

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (South African National Biodiversity Institute)

BID NUMBER:	SANBI: HR432/2022	CLOSING DATE:	14 OCTOBER 2022	CLOSING TIME:	11:00am
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DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SPECIALISED EMPLOYEE WELLNESS SERVICES IN ALL THE CENTRES OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF THREE YEARS INCLUSIVE OF TWO YEARS FOR GROEN SEBENZA PIONEERS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Biodiversity Centre
 Pretoria National Botanical Garden,
 2 Cussonia Avenue,
 Brummeria Pretoria

Compulsory briefing session date: 05 October 2022
Microsoft Teams- see the link on page 17.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	Ms. O. Ramapuputla
FACSIMILE NUMBER	TELEPHONE NUMBER
E-MAIL ADDRESS	FACSIMILE NUMBER
sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS
	o.ramapuputla@sanbi.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....
 (Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SANBI:HR432/2022
Closing Time 11:00	Closing date: 14 October 2022

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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** (ALL APPLICABLE TAXES INCLUDED)

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery

Firm/not firm

***Delivery:**

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and

² 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.

Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

or

80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
-----------------------------------	---------------------------------	---------------------------------

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

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

Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

REQUEST FOR TENDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SPECIALISED EMPLOYEE WELLNESS SERVICES IN ALL THE CENTRES OF THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) FOR A PERIOD OF THREE YEARS INCLUSIVE OF TWO YEARS FOR GROEN SEBENZA PIONEERS

Physical address

**02 Cussonia Avenue
Brummeria
Pretoria
0184**

Tender Number: SANBI:HR432/2022

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1. Introduction and Background

The South African National Biodiversity Institute (SANBI) is a public entity established by the National Environmental Management Biodiversity Act (NEMBA), Act No. 10 of 2004. In terms of this Act, SANBI must, amongst other things, monitor and report on the status of South Africa's biodiversity. SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.

In order to fulfil its mandate, SANBI requires a healthy and productive workforce. An Employee Wellness Programme plays a vital role in supporting the physical, psychological, and social wellbeing of its employees, thereby assisting employees to perform optimally in line with the strategic objectives of SANBI.

SANBI has centres in the following provinces and towns that need to be serviced in terms of an Employee Wellness Programme:

PROVINCE	NAME OF THE CENTRE	ESTIMATED NUMBER OF EMPLOYEES (Permanent, contract, interns, and students)
Free State Province	Free State National Botanical Garden, Bloemfontein	50
Northern Cape Province	Hantam National Botanical Garden, Nieuwoudtville	10
Western Cape Province	Harold Porter National Botanical Garden, Betty's Bay	35
	Karoo Desert National Botanical Garden, Worcester	38
	Kirstenbosch National Botanical Garden, Newlands, Cape Town	280
Eastern Cape Province	Kwelera National Botanical Garden, East London	15
KwaZulu-Natal Province	KwaZulu-Natal Herbarium, Durban	12
	KwaZulu-Natal National Botanical Garden, Pietermaritzburg	30
Mpumalanga Province	Lowveld National Botanical Garden, Mbombela	55
Gauteng Province	Pretoria National Botanical Garden, Pretoria	195
	Walter Sisulu National Botanical Garden, Roodepoort	65
	National Zoological Garden,	300

	Pretoria	
Limpopo Province	Mokopane Biodiversity Conservation Centre, Mokopane	25
	Thohoyandou Botanical Garden, Thohoyandou	10
Green Space Open Management (One year Contract)	All Gardens	129
Groen Sebenza Pioneers (Internship of two years)	All Provinces	1050

The staff complement of SANBI, and Groen Sebenza Pioneers is approximately 2299 permanent and contract employees, interns and students.

Service Providers must note that support for Groen Sebenza Pioneers will end on 31 December 2024. SANBI does have short-term workers such as the Green Space Open Management.

2. Virtual Compulsory Briefing Session

A virtual compulsory briefing session will take place on **05 October 2022** at 10:00 on Microsoft Teams. The compulsory briefing session will provide bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. Failure to attend the virtual compulsory briefing session will disqualify a bidder's proposal. Link is as follows: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQ1MGY4ZGMtNmQwNC00Y2MwLTkyMTctNTQ4ZTFmZTc1Mzkz%40thread.v2/0?context=%7b%22Tid%22%3a%220b847c5e-73e2-4441-8789-9c092d2dd489%22%2c%22Oid%22%3a%2209bbb597-a2e2-4677-9143-0c9edb57ab08%22%7d

Bidders may direct technical and bidding procedure enquiries to the email addresses below. All responses will be communicated via this tender's advertisement webpage on the SANBI website at: www.sanbi.org

- For bidding procedure enquires: sanbi.tenders@sanbi.org.za
- For technical enquires: L.Sefuli@sanbi.org.za/O.ramapuputla@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after 10 October 2022. All questions submitted by prospective bidders and responses to these questions by SANBI will be forwarded to all bidders who attended the compulsory briefing session.

Failure to attend the virtual compulsory Briefing Session will disqualify a potential bidder's proposal.

3. Required Documents

3.1. Mandatory Documents

Tenders must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- a) A copy of the company Central Database (CSD) registration report.
- b) Duly signed and fully completed Standard Bidding Document (SBD) forms.
- c) Valid Letter of Good Standing from the office of the Compensation Commissioner as required by Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- d) A valid certified copy or original Broad-Based Black Economic Empowerment (B-BBEE) Status Level 1 certificate. Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4 (1) a Tender having a B-BBEE status level for contributor Level 1.
- e) Proof of membership to the professional body of the Employee Assistance Programme Association and registration of counsellors with professional bodies (e.g., Health Professional Council of South Africa (HPCSA) and the South African Council for Social Service Professions (SACSSP).
- f) Document indicating details of the Bidder's national footprint across all listed SANBI centres. The successful service provider must have a national footprint.

3.2. Other Requirements

The following are not mandatory documents, however they will be used for the evaluation of functionality:

- a) List of past similar services rendered, track record and strengths of the Bidder e.g. similar previous experience, in-house skills and any other information that will assist SANBI to assess the Bidder's capabilities, capacity, competitive advantages, etc.
- b) A summary of the Bidder's mission and vision statements, values and strategic objectives.
- c) An organogram showing directors, managers, specialists and professionals or list of partners together with the "Curriculum Vitae" of the staff who will be available for the duration of the contract (minimum of five) detailing their qualifications and experience (not more than 3 pages per CV).
- d) Reference letters from previous and current companies to whom services were or are rendered (minimum of three companies).
- e) A detailed project plan for the Employee Wellness services to be provided (See point 4: Scope of Work).

4. Scope of Work

The Service Provider must be able to provide services as per the required timelines.

The scope of work entails the following:

4.1 Direct Services to employees and their immediate family members

a) Professional support services

The life management services shall cover at least the following areas of support:

- Legal services, which must include telephonic legal advice as well as referrals to appropriate legal services and bodies.
- Financial counselling to assist employees and their immediate families that require assistance regarding financial management (telephonically or face-to-face).
- Substance abuse support and education to employees and their immediate families regarding alcohol and drug problems (this excludes admittance to rehabilitation centres).
- Relationship advice to help employees and their immediate families to cope with their relationship issues (e.g. family, work, partners, and friends, etc.).
- Stress management to assist employees and their immediate families in dealing with personal and work-related stress.
- Family care services (e.g. domestic violence, parenting, etc.).
- Supply of information resources (e.g. information related to family members such as childcare resources and specialised services needed).
- Support in other health related matters to support employees with their health-related matters.

b) Professional line support service

Via a 24/7/365 call centre which is multilingual (i.e. Afrikaans, English, Xitsonga, IsiXhosa, IsiZulu, Sepedi, Sesotho, Setswana, siSwati, IsiNdebele, and Tshivenda) and has a national coverage. Employees and their immediate families must have access to a toll-free centre or please-call-me-service to get personal support and life management services by qualified and registered professional counsellors.

c) Face-to-face or Virtual counselling

To provide face-to-face counselling services with a maximum of eight personal counselling sessions per condition of an employee or family member per year. A multilingual, multicultural network of registered clinical psychologists and social workers must be available to provide employees and their families/dependents with access to face-to-face psychological counselling, where appropriate.

d) Critical incident management

To provide any trauma debriefing services to individuals and/or group level (including family). Should the need arise, onsite work-related trauma, onsite trauma debriefing services must be provided within 24 – 48 hours after the critical incident is reported.

e) HIV/AIDS education, counselling and support

To assist employees and their immediate families that are infected or affected by the pandemic.

f) Online services

To provide a comprehensive online Employee Wellness Programme that affords employees access to a wealth of medical and health related information. The online programme should include an integrated suite of e-mail and web-based health management applications.

4.2. Managerial Consultation

To provide managerial consultation and referral service to support managers in their existing work relationships with employees, creating partnerships and monitoring processes with managers in dealing with poor performance and providing them with professional help in effectively handling challenging and difficult people or complex people management issues. To develop and provide managerial pack that will guide and support line managers.

4.3. Training/Workshops (targeted interventions)

The Service Provider is expected to develop and implement targeted programmes/interventions aimed at addressing identified challenges in SANBI. These will include, but will not be limited to:

- Line managers' workshops: One virtual workshop per year for all SANBI centres
- Employees' workshops: Two information sessions virtual per year for all SANBI centres
- Wellness Champions support: Ongoing coaching, mentoring and one virtual training sessions biannually.

4.3.1 Specific Workshops

The Service Provider is further expected to conduct specific virtual workshops annually for all the centres of SANBI as follows:

- Stress /relationship management workshop: One per year. (April)
- Workshop on hypertension: One per year. (May)
- Men's Health workshop: One per year. (June)
- Women's workshop: One per year. (August)
- Financial wellness workshop: One per year (October)
- Gender based violence workshop: One per year. (November/December)
- Management of HIV/AIDS workshop: One per year. (December)

4.4. Marketing and Promotion

- Provide ongoing marketing and promotion of the Employee Wellness services to both managers and employees. Launching and re-launching of the services should be undertaken at all SANBI centres.
- Provide promotional material (brochures/pamphlets) to employees during the launch and re-launch of the Employee Wellness Programme.
- Deliver posters in all the SANBI centres (in line with the Department of Health's National awareness calendar).
- Participate in all wellness events within the SANBI centres and provide educational sessions and materials.
- Provision of monthly newsletter and adhoc requests.

4.5. Access to the Service

The following turnaround times must be adhered to:

- The service must be available to all employees and their families/dependents 24 hours a day, 7 days per week and 365 days a year through a multilingual toll-free Call Centre or

4.6. Management and Administration

- A dedicated Account Manager must be available to coordinate the programme and ensure that the Employee Wellness Programme is appropriately implemented, marketed and fully integrated into the Institute's programmes.
- A comprehensive case management report must be completed and is to be attended to by a dedicated Case Manager as part of quality control.

4.7. Data and Information System

- A data and information system that is able to provide detailed information about calls received through the dedicated toll-free number (dedicated to SANBI employees and their immediate families), is required.
- The system must be user friendly and must be able to provide SANBI management with comprehensive reports on usage, the type of issues raised, etc. as and when required.

4.8. Monitoring and Evaluation

The appointed Service Provider will be required to:

- Submit monthly, quarterly and annual reports to SANBI's Human Resources Division and make presentations to Management and Governance structures, as and when required.
- Present a comprehensive report on the Employee Wellness Programme to the sub-committee of the Board (Human Resources and Remuneration Committee) twice a year.
- Attend to meeting requests from SANBI's Human Resources Division on a quarterly basis or as and when required.
- Provide a detailed report for the services provided on an annual basis (cost, statistics, etc.).
- Provide client satisfaction survey on quarterly basis.

5. Contract

A performance-based contract will be entered into with the Service Provider that will be reviewed at the end of every twelve (12) months from the date of commencement to a maximum of three (3) years for SANBI employees inclusive of two (2) years for Groen Sebenza Pioneers.

6. Occupational Health, Safety and Environmental Requirements

All Service Providers entering a contract with SANBI shall, as a minimum, comply with the following requirements:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The Service Provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the part of the garden they are stationed in and the evacuation procedures.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- The National Environmental Management Act (Act No. 107 of 1998).
- The National Environmental Management: Waste Act (Act 59 of 2008).

- The South African National Biodiversity Institute Health and Safety specification and relevant policies.
- COVID-19 regulations and guidelines as published by the National Department of Health.

7. Functionality Evaluation

In accordance with the National Treasury Instruction Note on the amended Guidelines in respect of Bids that includes functionality as a criterion for evaluation (issued 3 September 2010), the tender will be evaluated in two stages:

Stage 1 will evaluate functionality according to the criteria listed in the table below:

Criteria	Points										
Past Experience: This refers to the previous experience of the Tenderer to undertake the scope of work involved in the Employee Wellness Programme. The tenderer is required to provide details on the following: - • Scope of work and scale of current and past Employee Wellness projects undertaken and their similarity to SANBI's requirements. (25) <table border="1"> <thead> <tr> <th>Sub-Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>List of relevant support within the past 5 years</td><td>10</td></tr> <tr> <td>Total value and duration of the contract</td><td>5</td></tr> <tr> <td>Number of staff supported</td><td>5</td></tr> <tr> <td>Types of services provided</td><td>5</td></tr> </tbody> </table> • Current and previous organisations serviced on Employee Wellness Programmes (minimum three reference letters). (5)	Sub-Criteria	Points	List of relevant support within the past 5 years	10	Total value and duration of the contract	5	Number of staff supported	5	Types of services provided	5	30
Sub-Criteria	Points										
List of relevant support within the past 5 years	10										
Total value and duration of the contract	5										
Number of staff supported	5										
Types of services provided	5										
Company and Team Capabilities: The tenderer should demonstrate the capabilities of the team to carry out the work required in this tender. The team must possess professional qualifications and experience relevant to Employee Wellness (<i>refer to third bullet C in section 3.2 above</i>). <table border="1"> <thead> <tr> <th>Sub-Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>Relevant combined CV experience of less than 5 years</td><td>5</td></tr> <tr> <td>Relevant combined CV experience of 5 years</td><td>10</td></tr> <tr> <td>Relevant combined CV experience of more than 5 years but less than 10 years</td><td>15</td></tr> <tr> <td>Relevant combined CV experience of 10 years or more</td><td>20</td></tr> </tbody> </table>	Sub-Criteria	Points	Relevant combined CV experience of less than 5 years	5	Relevant combined CV experience of 5 years	10	Relevant combined CV experience of more than 5 years but less than 10 years	15	Relevant combined CV experience of 10 years or more	20	20
Sub-Criteria	Points										
Relevant combined CV experience of less than 5 years	5										
Relevant combined CV experience of 5 years	10										
Relevant combined CV experience of more than 5 years but less than 10 years	15										
Relevant combined CV experience of 10 years or more	20										
Proposed concept of operation or project plan for the Employee Wellness Programme (<i>refer to Scope of Work</i> (section 4)) • Direct Services, including accessibility and turn-around times (20) • Managerial consultation (5) • Training/workshops and specific workshops (10) • Management and Administration (5)	50										

• Data and Information System (5) • Monitoring and Evaluation (5)	
Total	100

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

8. Pricing

The pricing model is fee per utilization indicated in Annexure A.

9. Submission of Tenders

The closing date for submission of tenders: 14 October 2022 @ 11:00.

Service Providers are to submit (1) printed document with pricing included in an envelope, marked 'ORIGINAL', and in a separate envelope provide a copy of the document without pricing as a PDF file on a memory stick.

NB: Failure to submit one printed document with pricing in one envelope, and a document without pricing on a memory stick will lead to your bid being disqualified.

Tenders can be submitted in the tender box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours (08:00 – 16:00). Tenders may also be submitted by post, addressed to:

Deputy Director: Supply Chain Management.
The South African National Biodiversity Institute (SANBI)
Private Bag X101,
Silverton
0184

Tender Number: SANBI:HR432/2022

NB. All documents must be compiled and clearly labelled as required.

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

For more information on the technical part of the ToR contact:

L.Sefuli@sanbi.org.za/O.Ramapuputla@sanbi.org.za

For more information on the Supply Chain Management requirements contact:

sanbi.tenders@sanbi.org.za

ANNEXTURE A: SPECIAL CONDITIONS OF A CONTRACT

1. SPECIAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the Special Conditions of Contract as the minimum terms and conditions upon which SANBI is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to SANBI together with its bid, duly signed by an authorised representative of the bidder.

2. SERVICE LEVEL AGREEMENT

- 2.1. Upon award SANBI and the successful bidder will conclude a Service Level Agreement or Standard Independent Contractor Agreement regulating the specific terms and conditions applicable to the services being procured by SANBI, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 2.2. SANBI reserves the right to vary the proposed draft Service Level Indicators and/or Milestones during the course of negotiations with a bidder by amending or adding thereto.
- 2.3. Bidder(s) are requested to:
 - a. Comment on draft Service Level Indicators and/or Milestones and where necessary, make proposals to these;
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators and/or Milestones for ease of reference.
- 2.4. SANBI reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SANBI or pose a risk to the organisation.

3. SPECIAL CONDITIONS OF THIS BID

SANBI reserves the right:

- 3.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 3.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who have not been awarded the status of the preferred bidder(s).
- 3.3. To accept part of a tender rather than the whole tender.
- 3.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 3.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 3.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 3.7. Award to multiple bidders based either on size or geographic considerations.

4. SANBI REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

4.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of SANBI;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat SANBI fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SANBI;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of SANBI as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from SANBI will not be used or disclosed unless the written consent from SANBI has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

5.1. SANBI reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SANBI or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"), —

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SANBI's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way

- related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
 - h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SANBI relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 6.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SANBI against the bidder notwithstanding the conclusion of the Service Level Agreement between SANBI and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

7. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SANBI, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

8. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, SANBI incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SANBI harmless from any and all such costs which SANBI may incur and for any damages or losses SANBI may suffer.

9. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. SANBI shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. SANBI reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SANBI or whose verification against the Central Supplier Database (CSD) proves non-compliant. SANBI further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SANBI reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

13. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

14. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBI allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBI will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

15. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SANBI's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SANBI remain proprietary to SANBI and must be promptly returned to SANBI upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure SANBI's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

16. SANBI PROPRIETARY INFORMATION

Bidder will on their bid cover letter (SBD1) make declaration that they did not have access to any SANBI proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

17. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid (HR432/2022), SANBI may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder. The successful bidder shall immediately make arrangements to stop the performance of the services and minimize further expenditure; provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

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ANNEXURE B: COSTING

The Service Provider will be expected to use the **“fees per utilisation model”** as per the staff complement of SANBI. The Service Provider should be able to render the following costed services, a detailed breakdown of the costing model should be provided in the table below (**include in the “original” document only**):

Utilisation	Service	Year 1	Year 2	Year 3
	EAP Professional line support service Face-to-face or Virtual counselling Critical incident management HIV/AIDS education, counselling and support Online services Managerial Consultation Marketing and Promotion Management and Administration Data and Information System	Fee per utilisation 1249 for SANBI inclusive 1050 Groen Sebenza Pioneers	Fee per utilisation 1249 for SANBI inclusive 1050 Groen Sebenza Pioneers 6% Escalation	Fee per utilisation 1249 for SANBI inclusive 1050 Groen Sebenza Pioneers 6% Escalation
1%-3%	EAP			
3.1%- 6%	EAP			
6.1% - 9 %	EAP			
9.1% - 12%	EAP			
12.1%-15%	EAP			
15.1%- and above	EAP			
Training/Workshops (targeted intervention as outlined in 4.3.	Training Estimate 4 (four) Virtual Workshops per annum			
Specific Virtual Workshops as outlined in 4.3.1	Training Estimate 7 (seven) Virtual Workshop per annum			

NB: The rates must be fixed for contract duration considering price escalation and vat inclusive.

Costing model as per point 3 to only be included in the pack marked “Original” (please take note of point 8: Submission of Tenders)

Tenderers are requested to quote separately as follows:

- SANBI employees totaling 1249
- Groen Sebenza Pioneers totaling 1050.