



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

the dtic, 77 Meintjies Street, Sunnyside, Pretoria  
Tel (012) 394 5000

The Manager

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

Sir/Madam

**SERVICE: BID dtic 02/21-22: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES FOR THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) EMPLOYEES FOR THE PERIOD OF THREE (3) YEARS.**

the dtic requires services as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached documents apply.
- The tender must be submitted in a sealed envelope with the **name and address of the tenderer with the tender number and closing date indicated on the envelope**. If the two envelope system is required in the Terms of Reference the same action must be followed on both envelopes. The cover or envelope must not contain documents relating to any tender other than that shown on the cover or envelope.
- ***Tenders submitted per mail must be sent per registered mail. The tender must still reach this office before the closing time. Failure to do so will invalidate the bid.***
- The closing date of the tender will be at 11h00 on **18 JUNE 2021** and will be valid for a period of **120 days** after closing date (up to and including 16 October 2021).
- The attached forms/documents, if completed in detail and returned, will form part of your tender.
- **All communication regarding this tender must be done in writing.**

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign a Service Level Agreement at this office as soon as possible, after being notified of the acceptance of his/her tender. The signed Service Level Agreement will be deemed the final contract. No contract will come into existence prior to signing off on an agreed upon Service Level Agreement.

Yours faithfully



.....  
**DEPUTY DIRECTOR: TENDERS**

**DATE: 26 / 5 /2021**



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

**PLEASE TAKE NOTE:**

**TENDER NO: dtic 02/21-22**

**CLOSING TIME: 11:00**

**CLOSING DATE: 18 JUNE 2021**

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE, AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

**BID dtic 02/21-22: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES FOR THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) EMPLOYEES FOR THE PERIOD OF THREE (3) YEARS.**

The SBD 1, 3.3, 4, 6.1, 8 & 9 FORMS MUST BE COMPLETED AND SIGNED IN THE ORIGINAL THAT IS IN INK – PHOTOCOPIED SIGNATURES OR OTHER SUCH REPRODUCTION OF SIGNATURES MAY INVALIDATE YOUR BID.

BID DOCUMENTS MUST BE POSTED TO:  
**Department of Trade, Industry and Competition**  
**Private Bag x 84**  
**PRETORIA**  
**0001**  
**FOR ATTENTION: ERICA DENNIS (Block B)**

**OR**

HAND DELIVERED BIDS / BIDS SENT BY COURIER:

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX WHICH IS IDENTIFIED AS “the dtic BID BOX” OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic), THE MAIN ENTRANCE, 77 MEINTJIES STREET, SUNNYSIDE, PRETORIA**

|                       |                                                         |                      |  |
|-----------------------|---------------------------------------------------------|----------------------|--|
|                       |                                                         |                      |  |
| NELSON MANDELA DRIVE  |                                                         |                      |  |
| ROBERT SOBUKWE STREET | DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION X Bid box | FRANCIS BAARD STREET |  |
| MEINTJIES STREET      |                                                         |                      |  |
|                       |                                                         |                      |  |

**THE BID BOX OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) IS OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK, LOCATED AT THE MAIN ENTRANCE OF the dtic CAMPUS.**

Bidders must ensure that bids are delivered to the correct address. If the bid is late, it will not be accepted for consideration.

**SUBMIT ALL BIDS ON THE ORIGINAL FORMS - DO NOT RETYPE**

BIDS BY TELEGRAM, FACSIMILE OR OTHER SIMILAR APPARATUS WILL NOT BE ACCEPTED FOR CONSIDERATION

## CHECKLIST FOR BIDDERS

Please indicate "Yes" / "No" adjacent to each column. This is to ensure that bidders complete, sign and submit all the required documentation.

| BID REQUIREMENT                                                                                                                                                                                                                                                                                | REFERENCE                                                                           | YES / NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------|
| <p>Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory with effect of 1 April 2016 for bidders to be considered for bids.</p> <p><b>Are you registered on the Central Supplier Database of National Treasury.</b></p> | <p>Par. 3.2 of National Treasury's SCM Instruction no 4A of 2016/2017</p>           |          |
| <p>Bidders must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on the CSD.</p> <p>Bidder's who's tax matters are not declared to be in order will automatically be disqualified.</p> <p><b>Are your tax matters in order?</b></p>    | <p><b>Treasury Regulation 16 A9.1.(d).</b></p>                                      |          |
| <p>Completed and signed the <b>SBD 1</b> form submitted?</p>                                                                                                                                                                                                                                   | <p><b>SBD 1</b> (Invitation to bid)</p>                                             |          |
| <p>Completed the <b>SBD 3.3</b> form/ pricing schedule.</p> <p><b>Must be included in the financial proposal only.</b></p>                                                                                                                                                                     | <p><b>SBD 3.3</b> (Pricing Schedule)</p>                                            |          |
| <p>Submitted your bid as a TWO-ENVELOPE / FILE SYSTEM.</p> <p><b>NO</b> pricing may be included in your functional proposal. Pricing must only be included in your <u>financial</u> proposal</p> <p><b>Failure to comply herewith will automatically invalidate your bid.</b></p>              | <p><b>Paragraph 12 of the ToR</b></p>                                               |          |
| <p>Completed and signed the <b>SBD 4</b> form</p>                                                                                                                                                                                                                                              | <p><b>SBD 4</b> (Declaration of Interest)</p>                                       |          |
| <p>Completed and signed the <b>SBD 6.1</b> form.</p> <p>No points will be adjudicated if certificates or affidavits are not in line with the prescripts.</p>                                                                                                                                   | <p><b>SBD 6.1</b> (Preference Points Claim)</p>                                     |          |
| <p>Completed and signed the <b>SBD 8</b> form</p>                                                                                                                                                                                                                                              | <p><b>SBD 8</b> (Declaration of bidders past Supply Chain Management practices)</p> |          |
| <p>Completed and signed the <b>SBD 9</b> form</p>                                                                                                                                                                                                                                              | <p><b>SBD 9</b> (Certificate of Independent Bid Determination)</p>                  |          |

# **PART A INVITATION TO BID**

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRADE INDUSTRY AND COMPETITION (the dtic)</b>                                                                                                |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| BID NUMBER:                                                                                                                                                                                                         | dtic 02/21-22                                                                                                                                                                                                  |  | CLOSING DATE:                                                            | 18 JUNE 2021                  |                                                                                       |
|                                                                                                                                                                                                                     |                                                                                                                                                                                                                |  | CLOSING TIME:                                                            | 11:00 am                      |                                                                                       |
| DESCRIPTION                                                                                                                                                                                                         | <b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES FOR THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) EMPLOYEES FOR THE PERIOD OF THREE (3) YEARS.</b> |  |                                                                          |                               |                                                                                       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                          |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| <b>THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic)</b>                                                                                                                                                 |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| <b>THE MAIN ENTRANCE OF the dtic CAMPUS, 77 MEINTJIES STREET, SUNNYSIDE, PRETORIA</b>                                                                                                                               |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                                                                                                                                |  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                               |                                                                                       |
| CONTACT PERSON                                                                                                                                                                                                      | Ms. Erica Dennis                                                                                                                                                                                               |  | CONTACT PERSON                                                           | Ms. Thuli Lebuso              |                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                                                |  | TELEPHONE NUMBER                                                         |                               |                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                      | EDennis@thedtic.gov.za                                                                                                                                                                                         |  | E-MAIL ADDRESS                                                           | TLebuso@thedtic.gov.za        |                                                                                       |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| 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]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                          |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                               | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                               |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                                                             |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                                                                                                                                |  |                                                                          |                               |                                                                                       |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                                                                                                                                                |  | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                       |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                                                                                                                                                |  | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                       |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                                                                                                                                                |  | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                       |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                                                                                                                                                |  | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                       |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                                                                                                                                                |  | <input type="checkbox"/> YES <input type="checkbox"/> 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**

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 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) AND SLA.                                                                                                                                        |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                          |
| 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 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)

NAME AND SURNAME:.....

DATE: .....

## **Annexure A**

# **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

#### **8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

- 17. Prices** 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments** 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction

- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

#### **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

#### **26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>27. Settlement of Disputes</b>  | <p>27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p> |
| <b>28. Limitation of liability</b> | <p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>29. Governing language</b>      | <p>29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>30. Applicable law</b>          | <p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>31. Notices</b>                 | <p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>32. Taxes and</b>               | <p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>duties</b>                                                |      | duties, license fees, and other such levies imposed outside the purchaser's country.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                              | 32.2 | A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                              | 32.3 | No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.                                                                                                                                                                                                                                                      |
| <b>33. National Industrial Participation (NIP) Programme</b> | 33.1 | The NIP Programme administered by the Department of Trade, Industry and Competition shall be applicable to all contracts that are subject to the NIP obligation.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>34 Prohibition of Restrictive practices</b>               |      | In terms of section 4 (1) (b) (iii) 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 collusive bidding (or bid rigging).                                                                                                                                                                               |
|                                                              | 34.2 | If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.                                                                                                                                                                                  |
|                                                              | 34.3 | If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned. |

**PRICING SCHEDULE**  
(Professional Services)

|                            |                                   |
|----------------------------|-----------------------------------|
| NAME OF BIDDER: .....      | BID NO.: <b>Bid dtic 02/21-22</b> |
| CLOSING TIME: <b>11:00</b> | CLOSING DATE: <b>18 JUNE 2021</b> |

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

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|---------|-------------|----------------------------------------------------------------|
|---------|-------------|----------------------------------------------------------------|

**NB! PLEASE TAKE NOTE THAT FINANCIALS (PRICING) MUST NOT BE SUBMITTED IN THE FUNCTIONAL PROPOSAL ENVELOPE/FILE, FINANCIALS MUST ONLY BE CONTAINED IN THE FINANCIAL PROPOSAL WHICH MUST BE SUBMITTED IN A SEPARATE ENVELOPE/FILE. FAILURE TO COMPLY HEREWITH WILL AUTOMATICALLY INVALIDATE YOUR BID.**

1. Appointment of a service provider to provide Employee Assistance Programme (EAP) services for the dtic employees for a period of 3 years.
  
2. **ALL-INCLUSIVE** Bid Price that represent the Total Cost for the full completion of the project in line with the entire Terms of Reference including \*\*all applicable taxes for the project, inclusive of all professional fees and disbursements. R\_\_\_\_\_
  
3. Bidders must submit detailed cost sheet for each deliverable in accordance with paragraph 5 of the ToR.
  
4. **Only firm prices will be accepted.**  
 Non-firm prices (including prices subject to Rates of Exchange variations) will not be considered and will lead to automatic disqualification of a bid.  
 Please indicate whether your prices are firm. YES / NO

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

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
  - 2.5 Tax Reference Number:.....
  - 2.6 VAT Registration Number:.....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution: .....

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

**YES/NO**

.....

.....

.....

**YES/NO**

.....

.....

.....

### 3 Full details of directors / trustees / members / shareholders.

[illegible]

**4      DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

- 1.3 Points for this bid (within the contract) 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.

- (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.

### 3.1

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

**90/10**

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

Where

**Ps** = Points scored for price of bid under consideration

$P_t$  = 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-BBEE 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

- iv) Whether the sub-contractor is an EME or QSE  
(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- v) 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 least 51% owned by:   | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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                            |          |          |
| <b>OR</b>                                                         |          |          |
| 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 .....

.....

.....

## DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes                             | No                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                |

**CERTIFICATION**

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

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

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

the dtic, 77 Meintjies Street, Sunnyside, Pretoria  
Tel (012) 394 5000

## **IMPORTANT NOTICE**

**Bidders are hereby requested to submit tender documents in the following format:**

|                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Envelope/File 1</b>                                                                                                                                                                                                                                                         | <b>1 X FUNCTIONAL PROPOSAL (HARD COPY &amp; CD/USB); AND<br/>COMPLETED AND SIGNED SBD 1, 4, 6.1, 8 &amp; 9<br/>FORMS, GENERAL CONDITIONS OF CONTRACT<br/>AND THE <u>ORIGINAL / ORIGINAL CERTIFIED<br/>COPY</u> OF THE B-BBEE CERTIFICATE OR<br/>AFFIDAVIT IN A SEALED ENVELOPE / FILE.</b> |
| <b>Envelope/File 2</b>                                                                                                                                                                                                                                                         | <b>1 X HARD COPY OF THE FINANCIAL PROPOSAL<br/>AND SBD 3.3 IN A <u>SEPARATE</u> SEALED<br/>ENVELOPE / FILE.</b>                                                                                                                                                                            |
| <b>1. The name of the bidder, closing date and time and the bid number must be clearly indicated on the envelopes / files.</b><br><b>2. Financial/Pricing information must only be included in your <u>financial proposal</u>. See paragraph 12 of the Terms of Reference.</b> |                                                                                                                                                                                                                                                                                            |



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## THE TERMS OF REFERENCE

*To invite bids for the appointment of a service provider to provide Employee Assistance Programme (EAP) Services for the Department of Trade, Industry and Competition (**the dtic**) employees for a period of three (3) years*

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## REQUEST FOR PROPOSALS:

The Department of Trade, Industry and Competition (**the dtic**) invites interested service providers to submit proposals to provide EAP Services for **the dtic** employees for a period of three (3) years.

**NOTE:** Should a vendor have reason to believe that the Terms of Reference are not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

### 1 PURPOSE

- 1.1 The purpose of this Request for Proposal is to obtain the services of an experienced Service Provider to provide an Employee Assistance Programme (EAP) to the Department of Trade, Industry and Competition (**the dtic**) for a period of three (3) years.

### 2 BACKGROUND

- 2.1 The core business of **the dtic** is to lead and facilitate access to sustainable economic activity and employment for all South Africans through higher levels of investment, and increased access for South African products and services in international markets, and to create a fair, competitive and efficient market place for domestic and foreign businesses as well as for consumers.
- 2.2 **the dtic** has a unit called Quality of WorkLife (QWL) that is responsible for Employee Health and Wellness Programmes in the Department. The vision of the QWL Unit is to identify and facilitate the removal of impediments to a healthy workforce as well as to create an environment that facilitates a holistic approach to the growth and wellness of **the dtic** employees. The core objective of the QWL Programme is therefore to promote the holistic wellbeing of **the dtic** employees in relation to the working environment.
- 2.3 One of the programmes in the QWL Unit, to further its vision, is to implement an EAP. The EAP is designed to provide **the dtic** employees with psycho-social counseling in order to cope with the daily challenges and to improve the quality of their lives. Further to this and now more than ever due to economic pressures and the impact of the pandemic, these service are of vital importance to the wellbeing of **the dtic** employees.

- 2.4 The successful Service Provider must provide an EAP service, including face-to-face and/or virtual counseling services to the 1350 **dtic** employees (permanent employees and interns) as well as immediate family or household members (spouse/partner, dependent parents, children, adopted children, or other household members ). Of the 1350 **dtic** employees, an estimate of 30 employees are based in different countries abroad.

### **3 OBJECTIVES**

- 3.1 The EAP aims to achieve the following objectives:
- 3.1.1 Implement an EAP that is consistent with **the dtic's** mission, goals and vision as an employer of choice;
  - 3.1.2 Have a holistic approach in terms of the employees, teams, and the organizational cultural factors of **the dtic**;
  - 3.1.3 Provide a professional service that employees could access for psycho-social support and needs;
  - 3.1.4 Target the important psycho-social trends prevalent in **the dtic**; and
  - 3.1.5 Promote a healthy workplace.

### **4 METHODOLOGY AND WORK PLAN**

- 4.1 The bidder is expected to outline and explain in detail the proposed methodology for achieving the deliverables as set out, based on the understanding of the nature of the services to be rendered and the result to be achieved.
- 4.2 The bidder's methodology should also include the following details:
- 4.2.1 Details of how the entire service will be conducted and how the project will be managed and by whom;
  - 4.2.2 What resources the organization has to render these services effectively;
  - 4.2.3 Method of reporting on a monthly, quarterly and annual basis and what the information can be used for; and
  - 4.2.4 Available infrastructure in terms of capacity and systems to render these services.
- 4.3 The bidder must submit a work plan detailing the entire project as well as the identification of key activities and milestones associated with the project implementation and reporting.

## **5 SCOPE OF WORK AND DELIVERABLES**

The Service Provider will be required to render all of the following EAP services:

### **5.1 Counselling:**

#### **5.1.1 Telephonic Counselling:**

- 5.1.1.1 Provide a toll-free number which must be accessible twenty four (24) hours a day, seven (7) days a week and 365 (three hundred and sixty five) days a year so that employees could be directed to a counsellor and render a call-back service; and
- 5.1.1.2 Provide unlimited telephonic counseling service in all the nine (9) provinces as well as the countries where **the dtic** has a presence.

#### **5.1.2 Face-to-face Counselling:**

- 5.1.2.1 Provide generic counselling services in all eleven (11) official languages as well as sign language;
- 5.1.2.2 Render face-to-face and /or online counseling service in all the nine (9) provinces. No face-to-face counseling will be required in the countries abroad, however, online/virtual counseling services will be required;
- 5.1.2.3 Face-to-face and / or online counseling should be at a maximum of six (6) sessions per problem per employee/family member and referral to a relevant specialist thereafter;
- 5.1.2.4 Provide counselling rooms when required in all the nine (9) provinces; and
- 5.1.2.5 Follow up with the employee/family member midway or after a counselling intervention has been completed to gauge their satisfaction level.

### **5.2 Trauma and debriefing:**

- 5.2.1 Provide trauma debriefing within 48 hours (individual and/or group).

### **5.3 Managerial Support services:**

- 5.3.1 Provide managerial and supervisory support and training on the services available for managers

### **5.4 Life Management Services:**

- 5.4.1 Render general legal advisory services that are not in conflict with **the dtic**;
- 5.4.2 Provide personal financial advice and counselling e.g. budgeting, wills etc.; and
- 5.4.3 Render an information and directory services e.g. list of schools, therapists, rehabilitation centres, tutors etc.

**5.5      Training and development:**

- 5.5.1      Provide virtual and / or physical professional, specialist facilitators/presenters for 3 x 2 hour workshops or seminars on a quarterly basis that are based on the trends emanating from the counselling service or as per the need of **the dtic**;
- 5.5.2      Workshops or seminars must be skills based so that employees could develop insight and acquire coping skills; and
- 5.5.3      Provide workshop / seminar content material to **the dtic**.

**5.6      Awareness and Prevention / Health and Wellness Education:**

- 5.6.1      Provide three (3) electronic articles per month in line with the National Health Calendar and/or trending health issues and/or as per the need of **the dtic** and in line with **the dtic** quality standards (content to be professional and in line with the target group);
- 5.6.2      Conduct three (3), (one (1) per annum), electronic / manual surveys to determine the employees' wellness levels and ensure that a minimum 20% response rate is obtained from all the branches.

**5.7      Advertising and marketing:**

- 5.7.1      In consultation with **the dtic's** Marketing, Communications & Stakeholder Engagement unit, develop and implement a marketing and communications plan at inception, annually and for when the utilisation rate is low;
- 5.7.2      At inception of the project and thereafter annually, provide marketing material (electronic brochures) to market the EAP services;
- 5.7.3      Conduct presentations on the EAP services as per the need of **the dtic**;
- 5.7.4      Marketing of services using various appropriate media to reach **the dtic** employees; and
- 5.7.5      Monitoring and reporting on the success of the marketing programme; identification of gaps; provide recommendations to address those; and implement in collaboration with **the dtic**.

**5.8      Reporting:**

- 5.8.1      Provide monthly, quarterly and annual reports of programme activities and utilisation in line with **the dtic** standards;
- 5.8.2      Reporting must be integrating all the services rendered;
- 5.8.3      Reports to include trends as well as recommendations; and
- 5.8.4      Quarterly and annual reports must be presented to all the management fora in **the dtic** as and when needed.

## 6 QUALIFICATIONS, EXPERIENCE AND EXPERTISE

6.1 The proposed key staff consisting of the Account/Project Manager and the Project Team Members must comply with the following requirements:

6.1.1 The proposed key staff should have the following **Qualification** and **Experience** requirements:

- **Account/Project Manager**: Should have at least ten (10) years' experience in managing and implementing EAPs, specifically psychosocial counselling in the workplace with a qualification in Project Management.
- **Project Team Members**: the team should comprise the following four resources with the following qualifications and experience:
  - **Resource 1**: at least 5 years experience managing and implementing EAP marketing and communication with a Bachelors Degree in Marketing or Communication;
  - **Resource 2**: at least 5 years experience conducting EAP statistical analysis and reports with a Bachelors Degree in Statistics / Analysis;
  - **Resource 3**: at least 5 years experience managing and implementing EAP counseling services and workplace behavior with a Masters Degree in Psychology or Social Work or Counseling; and
  - **Resource 4**: at least 5 years experience managing the EAP call center with a Bachelors Degree in Commerce.

6.1.2 Bidders should submit comprehensive CV's of all proposed key staff in the following table format:

| Key Staff                      | Full Name and ID number | Relevant qualification(s) and courses successfully completed | Number of years' relevant experience in <u>numerical</u> format (Only indicate the number of years performing this specific work / services). | Details of similar Projects and references to prove relevant experience and knowledge in the specific field of expertise. |
|--------------------------------|-------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Account/Project Manager</b> |                         |                                                              |                                                                                                                                               |                                                                                                                           |
| <b>Resource 1</b>              |                         |                                                              |                                                                                                                                               |                                                                                                                           |
| <b>Resource 2</b>              |                         |                                                              |                                                                                                                                               |                                                                                                                           |
| <b>Resource 3</b>              |                         |                                                              |                                                                                                                                               |                                                                                                                           |
| <b>Resource 4</b>              |                         |                                                              |                                                                                                                                               |                                                                                                                           |

6.2 The **Professional Counsellors** for this project must comply with the following requirements:

6.2.1 The professional Counsellors **MUST** be registered with the Health Professions Council of South Africa as Clinical/Counselling Psychologists or with the South African Council for Social Service Professions as Clinical Social Workers. The bidder must submit proof of their registered affiliates contracted to render a counselling service by submitting a **Counsellor Database** of all the proposed professional counsellors with their professional registration numbers.

6.2.2 Bidders **MUST** submit the Counsellor Database of all proposed Professional Counsellors in the following format:

**NB! Failure to submit the Database of all the professional counsellors in the following format will lead to automatic disqualification of the bid.**

| Name and ID number of the Professional Counsellors | Professional registration number with the HPCSA or the SACSSP | Province where the counsellor is based |
|----------------------------------------------------|---------------------------------------------------------------|----------------------------------------|
|                                                    |                                                               |                                        |

6.3 The **Bidding Company** shall comply with the following requirements:

6.3.1 The bidding company should have at least five (5) years' relevant experience in delivering similar EAP services, particularly psycho-social counselling services.

6.3.2 Proof of relevant experience in delivering similar EAP services should be provided by means of projects. Bidders should submit at least five (5) projects where similar EAP (specifically psycho-social counselling) services were rendered by the bidding company. The submission of Reference letters of these five (5) projects will be an added advantage.

6.3.3 The detailed projects should be submitted in the following format:

| Name of organization/client where similar EAP services were rendered by the bidding company | Detailed description of the EAP services rendered by the bidder | Contract period | Detailed Scope of Work | References (Name, telephone and email) |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------|------------------------|----------------------------------------|
|                                                                                             |                                                                 |                 |                        |                                        |

**NB: the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

## **7 DUE DILIGENCE**

- 7.1 The bidder should have current technical and logistical capacity to perform the work required. In order to prove this, the bidder shall provide details of facilities, resources and capacity.

## **8 SPECIAL CONDITIONS**

- 8.1 A Service Level Agreement must be signed with the successful bidder before work commences;
- 8.2 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each team member's role must be clearly outlined in the project plan.
- 8.3 A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful Service Provider. Each team member's role must be clearly outlined in the project plan;
- 8.4 As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;
- 8.5 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**.
- 8.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 8.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

- 8.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 8.9 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.
- 8.10 The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 8.11 All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.
- 8.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory with effect of 1 April 2016 in order for bidders to be considered for bids.
- 8.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 8.14 Bidders' whose tax matters are not declared to be in order will be disqualified.
- 8.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.
- 8.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require." (Minimum Information Security Standards. Chapter 5).
- 8.17 The points scored for functionality, price and B-BBEE points will be rounded off to the nearest 2 decimals as determined in the PP Regulations of 1 April 2017.
- 8.18 In cases where the tender invitation is subject to a pre-qualification requirement based on sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.

- 8.19 In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and B-BBEE).
- 8.20 Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.
- 8.21 This bid is subject to the PP Regulations of 1 April 2017.
- 8.22 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.23 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.24 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. The bidder shall conduct own diligence to ensure services meet the acceptable and agreed standards.
- 8.25 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 8.26 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid.
- the dtic** reserves the right:
- 8.27 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).

- 8.28 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 has not been awarded the status of the preferred bidder(s).
- 8.29 To accept part of a tender rather than the whole tender.
- 8.30 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.
- 8.31 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.
- 8.32 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.
- 8.33 Award to multiple bidders based either on size or geographic considerations.
- 8.34 Bidders will be allowed to submit queries or request clarification up to one week prior to the closing date of this bid. Thereafter no queries / clarification requests will be responded to.
- 8.35 If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –
- 8.36 Reject the bid and not evaluate it, or
- 8.37 Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

## **9 PRICE**

- 9.1 The proposal should have a (i) ceiling price (bid price) that is an all-inclusive price that represent the total cost for the full completion of the project in line with the entire ToR, as well as a (ii) detailed costs for each deliverable under paragraph 5 of the ToR. The ceiling price will be used for evaluation purposes. All costs must be inclusive of all professional fees and disbursements. It is expected that the ceiling price must be calculated per annum and based on the employee profile per month.
- 9.2 Prices quoted must be fixed for the full duration of the contract and must be quoted in South African currency (ZAR) inclusive of VAT (if registered for VAT).

- 9.3 The payment schedule will be stipulated in the Service Level Agreement.
- 9.4 Monthly payments will be payable by **the dtic** to the appointed service provider upon satisfactory work delivery in accordance with the Service Level Agreement.
- 9.5 Expenses related to travelling and accommodation will be for the service providers own account.
- 9.6 Any expenses incurred by the service provider due to Covid-19 will not be for the account of **the dtic**.

## **10 the dtic OBLIGATIONS**

- 10.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project;
- 10.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment being made; and
- 10.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.

## **11 SERVICE PROVIDER'S OBLIGATION**

- 11.1 The Service Provider undertakes to act as an independent contractor in respect of the work;
- 11.2 To work closely with the Project Manager responsible for the project in **the dtic**;
- 11.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;
- 11.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;
- 11.5 The Service Provider shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- 11.6 The Service Provider shall in all professional matters act as a faithful advisor to **the dtic**, as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;
- 11.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;

- 11.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;
- 11.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;
- 11.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;
- 11.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;
- 11.12 The Service Provider shall plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

## **12 BID EVALUATION CRITERIA**

- 12.1 The **80/20** principle and **two envelope / file system** will apply in evaluating the proposals in accordance with the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act; Act no 5 of 2000 that came into effect on 01 April 2017. The reason for applying the **two envelope / file system** is to ensure that price does not influence the evaluation of the functional proposals.

### **12.2 Two envelope system**

- 12.2.1 The two-envelope system is based on the submission of the functional and financial proposals in two separate envelopes / file. **NO** financial/pricing information may be contained in the functional envelope / file as this will lead to automatic disqualification. Submission must be done as follows:

### **12.3 Functional proposal:**

- 12.3.1 Bidders must submit their functional proposal in a sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file. This envelope / file should **only** contain the functional proposal and compulsory forms; SBD 1, 4, 6.1, 8, 9 and General Conditions of Contract; as well as the **original / original certified copy** of the B-BBEE certificate or Affidavit, but **NO** financial/pricing information. **Financial/pricing information in a functional proposal will lead to automatic disqualification of that specific proposal.**

**12.4 Financial proposal:**

12.4.1 The financial proposal and SBD 3.3 must be submitted in a **SEPARATE** sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file.

**12.5 FAILURE TO COMPLY WITH THE TWO ENVELOPE / TWO FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE A BID.**

12.6 All proposals will be evaluated in terms of the **two-phase** process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

**12.6.1 First phase: Functional evaluation.** This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.

**12.6.2 Second phase: Price and B-BBEE status level.** All bids that scored 60% and above will be considered for the second phase where points will be calculated for price and B-BBEE scores in accordance with the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 that came into effect on 1 April 2017 (PP Regulations 1 April 2017).

**Key scores**

| Score             | Description                                                         |
|-------------------|---------------------------------------------------------------------|
| 0 – Non-compliant | No evidence provided to substantiate compliance                     |
| 1 – Poor          | Unacceptable, does not meet set requirements                        |
| 2 – Average       | Reasonable but not sufficient to fully satisfy the set requirements |
| 3 – Good          | Fully complies to the set minimum requirements                      |
| 4 – Very Good     | Above average compliance to the set requirements                    |
| 5 – Excellent     | Meets and exceeds the set requirements                              |

**PHASE 1: FUNCTIONAL EVALUATION**

| No.       | Criteria                                                                                   | Weight    | Rate (0-5) | Total Score |
|-----------|--------------------------------------------------------------------------------------------|-----------|------------|-------------|
| <b>1.</b> | <b>Relevant Qualifications of the Key Staff (Refer to par. 6.1 of the ToR):</b>            |           |            |             |
| 1.1       | Relevant qualifications of the key staff. (Qualifications must be elaborated upon in CV's. | <b>10</b> |            |             |

| No.        | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Weight    | Rate (0-5) | Total Score |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------|
|            | CV's should be in table format as prescribed in <b>Par. 6.1.2</b> of the ToR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |            |             |
| <b>2.</b>  | <b>Relevant Experience of the Key Staff (Refer to par. 6.1 of the ToR):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |            |             |
| <b>1.2</b> | <u>Account/Project Manager:</u><br>Should have at least ten (10) years' experience in managing and implementing EAPs specifically psycho-social counselling in the workplace.<br><br>Experience should be elaborated upon in CV's. CV's should be in table format as prescribed in <b>Par. 6.1.2</b> of the ToR.                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>15</b> |            |             |
| <b>1.3</b> | <u>Project Team Members:</u><br>The team should comprise the following four resources with the following experience: <ul style="list-style-type: none"> <li>▪ <b>Resource 1:</b> at least 5 years experience managing and implementing EAP marketing and communication;</li> <li>▪ <b>Resource 2:</b> at least 5 years experience conducting EAP statistical analysis and reports;</li> <li>▪ <b>Resource 3:</b> at least 5 years experience managing and implementing EAP counseling services and workplace behavior; and</li> <li>▪ <b>Resource 4:</b> at least 5 years experience managing the EAP call center.</li> </ul> Experience should be elaborated upon in CV's. CV's should be in table format as prescribed in <b>Par. 6.1.2</b> of the ToR. | <b>10</b> |            |             |
| <b>2.</b>  | <b>Experience of the Bidding Organisation (Refer to par. 6.3 of the ToR):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |            |             |
| <b>2.1</b> | The bidding company should have at least five (5) years' relevant experience in delivering similar EAP services, particularly psycho-social counselling services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>15</b> |            |             |
| <b>2.2</b> | Proof of relevant experience in delivering similar EAP services should be provided by means of projects. Bidders should submit at least five (5) projects where similar EAP (specifically psycho-social counselling) services were rendered by the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>25</b> |            |             |

| No.       | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Weight     | Rate (0-5) | Total Score |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|-------------|
|           | <p>bidding company. The submission of Reference letters of these five (5) projects will be an added advantage.</p> <p>(Relevant projects undertaken by the Bidding Company should be in the table format as prescribed under <b>Par. 6.3.3</b> of the ToR)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |            |             |
| <b>3.</b> | <b>Methodology and Work Plan:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |            |             |
| 3.1       | <p>1. The bidder is expected to outline and explain in detail the proposed methodology for achieving the deliverables as set out, based on the understanding of the nature of the services to be rendered and the result to be achieved.</p> <p>2. The bidder's methodology should also include the following details:</p> <p style="padding-left: 40px;">2.1 Details of how the entire service will be conducted and how the project will be managed and by whom;</p> <p style="padding-left: 40px;">2.2 What resources the organization has to render these services effectively;</p> <p style="padding-left: 40px;">2.3 Method of reporting on a monthly, quarterly and annual basis and what the information can be used for; and</p> <p style="padding-left: 40px;">2.4 Available infrastructure in terms of capacity and systems to render these services.</p> <p>3. The bidder must submit a work plan detailing the entire project as well as the identification of key activities and milestones associated with the project implementation and reporting.</p> | <b>25</b>  |            |             |
|           | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>100</b> |            |             |

## PHASE 2: PRICE AND PREFERENCE POINTS

|          | <b><u>80/20 PRINCIPLE</u></b>                     | <b>POINTS</b> |
|----------|---------------------------------------------------|---------------|
| <b>1</b> | <b><u>Price</u></b>                               | <b>80</b>     |
| <b>2</b> | <b><u>B-BBEE status level of contribution</u></b> | <b>20</b>     |
|          | <b>MAXIMUM POINTS</b>                             | <b>100</b>    |

### **13 CONTRACTUAL PERIOD**

- 13.1 The contract period for this service is three (3) years. The effective date will be stipulated in the Service Level Agreement.

### **14 CONTACT DETAILS**

Please direct all **technical** questions to:

**Ms.Thuli Lebuso**

Director: Organisational Development & Transformation

Department of Trade, Industry and Competition (**the dtic**)

Email: [TLebuso@thedtic.gov.za](mailto:TLebuso@thedtic.gov.za)

Please direct all **bid related** questions to:

**Ms. Erica Dennis**

Office of the Chief Financial Officer (OCFO)

Department of Trade, Industry and Competition (**the dtic**)

Email: [Edennis@thedtic.gov.za](mailto:Edennis@thedtic.gov.za)