking bays.

Paint, thinners, petrol, oil or any flammable materials shall be stored within a designated area.

The Contractor shall first obtain a Hot Work Permit from NDPW/ WSP before any naked flame or grinder is used anywhere outside a workshop.

The said permit is valid for one day only and shall be kept on the person who is using a naked flame.

The Contractor shall take all necessary precautions to eliminate all fire hazards and to prevent fire damage.

All fires shall be reported immediately to the Safety Manager.

8. HOUSEKEEPING AND FIRST AID

The Contractor shall uphold high standards of housekeeping.

The clinic on site will assist with first aid treatment if required. Should the employee require further medical attention, the emergency service provider will escort the person to the nearest hospital.

All surplus material and builder's rubble must be removed from the premises on completion of the contract or as otherwise specified by the Safety Manager. Parliament reserves the right to remove such material against cost within three days after completion of the contract.

9. TRADE UNIONS

No employees of a Contractor shall be allowed to actively further the interests of any Trade Union on site.

10. SECURITY

The principle of security fences must be upheld at all times.

Parliament does not accept responsibility for the safekeeping of any material, tools or equipment brought on site.

All portable tools or equipment brought on site must be removed at the end of the day's work.

11. PROCEDURE IN THE EVENT OF AN ACCIDENT / INCIDENT

The Contractor shall act as 'The Employer' in terms of Section 16 of the Occupational Health and Safety Act.

The Contractor shall report any injuries sustained by his employees to the Department of Labour and the Compensation Commissioner. The injuries and responsibilities are as defined in Section 24 of the Occupational Health and Safety Act.

All accidents / incidents shall be reported to the Safety Manager.

In the event of an accident causing the loss of a life or the possibility of the loss of a life, no person shall disturb the site at which the accident occurred or remove any objects involved in the accident before the arrival of an inspector from the Department of Labour.

12. SUB-CONTRACTORS

The Contractor shall inform the NDPW / WSP of any Sub-Contractors who may work on site.

The Contractor shall ensure that Appendix 1 is properly completed and submitted to NDPW / WSP prior to commencement of work.

The Contractor shall ensure that the Sub-Contractor complies fully with statutory and Parliament requirements.

13. USING OVERHEAD CRANES AND LIFTING TRUCKS

The following shall apply if the Contractor has to operate overhead cranes on site: -

The Contractor shall ensure that all his employees who have to operate a crane or lift truck to render services as stipulated in the contract, have had formal training as required by the Occupational Health and Safety Act.

The Contractor shall ensure that the training is valid in terms of the Act.

The Contractor shall present certificates of training to NDPW / WSP before work may commence.

14. FAILURE TO COMPLY WITH PROCEDURES

Failure to comply with the contents of this document could result in legal prosecution by the Department of Labour.

Noncompliance by the Contractor with any of the requirements as stipulated in this document could result in any or all of the following actions being taken by the Safety Manager:

The Contractor could be requested to leave the premises and the contract for the project tendered for would become null and void. All costs incurred by Parliament for such actions would be borne by the Contractor.

A specific member of staff who breaches this contractual obligation could be requested to leave the premises without delay and would not be permitted to enter the premises in future. Any costs incurred would be borne by the Contractor.

Equipment which would be deemed as unsafe would be confiscated by NDPW / WSP / Parliament and returned upon completion of the specific contract. Any costs incurred would be borne by the Contractor.

15. HAZARDS IDENTIFICATION

The Contractor must determine the degree of hazards related to the project tendered for, and implement precautionary measures.

SIGNATURE: _____

DATE _____

NAME: _____

DESIGNATION: _____

COMPANY: _____

ACCEPTANCE

I, _____
(Contractor), by signing of this document, hereby warrant that I shall bear all responsibility for adherence of all laws applicable to the agreed contract work and particularly for the full and proper implementation of the provisions of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended and all other regulations without exception.

PARLIAMENT

APPENDIX 1

CONTRACTOR'S INFORMATION FOR C. O. I. D. PURPOSES

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

TYPE OF WORK PERFORMED: _____

COMMENCING DATE OF WORK: _____

COMPLETION DATE: _____

IS YOUR FIRM REGISTERED WITH W.C.C.: ☐ YES OR ☐ NO

IF YES, YOU'RE REGISTRATION NUMBER: _____

NUMBER OF STAFF ON THE PREMISES: _____

SUPERVISORS: _____

NAME OF THE COMPETENT PERSON

ON SITE AND HIS TELEPHONE NO: _____

ANNEXURE F: DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.
2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

Y	N
---	---

(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

Name of Representative: _____

Signature: _____ Date: _____

ANNEXURE G: BID DECLARATION

1. IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....

.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES	CAPACITY	SIGNATURE
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

2. IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned,
hereby confirm that I am the sole owner of the business trading as

.....

3. IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted

4. IF THE BIDDER IS AN ENTITY / COMPANY / CC / TRUST.

NAME OF FIRM / BIDDER:
POSTAL ADDRESS:
STREET ADDRESS:
.....
TELEPHONE NUMBER: CODE: NUMBER:
CELL PHONE NUMBER:
FACSIMILE NUMBER: CODE: NUMBER:
VAT REGISTRATION NUMBER:
E MAIL:

THE BIDDER ELECTS DOMICILLIUM CITANDI ET EXECUTANDI IN THE REPUBLIC

AT:.....
.....

ARE YOU THE ACCREDITED REPRESENTATIVE IN
SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED? **YES / NO**
(IF YES, ENCLOSE PROOF)

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

TOTAL BID PRICE:..... (Ceiling Price Inc. VAT)

TOTAL NUMBER OF ITEMS OFFERED:

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1. The information furnished is true and correct.
2. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of Parliament that the claims are correct.
3. If the claims are found to be incorrect, Parliament may, in addition to any other remedy it may have –
 - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b. 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;
 - c. impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
4. I hereby undertake to render services described in the attached Bidding documents to Parliament in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by Parliament during the validity period indicated and calculated from the closing date of the Bid.
5. All the above documents shall be deemed to form and be read and construed as part of this agreement.
6. 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.
7. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
8. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9. I confirm that I am duly authorised to sign this contract.

ANNEXURE H: DECLARATION OF BIDDER'S PAST PROCUREMENT PRACTICES

1. This document forms part of all bids invited.
2. It serves as a declaration to be used by Parliament in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of Parliament's Procurement System
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's procurement system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
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 on any of its directors listed on the Parliament's database as companies or persons prohibited from doing business with Parliament and or public sector?		
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)?		
4.2.1	If so, furnish particulars:		
4.3	Was any contract between the bidder and Parliament terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4	If so, furnish particulars:		

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- recover any losses or damages sustained by Parliament under such agreement
- restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP :	NAME & SURNAME:
	DESIGNATION/RANK:
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: