

INVITATION TO BID



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT COGTA EMPLOYEES OVER A 3 YEAR PERIOD

Bid No. : ZNT1993/2019LG

COMPANY NAME : _____

Type of Bidder (Tick One Box)

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

Participation Capacity (Tick One Box)

Prime Contractor	
Supplier/Sub-Contractor	

RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box** situated at **Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building.**

CLOSING TIME: 11:00 AM

CLOSING DATE: 18 AUGUST 2020

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT1993/2019LG	CLOSING DATE:	18 AUGUST 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT COGTA EMPLOYEES OVER A 3 YEAR PERIOD				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS					
330 LANGALIBALELE STREET					
NATALIA BUILDING					
13TH FLOOR, LIFT AREA, NORTH TOWER					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> No			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SECTION C (SBD 3)

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1991, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Co-operative Governance and Traditional Affairs

Contact Person: Ms Lindiwe Madlala

Tel: 033 395 2174

Fax: 086 642 8873/ 033 342 8830

Email: lindiwe.madlala@kzncogta.gov.za

ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. Denzyl Sathianathan

Contact number: 033 39523003/ 0842078727

Email address: denzyl.sathianathan@kzncogta.gov.za

SECTION E (SBD 4) DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder², 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.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1991 (Act No. 1 of 1991);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

- 2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain 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.
.....
.....
.....

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

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.11.1 If so, furnish particulars:
.....
.....
.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SECTION F

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
- 1.2
- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:
- | | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

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

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

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

WITNESSES

- 1.
- 2.

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

DATE:

OWNERS/SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES / BENE

(This information is required for statistical purposes only)

FULL NAME	ID NUMBER	CAPACITY : MEMBER/PART NER/ PROPRIETOR/ SHARE- HOLDER/TRUS TEE/ BENEFICIARY	% OWNERSHIP/ PARTNERSHIP/ TRUST/ CO- OPERATIVE	MALE/ FEMALE	H/ CA YE

SECTION G
CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1991, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address)

.....

.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference bid cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**SECTION H
PRICING PAGE – FIRM PRICES
(SERVICES)**

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME: 18 AUGUST 2020 @ 11:00 VALIDITY PERIOD: 120 DAYS

BID NO: ZNT 1993/2019 LG	PERIOD : 36 MONTHS
APPOINTMENT OF SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT COGTA EMPLOYEES OVER A 3 YEAR PERIOD	NAME AND ADDRESS OF BIDDER(FIRM) TEL: FAX:
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO <i>(Delete which is not applicable)</i>
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)	R
BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)	
REMARKS (If any):	 <div style="text-align: center;">(Signature of Bidder)</div> DATE: <div style="text-align: center;">(Signature of Witness)</div> DATE:

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
****all applicable taxes** includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

SECTION I (SBD 7)
AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on 20....., Mr/Mrs whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of (Name of Company).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

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

SIGNATURE.....

DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....

.....
We, the undersigned partners in the business trading as.....
hereby authorize to sign this bid as well as any contract resulting from
the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of
(company name)

.....
SIGNATURE

.....
SIGNATURE

.....
SIGNATURE

.....
DATE

.....
DATE

.....
DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at.....

..... Mr/Ms....., whose signature appears below, has been authorized to sign
all documents in connection with this bid on behalf of (Name of Close Corporation)
.....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS:..... **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1..... **WITENSS: 2**.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorized
to sign all documents in connection with this bid on behalf of (Name of cooperative)
.....

SIGNED ON BEHALF OF CO-OPERATIVE:.....
(PRINT NAME)

IN HIS/HER CAPACITY AS: DATE:

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

WITNESSES: 1 WITNESS:- 2

F. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on 20

Mr/Mrs.....(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1 WITNESS: - 2

G. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....
(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on
behalf of:(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE:..... **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:

SECTION J (SBD 8)

DECLARATION OF BIDDER'S 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-
- 4 Abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
- 5 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	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home pg</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:.....		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:.....		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:.....		
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <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

SECTION K (SBD 9)
CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1991, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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:

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

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

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)

4. I have read and I understand the contents of this Certificate;
5. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
6. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
7. 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;
8. 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
9. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
10. 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.
11. 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.
12. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1991 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

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

SECTION L SPECIAL CONDITIONS OF CONTRACT

SECTION 1: DEFINITION OF TERMS

1.1 SERVICE

The services to be rendered by professional service providers must be rendered in terms of this contract.

1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

SECTION 2: IMPORTANT INFORMATION TO NOTE

2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and
- 2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

2.2

REQUIRED COMPULSORY INFORMATION

2.2.1 The bidder shall ensure that all the required information is furnished; viz:-

- 2.2.1 Declaration of interest (SECTION E)
- 2.2.2 Tax Compliance Status Requirements,
- 2.2.3 Compulsory Briefing Session (SECTION M)
- 2.2.4 Authority to sign a bid (SECTION I),
- 2.2.5 Conditions of Bid (SECTION G)
- 2.2.6 Tax Compliance Status.
- 2.2.7 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.
- 2.2.8 A valid certified copy of B-BBEE Status Level Verification Certificate/ Letter from Sworn Affidavit must be submitted with the proposal.

NOTE: Failure to submit the required information may invalidate the entire proposal.

SECTION 3: SPECIAL CONDITIONS OF CONTRACT

3.1 ACCEPTANCE OF BID

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

3.2 APPEALS

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

3.3 AMENDMENT OF CONTRACT

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

3.4 CHANGE OF ADDRESS

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3.5 COMMUNICATION

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,
 Department Co-operative Governance and Traditional Affairs,
 Private Bag X9078,
 Pietermaritzburg
 3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-395 2174**

3.6 COMPLETENESS OF BID

- 3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

3.7 COMPLETION OF SPECIFICATION

- 3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

3.8 CONDITIONS OF BID

- 3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.
- 3.8.2 No bid received by telegram, telex, or facsimile will be considered.
- 3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- 3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.
- 3.8.5 Bidders must provide the following particulars about themselves as part of the bid:
- 3.8.5.1 Where they have their Headquarters
 - 3.8.5.2 Where they have their Regional Office.
 - 3.8.5.3 Name, address and telephone number of bankers together with their bank account number.
 - 3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

- 3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- 3.9.1 By whom, or with whose assistance, was the business plan drafted?
- 3.9.2 By whom, or with whose assistance, were the bid prices calculated?
- 3.9.3 Whose advice is relied on?
- 3.9.4 Who will provide financial support?

- 3.10 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

3.11 CONFIDENTIALITY

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

3.12 CONTRACT PERIOD

3.12.1 The contract period shall remain in force for a period of 36 months from date of signing of official contracts.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

3.13 DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER

3.13.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

3.14 EQUAL BIDS

- 3.14.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

3.15 EXECUTION CAPACITY

- 3.15.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

3.16 EXTENSION OF CONTRACT

- 3.16.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

3.17 GENERAL EVALUATION CRITERIA

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Preferences will be taken into consideration by the Department in terms of the B-BBEE Scorecard.
- e. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- f. Did the bidder attend the site inspection?
- g. Will the bidder be in a position to successfully execute the contract?
- h. The 80/20 Point System will apply in the evaluation of this bid.

3.18 IRREGULARITIES

- 2.18.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

3.19 JOINT VENTURES

- 3.19.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.
- 3.19.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.19.3 A trust, consortium or joint-venture must obtain and submit a **consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such company. Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

3.20 LATE BIDS

- 3.20.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

3.20.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

3.21 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

3.21.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

3.22 PRO RATA DECREASE OF COMPENSATION

3.22.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph 3.27 hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

3.23 CENTRAL SUPPLIERS DATABASE

2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.

3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1

3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

3.25 TERMINATION OF SERVICES

3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

3.26 TAX CLEARANCE CERTIFICATE

3.26.1 The central supplier database and the tax compliance status pin are the approved methods that will be utilised to verify Tax Clearance compliance.

3.26.2 Each party to a Joint Venture/Consortium must submit the tax compliance status pin/ printed copies of tax compliance certificates together with the bid before the closing date and time of bid.

3.27 UNSATISFACTORY PERFORMANCE

3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:

- (a) take action in terms of its delegated powers
- (b) make a recommendation for cancellation of the contract concerned.

3.28 VALIDITY PERIOD AND EXTENSION THEREOF

3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

3.29 VAT

2.29.1 Bid prices must be inclusive of VAT.

2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :—
 - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
 - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

3.30 REGISTERED ADDRESS

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :

The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

14 th floor, South Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
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cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

BID NUMBER: ZNT1993/2019LG

**APPOINTMENT OF SERVICE PROVIDER TO
CONDUCT WELLNESS SCREENING AND
PSYCHOSOCIAL CARE AND SUPPORT COGTA
EMPLOYEES OVER A 3 YEAR PERIOD**

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TERMS OF REFERENCE

PROJECT BRIEF:

TO APPOINT A SERVICE PROVIDER TO COORDINATE PSYCHOSOCIAL SUPPORT FOR EMPLOYEES WITHIN THE EMPLOY OF THE KWAZULU NATAL DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance and Traditional Affairs have in the past conducted wellness screenings and offered psychosocial support to COGTA employees throughout the province of KwaZulu Natal in all district for COGTA employees at all District Offices within the KwaZulu Natal Province. A three year contract to appoint a service provider conduct wellness screening and to refer clients to psychologists, social workers and rehabilitation centres is hereby sought as it will enable the EHW Programme clients to be referred at a more speedily and efficient rate.

1. BACKGROUND TO PSYCHOSOCIAL SERVICES

Historical approaches to solving challenges of employee health and wellness within the public service, given tomorrow's complex environment, are inadequate. The high-value Public servant of the future will be characterised by a capacity for balanced and healthy living to ensure efficient service delivery. Current approaches to the business as usual approach, where it relates to public servant's health and wellness, including the quality of their working life and the appropriate environments are still based on a model that has become increasingly inexcusable in terms of maintaining employee human dignity. Bridging the gap between these challenges of the past and the complex problems of the immediate future require focused initiatives and interventions. The Employee Health and Wellness Strategic Framework was developed following the research and benchmarking of international and local best practices and by obtaining inputs from stakeholders from previous Employee Health and Wellness Indabas.

DPSA's Employee Health and Wellness Strategic Framework (2008) takes cognisance of the reality communicable and non-communicable diseases. It seeks to represent an integrated, needs-driven, participative, and holistic approach to Employee Health and Wellness in the Public Service. The integrated approach to employee health and wellness recognises the importance of individual health, wellness and safety and its linkages to organisational wellness and productivity in the Public Service.

Health screening is a relatively new addition to healthcare in Government Departments but is gaining momentum as people realise the importance of being proactive about their health. Ironically, one can gain an accurate sense of the departments "health" by assessing the "pulse" of employees' health! Simply put, if we are unaware of the health issues that are facing employees it is difficult to target initiatives to help staff become healthier and become more productive in the workplace.

Biometric screenings provide important baseline data and information on current and potential medical issues. Employees are given reliable information about their risk for chronic preventable diseases such as diabetes, heart disease, and hypertension, and can identify a path for disease prevention and improved health. Chronically ill employees have come to accept their present level of illness as normal. The uptake of such services is often based on the quality, integrity, empathy, confidentiality, professionalism, referral and informed health advice given to the client and the undermining of these intrinsic values can pronounce major repercussions for the department, the services rendered and the client. It is for this reason that a trustworthy service provider that builds a trusting relationship with the client in terms of continuity, keeps all medical information confidential, refers the client when the need arises, conducts follow ups and post management of the ailments in order for the client to attain self-efficacy.

Over the years, there has never been a contract with any entity or consortium in the referral process and the practitioners within the Employee Health and Wellness Unit have been directly referring clients to psychologists, social workers or rehabilitation facilities without going via the SCM three quote process. Since the introduction of the three quote process via SCM, as instructed by Treasury, none of the clients have been successfully referred in the past six months and three weeks. This process has had a negative effect on the Employee Health and Wellness Programme as it has reduced the number of cases referred for psychosocial support which are also reported in the DPSA Implementation Review Report. This also goes against “the ‘Khawuleza’ clarion call, spearheaded by our President of the Republic which needs public servants at all levels to be energised and purposeful in instilling a sense of revival and optimism across the nation through their caring and diligence in serving our people.” (Mr Senzo Mchunu: Keynote speech at 20th Public Servants Trainers Forum, October 2019).

According to the Wellness Management pillar in the DPSA’s Employee Health and Wellness Strategic Framework (2008) and the KZN Provincial Office of the Premier, it is in every department’s best interest to offer psychosocial care and support to its employees in order to proactively deal with the growing scourge of mental illness among government employees as it is becoming one of the leading ailments among many South Africans.

The Wellness Management pillar emerged as a priority due to the recognition that employees are the life-blood of an organization and therefore their health and wellbeing impacts their productivity in the workplace. According to the Wellness Management Pillar, “wellness is regarded as the optimal state of the health of individuals and groups of individuals with two main focal points of concerns, namely: the realization of the fullest potential of an individual physically, psychologically, socially, spiritually and economically, and the fulfilment of one’s role expectations in the family, community, place of worship, workplace and other settings.”

2. CONTEXT

Research has revealed that the three main causes of stress are money, work and poor health. In the South African context this can be interpreted in two ways: there are many people who have no money because they are unemployed and this results to stress which may cause poor health, while on the other hand the employed population is struggling to make ends meet with the salaries they are earning and this results to over indebtedness (either from financial institutions or loan sharks) and this affects their productivity at work which results to poor health that is stress related. In 2008 the Public Service Commission released a report on how over indebted the public servants are and COGTA employees are included in those findings. The South African economy has worsened in the past eleven years and public servants find themselves living from pay cheque to pay cheque and can only afford to prioritise basic needs such as food, shelter, school fees, transportation costs and medical aid has become a luxury to many of them. Those with the lowest option (Sapphire) are deprived of the many benefits that are enjoyed by those who are on the so-called better option due to the terms and conditions enforced by medical aid. Many COGTA employees also have emolument and garnishee orders attached to their salaries and this ranges across all salary levels.

Studies have also shown that a hostile working environment can be a huge contributor to workplace stress wherein employees experience bullying, work overload, unhealthy relationships among colleagues and or with their supervisors as well as an overall organizational culture that does not prioritise the health and well-being of its employees. COGTA employees are not immune to some of these factors and it is for this reason that the Employee Health and Wellness Programme is in place in order to proactively circumvent this behavior and or reactively offer care and support to those who have already experienced it.

Workplace interventions have the potential to improve the health status of workers; contribute to a positive and caring image of the company; improve staff morale; reduce staff turnover and absenteeism; enhance productivity; reduce sick leave, medical costs and workers' compensation and disability payments (Sorensen, et al., 2011) (Cancelliere C, 2011)

It is for this reason that a trustworthy service provider that builds a trusting relationship with the EHW Programme in terms of responding to spontaneous requests, and a high level continuity of efficient services and support is sought.

3. SUPPORTING KZN COGTA WITH EAP SERVICES

The values which are enshrined in the APP emphasizes the need to respect and invest in staff as a valued asset by providing a wellness programme that focuses on the holistic wellbeing of the individual.

EAP services are essential in the workplace because the employer acknowledges the fact that employees are not immune to challenges that may hamper their performance at work. The primary goal of offering EAP services is to ensure that employees are mentally healthy and capable of contributing towards service delivery to all COGTA clients and it also minimizes the time away from work due to recurring challenges that are not addressed.

3.1. Benefits to the employer

- Reduces Costs Related to Poor Performance: no work overload to other colleagues which causes burnout
- Productivity: employees are fully functional and this strengthens weak administration which ensures that service delivery targets are met
- Strengthens Workplace Mental Health: employees are of sound mind to work and meet their targets and this also improves their morale.
- Reduce Absenteeism: the departments runs the risk of financial losses due to people being remunerated for not being at work.
- Attract Top Talent: COGTA becomes an employer of choice and gains or retains institutional knowledge which is also linked to the individual assessment of the HOD

The aforementioned outcomes are attainable through a workforce that is readily available and holistically sound. Human resources is the “heartbeat” of an organization. One can postulate that taking care of staff can improve the wellbeing of an individual and consequently reduce the number of workman days lost and increase productivity levels within the Department.

A health risk assessment or wellness screening is generally the entry point in comprehensive health promotion programs and precedes the implementation of targeted interventions (Serxner, Gold, Grossmeier, & Anderson, 2003), (Soler, et al., 2010). Those individuals identified as being at risk for cardiovascular disease may therefore be directed to appropriate intervention programs (Goetzel, Ozminkowski, Bruno, Rutter, Isaac, & Wang, 2002). Interventions targeting those categorised as ‘high risk’ or ‘moderate risk’ (Serxner, Gold, Grossmeier, & Anderson, 2003) are likely to show greater improvements in health (Goetzel, Ozminkowski, Bruno, Rutter, Isaac, & Wang, 2002). This is supported by Groeneveld et al., (2010) review that the health benefits from worksite interventions for employees who were not at risk for cardiovascular disease were minimal, compared to those employees identified as being at risk who showed greater improvements (Groeneveld, Proper, van der Beek, Hildebrandt, & van Mechelen, 2010).

Staff spend more awake hours at work than anywhere else; on average 40 hours a week. Aside from helping improve the health of already at-risk employees, workplace wellness screening programs also have a huge impact on healthy individuals, raising awareness so employees with fewer risk factors remain in a lower cost group. The Department of Co-operative Governance and Traditional Affairs' (COGTA) Employee Health and Wellness Programme has been conducting a successful On-site Wellness Screening on a quarterly basis for the population of COGTA through an external Service Provider to date. The uptake of services has increased significantly over the years and this can also be associated, amongst others, to a quality and confidential service with whom staff have developed a relationship of trust. The programme has been officially rolled out throughout the province and includes the following sites: Natalia (Pietermaritzburg), Wadley House (Pietermaritzburg), Southern Life Plaza (Pietermaritzburg), Mkondeni (Pietermaritzburg), Mayville, Port Shepstone, Kwadukuza, Queensburgh, Westville, Richards Bay, Empangeni, Ulundi, Mkuze, Eshowe, Dundee, Ladysmith Ixopo and Newcastle.

DPME, in collaboration with various stakeholders have implemented the MPAT evaluation process which is primarily focused on standards that contribute to improving outcomes that:

- Improve service delivery
- Strengthening weak administrations
- Develop a culture of continuous improvement and sharing of good practice
- Linking institutional performance to the individual assessment of the HOD.

The aforementioned outcomes are attainable through a workforce that is readily available and holistically sound. Human resources is the "heartbeat" of an organization. One can postulate that biometric wellness screenings at regular intervals can improve the wellbeing of an individual and consequently reduce the number of workman days lost and increase productivity levels within the Department.

The values which are enshrined in the APP emphasizes the need to respect and invest in staff as a valued asset by providing a wellness programme that focuses on the holistic wellbeing of the individual and as such; it is essential that the screening services rendered by the EHW programme be sustained in order maintain a healthy workforce that is responsive to the strategic objectives of the Department. The EHW programme has been offering the following on site wellness screening to the Departments employees: Blood Pressure readings, Cholesterol Testing, body mass index, urine testing, TB screening / Peak flow meter tests(lung function test (using peak flow meter), breast examination, eye and ear testing(audiology screening or hearing test, HIV testing (using the rapid test and CD4 counts), Flu vaccines, B12 and B6neurobioun in jections,(injection) dentals checks, prostate testing and pap smears. The response has been overwhelmingly successful.

The costing per client is billed into the comprehensive plan. This includes:

- accommodation
- transportation
- equipment/apparatus during consultations
- transportation of blood samples and specimens to health laboratories at the service providers costs
- flu vaccinations during peak flu seasons
- pap smears
- prostate testing

- laboratory tests
- meals for the nursing staff.
- Gazebos for larger sites
- Conducting special events such as Cancer month and World AIDS day events
- Providing wellness classes through a professional instructor at each of the District Offices as per the Provincial Work and Play Policy
- Reporting to the Wellness Committee on health trends in the department as well as taking care of logistical needs such as catering for the semesterised meetings.
- Provision of supplements to all clients

The number of nurses that are accommodated at each site is based on the number of clients at each site at an average of half an hour per consult. Refer to point 7.e.

Institutions such as GEMS offer up to 2 screening sessions per year and this comes with a limitation of services that will find the programme wanting in terms of compliance regarding the MPAT quarterly reporting to DPSA. Other issues and not restricted to the following include:

- Screenings revolve around the availability of GEMS nursing teams. This may lead to affect the continuity of services and irregular screenings could pose a risk to some clients.
- Nurses are constantly changed and this deprives clients of consistency in terms of continuity of services rendered. Trustworthiness is minimized and clients are reluctant to attend screenings due to the confidential medical information that may be compromised due to confidentiality with different health practitioners. This includes HIV and testing results as well as the status of the client.
- Nurses not being able to conduct screening at all COGTA sites in the province with the required number of nurses per site in the period specified by the EHW Programme.
- Lack of follow-up sessions and post management of clients with chronic ailments.
- Only GEMS clients are entitled to any promotional health services and information and events.

Similarly, KZN health are presently short staffed and will not be recruiting anymore nurses due to the recent bailout from Treasury (Witness – 14 November 2016) . Therefore KZN Health will be unable to provide the full package of services to Cogta employees during the required testing periods as well as make use the same nurses for continuity. Challenges also include:

- The limited number of mobiles within the province and the possibility of not visiting all sites within a quarter is questionable. The confidentiality of medical information poses a risk as all clients will be visiting one mobile and this cannot be retrieved during the client's next visit as the mobile and nurses would have changed.
- A single mobile at a site invariably increases the time out of the office and work hours lost.
- Parking space, natural elements when standing in long queues and access points for people with disabilities and chronic ailments. One also needs to consider the population of the department that are nearing retirement (standing for long hours in queues).

The lack of statistical reports to distinguish health trends within the Department of COGTA.

4. PURPOSE

The purpose of contracting the services of a wellness screening and psychosocial support company is to offer a comprehensive health screening package to the employees of KwaZulu Natal Department of Co-operative Governance and Traditional Affairs that will inform the Human Capital Development Directorate of the present health trends within the Department and the mitigating such health trends.

5. OBJECTIVES

The objective of appointing a service provider to provide wellness screening and psychosocial support for employees within the employ of the KwaZulu Natal Department of cooperative governance and traditional affairs is to:

- a. Align wellness programmes towards the National and Provincial targets of offering optimum workplace health services to our staff as prescribed within the mandate set out by the 4 pillars of the Employee Health and Wellness Strategic framework of (2008).
- b. Create a more vibrant, dedicated, responsive and health conscious Department that will have a positive impact on service delivery by:
 - reducing absenteeism
 - improving Productivity
 - improving Presenteeism
 - improving Employee Morale and Retention

6. SCOPE OF WORK

6.1 The service provider is expected to offer the following services

- a. HIV testing – HCT plus confirmatory test & follow up laboratory confirmation if necessary
- b. TB testing screening
- c. CD4 Counts where applicable
- d. Urine testing
- e. Cholesterol testing
- f. Glucose testing
- g. Peak Flow Meter (lung function)
- h. Body Mass Index
- i. Blood Pressure
- j. Pulse
- k. Breast examination
- l. Weight
- m. Temperature (optional)
- n. Distance and Near Eyesight testing (optional)
- o. Wellness files and data capture of attending employees for continuous monitoring
- p. Management of employees who have agreed to disclose HIV+ Status to Service Provider.
- q. Rapid PSA test for male employees over the age of 50 followed up by laboratory test if levels are raised.
- r. Pap Smears (one consultation per client. Post management of those clients requiring immediate intervention including further tests)
- s. Management report and feedback session
- t. Centrum for each client (inclusive of 50+)
- u. Influenza vaccines during the 4th quarter of each financial year for chronic and vulnerable clients (quantity to be discussed with EHW business unit)
- v. To co-ordinate the administrative and logistical issues of psychiatrists, social workers, psychologists, rehabilitation centres for staff that meet the criteria via the EHW (EAP) Programme.
- w. Dentistry and Audiology.
- x.

6.1 Screening Procedure

- a. Employees are not obligated to take up all the services offered within the package. The Service Provider will nevertheless charge per head even if a client has not used up all the services within the package.
- b. Each attending employee will have the opportunity to voluntarily choose to have an HIV test during the wellness screening.
- c. Full pre and post test counselling will be given if the employee agrees to test. This counseling must be undertaken by a person trained for this purpose.
- d. Should the screening test be positive, the employee will be tested a second time to confirm the result. If the confirmatory test is positive, the employee is offered a CD4 count test.
- e. Should the rapid test results be inconclusive – bloods will be sent to the laboratory for confirmation of diagnosis
- f. Each client will receive a report of their entire wellness results which can be used for comparison in future wellness interventions, or in discussion with their health care practitioner.
- g. All wellness monitoring deemed to be outside of the normal or healthy range, will be referred to their health care practitioner for further investigation.
- h. A new file will be opened for any first time attending employee.
- i. Existing files will be used for employees currently enrolled in the programme.
- j. The individual reports are confidential and will be used to monitor the health status of individuals, providing them with a history of their results.

6.2 SPECIFIC DELIVERABLES

- a. All dates to be scheduled in agreement between the EHW component and service provider per quarter. There will be four (4) quarterly Wellness Screening Sessions per financial year. Dates should coincide with the Department's quarterly reporting periods and in line with the financial year.
- b. All services carried out by the service provider should be analysed to find emerging trends per disease profile as well as the frequency per catchment area (District Office).
- c. A scientific method of analysis should be implemented to allow for accurate reporting and should reflect trends based on previous analysis of data.
- d. Under no circumstances should any client's names be published in any form of reporting and all data collected during the screening sessions shall not be divulged to any other organisation or person for research purposes or marketing purposes.
- e. All information obtained from the screening sessions remains the property of the Department of Co-operative Governance and Traditional Affairs.
- f. All results should remain confidential and should not be divulged to any person other than the client in question. The client is at liberty to divulge such information on their own accord having signed an agreement with the service provider.
- g. A comprehensive report should be forwarded to the EHW component by no later than 14 days after the last screening session.
- h. The report should focus on trends per site as well as a holistic trend within the Department. The information should be in the format of:
 - i. An A4 bound file (X3)
 - ii. Discs (X3)
- i. All reports should be printed in colour.
- j. The results of each screening session should be interpreted with the EHW component to ensure clarity in a PowerPoint format each quarter.
- k. The Service provider will provide information that is required in specific for the completion of the DPSA's quarterly implementation review report on dates to be discussed with the EHW Programme.
- l. The Service Provider will engage with the EHW Unit in planning, implementing and reviewing the Annual AIDS Day Event that will be hosted at any of the COGTA Offices within the Province. The costs of which will be borne by the Service Provider.
- m. The Service Provider will use the health statistics to determine and implement wellness classes hosted by professional instructors at all COGTA Offices.
- n. **Logistics:**
 - The EHW component together with Office Managers will provide the necessary venues required for screening.

- The Service provider will provide medical screening tents at sites that constitute a larger number of clients (e.g. 16 medical screening tents, fold up tables and chairs where necessary).
- The Service provider will provide all necessary clinical apparatus, consumables and other resources required during the screening process that is in line with standard medical screening procedures.
- The service provider will be responsible for the removal and disposal of medical waste and hazardous items from the COGTA premises at the conclusion of the consultations. Such items will be disposed of according to medical protocols.

6.3 SERVICE PROVIDER STAFF

- The Service Provider, through the EHW component, will verify the approximate number of clients per Cogta site and allocate clinical staff accordingly as per the tabulation in Point 6.e below.
- An approximate time of 30 minutes should be allocated to each client though it is common for clients taking up fewer services to be completed prior to the 30 minutes elapsing.
- All staff members providing a service to COGTA clients must be professional nurses and should be registered as professional nurse under South African Nursing Council (SANC) certified in the most recent nursing qualifications by an accredited Institution.
- The Head of the team should be a highly advanced Nurse who will be able to make clinical decisions if and when required.
- Number of Nurses per site is based on 30 minutes per client and a maximum of 6 hours spent at a site. Each site must be completed within the date set out by the Departments EHW Component.
- Approximately **870** staff members are being screened at present although this number may increase. CDW's –300 Other Staff –570

Office	Approximate No. of clients per Site	Approximate No. of minutes / hours per Site	Approximate Number of Nurses per Site
Natalia, Pmb	130	3900 min / 65 hours	11 Nurses
Southern Life Plaza, Pmb	120	3600 min / 60 hours	10 Nurses
Wadley House, Pmb	30	2040 min / 34 hours	6 Nurses
Mayville, Durban	20	2400 min / 40 hours	7 Nurses
Westville, Durban	12	360 min / 6 hours	1 Nurse
Port Shepstone	30	450 min / 7.5 hours	3 Nurse
Kwadukuza	29	540 min / 9 hours	3 Nurses
Ulundi	24	1200 min / 20 hours	4 Nurses
Mkuze	25	300 min / 5 hours	3 Nurse
Richards Bay	30	1080 min / 18 hours	4 Nurse
Dundee	35	360 min / 6 hours	3 Nurse

Ladysmith	32	360 min / 6 hours	3 Nurse
Newcastle	18	450 min / 7.5 hours	3Nurse
Ixopo	22	600 min / 10 hours	2 Nurses
Mkondeni	13	600 min / 10 hours	2 Nurses
Public Participation - Pmb	300	7200 min / 120 hours	20 Nurses

6.4 SKILLS, EXPERTISE AND EXPERIENCE REQUIRED

6.4.1 Wellness Screening

The Human Capital Development Directorate requires support from a specialist and experienced Service Provider who has considerable expertise in the health field and possesses the knowledge, skills and values pertaining to health issues. The service provider should possess:

- A health related qualification
- An understanding of current health trends and practices.
- A track record of successful and timeous performances of similar assignments (relevant references should be provided);
- Expertise in conducting a wellness screening project and developing reports with a focus on each COGTA Office as well as the Department in its entirety.
- A practical commitment to the empowerment of historically disadvantaged firms/professionals in respect of the distribution of work and the transfer of skills under the assignment.

6.4.2 The counselling therapist

The psychologist shall;

- a) Be in possession of a legitimate qualification that is recognised by the Health Professions Council of South Africa.
- b) Develop, maintain and encourage high standards of professional competence to ensure that clients are protected from professional practices that fall short of international and national best practice standards.
- c) A psychologist shall be accountable for professional actions in all domains of his or her professional life.

The psychiatrist shall:

- a) Be in possession of a legitimate qualification that is recognised by the Health Professions Council of South Africa.
- b) Inform the client that all prescribed medication will not be billed to the department but to their medical or paid in cash if the client does not have medical aid.
- c) Furnish a written report with an invoice of no more than two (2) sessions held.

The Social Worker shall:

- a) Be in possession of a legitimate qualification that is recognised by the South African Council for Social Service Professions.
- b) Be proficient in spoken and written English and IsiZulu languages.
- c) Furnish a report at the end of all sessions.

Rehabilitation Centres shall:

- a) Be legitimate and registered with a statutory body
- b) Have a conducive environment for in-house treatment
- c) Offer aftercare services to monitor the patient

Delivery by counselling therapists :

- a) An appointed therapist will be expected to offer six (6) sessions to their Cogta client and motivation for more sessions must communicated to the referring practitioner.
- b) In a case where a referral to the psychiatrist is made, only two (2) sessions are payable.
- c) An invoice must be submitted within one week of concluding each case and this must be accompanied by a written report from the service provider.
- d) In a case where a referral to a psychiatrist is made, the service provider must communicate this referral to the practitioner immediately for consent to proceed.
- e) All therapists are expected to consult COGTA employees in a clean and conducive environment

7. The Human Capital Development Directorate requires support from a specialist and experienced Service Provider who has considerable expertise in the health field and possesses the knowledge, skills and values pertaining to health issues. The service provider should possess:
- A track record of successful and timeous performances of similar assignments (relevant references should be provided);
 - Expertise in conducting similar activities/projects
 - A practical commitment to the empowerment of historically disadvantaged firms/professionals in respect of the distribution of work and the transfer of skills under the assignment.

8. CONTRACT CONDITIONS

8.1 AGREEMENT

The service provider will be required to enter into a contract with the department of Co-operative Governance and Traditional Affairs, which shall take form of a Memorandum of Agreement or Service Level Agreement (MOA/SLA).

The department shall have the right to terminate such contract in the event of unsatisfactory performance.

8.2 ACCOUNTABILITY

The service provider will be accountable to and under the direction of the Deputy Director: Employee Health and Wellness - Human Capital Development Directorate, in the performance of the project management duties.

8.3 CONTRACT AND PROJECT TIMEFRAMES

- The project shall from the period of appointment of the service provider up to and including completion; a duration of 3 years.

9. FEES AND DISBURSEMENTS

12.1 Basis of remuneration

- a. The appointment of the service provider will be on a firm price that is market related. The total value has been summarized over the three year period.
- b. The Department will assume that the expenditure relating to the project is anticipated by the service provider and is consolidated accordingly. The service provider agrees to render services to the Department as per the objectives of the project and shall submit a tax invoice to the Department for work completed and invoiced in accordance with project milestones set out and agreed in the MOA/SLA.

10. PERFORMANCE REQUIREMENT

The service provider will be required to provide a quarterly work plan at least one month prior to commencement of each provincial screening sessions / consultations for approval by the Senior Manager: Human Capital Development and or delegated person, in terms of scope of work as mentioned herein.

14. THRESHOLD FOR QUALIFICATION

Only service providers who meet all requirements in the pre- qualifying criteria and administrative criteria will qualify for evaluation.

a) Pre- Qualifying Criteria

PRE- QUALIFICATION CRITERIA			
Requirement	Yes	No	Required Document
A company must be a level 1 B-BBEE contributor			B-BBEE status level verification certificate confirming B-BBEE Level 1 contributor/ Sworn in affidavit

b) Administrative Criteria

MINIMUM REQUIREMENT		YES/ NO	PROOF TO BE PROVIDED
Organizational Capacity			
1	Company must be registered with recognized health professional bodies and possess relevant certification for carrying out health related duties Submit certified copies of certificates		<ul style="list-style-type: none"> • HPCSA • Medical Waste and Incineration Certificate • Department of Health Dispensing License • COID and Certificate of good standing,
Professional Nurse: capability qualifications, expertise & experience			
2	Registration with SANC		Proof of Registration
Counselling Therapists and Social Worker			
	Registration with Health Professional bodies Submit certified copies of certificates		<ul style="list-style-type: none"> • HPCSA
Project Leader			
	Must be a Medical Doctor		Certified copies of qualification.

c) FUNCTIONALITY CRITERIA

The selection and evaluation of bid will be conducted in two phases which are functionality (on their compliance to qualification threshold) and price in accordance with Supply Chain Management Policies as well as the Preferential Procurement Policy Framework Act 5 of 2000 as amended. The 80/10 preference point system will be used to allocate points.

A service provider that scores less than 70% for functionality will be regarded as submitting a non-responsive bid and will be disqualified. All service provider that score 70% and more for functionality will be considered for further assessment processes.

	Criteria	Weighting	Scoring Measurement	Rubric
1	Company Profile in Health Environment	25	Minimum of 3 of years experience with mass screenings and consultations	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4 • 4-5years =3 • 3year =2
2	Project Leader (Medical Doctor)	20	Minimum of 3 of years experience	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4 • 4-5years =3 • 3year =2
3	Professional Nurses	15	Registration with SANC & Number of year experience	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4 • 4-5years =3 • 3year =2
4	Wellness projects related to Wellness Screenings	10	Traceable and written references from clients	<ul style="list-style-type: none"> • 5 or more = 10 • 3-4 = 4 • 2-3 =2
5	Psychologist	10	Minimum of 3 of years experience	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4 • 4-5years =3 • 3year =2
6	Psychiatrist	10	Minimum of 3 of years experience	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4

				<ul style="list-style-type: none"> • 4-5years =3 • 3year =2
7	Social Worker	10	Minimum of 3 of years experience	<ul style="list-style-type: none"> • 10 years or more =5 • 6-9years =4 • 4-5years =3 • 3year =2

PRICE SCHEDULE PER CLIENT			
	Services	Rate per client per session	
EAP Consulting	Psychosocial Care and Support	Year 1	
		Year 2	
		Year 3	
	Psychiatrist	Year 1	
		Year 2	
		Year 3	
	Social Work	Year 1	
		Year 2	
		Year 3	
	Rehabilitation	Year 1	
		Year 2	
		Year 3	
	Services	Rate per client per quarter	
Health Screening- Pricing must include World Aids Day Event and Wellness Classes at all Cogta Offices in KZN	Wellness Screening	Year 1	
		Year 2	
		Year 3	

DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

EXAMPLE FORMAT

FRONT SIDE OF ENVELOPE	
Name and address of bidder:	XYZ Consultants, PO Box 1234, Durban 4000
Bid/Quotation Number:	ZNT 1993/2019 LG
Description:	APPOINTMENT OF SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT COGTA EMPLOYEES OVER A 3 YEAR PERIOD
Closing date:	18 AUGUST 2020
Closing time:	11:00

REVERSE SIDE OF ENVELOPE	
Department's details and address:	The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 th Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201

RETURNABLE DOCUMENTS

BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:

CERTIFIED COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE
VALID PIN STATUS FROM SARS VALID FOR A MINIMUM OF 12 MONTHS
COMPANY PROFILE
PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
PDF SCANNED COPY OF PROPOSAL ON A DISC (COMPULSORY)

ANNEXURE “B”

GENERAL CONDITIONS OF CONTRACT¹

THE NATIONAL TREASURY
Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT July 2010

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.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. 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.

¹ A copy of the complete document set containing the General Conditions of Contract is available on www.kzncogta.gov.za/bids

GENERAL CONDITIONS OF CONTRACT 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