

5/2/21- DALRRD 0057(2021/2022)

APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

CLOSING DATE: 23 FEBRUARY 2022

***NB: THERE WILL BE A COMPULSORY VIRTUAL BRIEFING SESSION AS FOLLOWS:
DATE: 03 FEBRUARY 2022***

TIME: 10:00

Link:

https://teams.microsoft.com/meetingOptions/?organizerId=f1b73430-d199-4d90-b27f-27d7f89937e4&tenantId=1f792a35-02a7-4e3e-9e7a-ff40ae390cb6&threadId=19_meeting_YmI00TY0NjQtNWQ0OS00MWU1LTk5ZWYtNjAxNjJlYWI4Mzll@thread.v2&messageId=0&language=en-US

TECHNICAL ENQUIRIES : Ms Bongeka Gcwabe
TEL : 012 312 8239 / 9821
EMAIL : Bongeka.Gcwabe@Dalrrd.gov.za

BID RELATED ENQUIRIES : Ms Tshepo Mlambo/Mr. Abie Olyn/ Mr P Makhado/ Mr C Mahlase
TEL : (012) 312 8359/9786/9518/8711
EMAIL: Tshepo.Mlambo@dalrrd.gov.za/ abie.olyn@dalrrd.gov.za / pfarelo.makhado@dalrrd.gov.za/ CliffordM@Dalrrd.gov.za

[NB: IN A CASE WHERE THE DEPARTMENT IS CLOSED DUE TO COVID-19, THE SECURITY AT THE GATE WILL OPEN FOR THE DOCUMENT TO BE DEPOSITED IN THE TENDER BOX.](#)

TECHNICAL PROPOSAL – PART 1 OF 2

LA 1.1



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Supply Chain and Facilities Management Services: **Sub-Directorate:** Demand and Acquisition Management Services: **Enquiries:** Mr Pfarelo Makhado: **Tel:** (012) 312 9518

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF RURAL DEVELOPMENT
AND LAND REFORM

BID NUMBER: 5/2/2/1- DALRRD 0057 (2021/2022)

CLOSING TIME: 11H00

CLOSING DATE: 23 FEBRUARY 2022

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

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), Authority to sign the Standard Bidding Documents (SBD) on behalf of an entity, Authority of Signatory, SBD1, SBD 2, SBD 3.3, SBD4, SBD 5, SBD6.1, SBD 8, SBD9 , Credit Instruction forms, terms of reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. ***(failure to comply will disqualify your proposal)***

Yours faithfully

SIGNED
BIDS MANAGEMENT
DATE: 28 JANUARY 2022

LA 1.3

MAP TO BIDDER BOX (B BOX)

5/2/21- DALRRD 0057(2021/2022) CLOSING DATE: 23 FEBRUARY 2022 @ 11:00

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT)

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

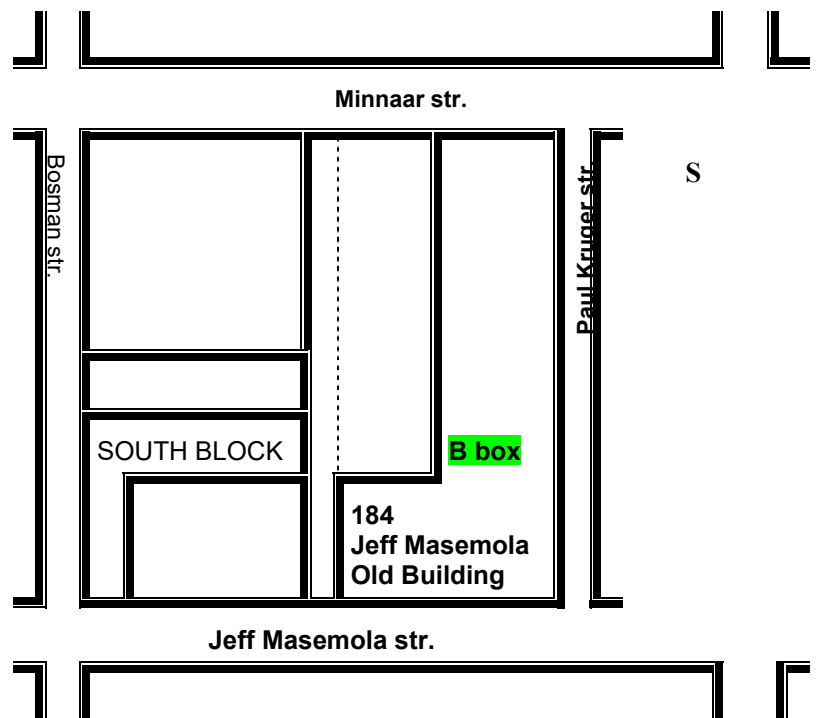
THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.

The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

**DEPARTMENT OF AGRICULTURE,
LAND REFORM AND RURAL
DEVELOPMENT
Acquisition Management
(BIDS)
THE OLD BUILDING 184
JEFF MASEMOLA STREET, PRETORIA,
0001**

**THE BID BOX OF THE OFFICE OF THE
DEPARTMENT OF AGRICULTURE, LAND
REFORM AND RURAL DEVELOPMENT IS
OPEN 24 HOURS A DAY, 7 DAYS A
WEEK. THE BID BOX WILL BE CLOSED
AT 11H00 WHICH IS THE CLOSING TIME
OF BIDS.**



BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS

SUBMIT YOUR BID IN A SEALED ENVELOPE

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.

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

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

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

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

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

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

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (RURAL DEVELOPMENT AND LAND REFORM)					
BID NUMBER:	5/2/2/1- DALRRD 0057(2021/2022)	CLOSING DATE:	23 FEBRUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT					
184 JEFF MASEMOLA STREET					
PRETORIA					
0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Abie Olyn/Mr P Makhado		CONTACT PERSON	Ms Bongeka Gcwabe	
TELEPHONE NUMBER	012 312 9772/9786/9518/8359/8711		TELEPHONE NUMBER	012 312 8239 / 9821	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tshepo.Mlambo@dalrrd.gov.za/ abie.olyn@dalrrd.gov.za/ pfarelo.makhado@dalrrd.gov.za/		E-MAIL ADDRESS	Bongeka.Gcwabe@Dalrrd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<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 THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.

“Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member’s behalf.

In the case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.

AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

MABEL HOUSE (Pty) Ltd	
By resolution of the Board of Directors taken on 20 May 2000,	
MR A.F JONES	
has been duly authorised to sign all documents in connection with	
Contract no CRDP 0006, and any contract which may arise there from,	
on behalf of <i>Mabel House (Pty) Ltd.</i>	
SIGNED ON BEHALF OF THE COMPANY:	(Signature of Managing Director)
IN HIS CAPACITY AS:	Managing Director
DATE:	20 May 2000
SIGNATURE OF SIGNATORY:	(Signature of A.F Jones)
As witnesses:	
1.
2.
Signature of person authorised to sign the tender:	
Date:	

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders Good standing

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)											
Trading name (if applicable)											
ID/Passport no					Company/Close Corp. registered no						
Income Tax ref no					PAYE ref no	7					
VAT registration no	4				SDL ref no	L					
Customs code					UIF ref no	U					
Telephone no	C O D E		N U M B E R		Fax no	C O D E		N U M B E R			
E-mail address											
Physical address											
Postal address											

Particulars of representative (Public Officer/Trustee/Partner)

Surname											
First names											
ID/Passport no					Income Tax ref no						
Telephone no	C O D E		N U M B E R		Fax no	C O D E		N U M B E R			
E-mail address											
Physical address											

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Audit

Are you currently aware of any Audit investigation against you/the company?..... YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

--

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

--

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

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, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

November 2011

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM
Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION
Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

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-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (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). 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 page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

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

Js365bW

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 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

SUPPLIER MAINTENANCE:

BAS PMIS LOGIS WCS CONTRACTOR CONSULTANT

OFFICE:

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries. :	_____
Tel. No.:	_____

The Director General : I DEPT OF RURAL DEVELOPMENT AND LAND REFORM

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____
Postal and Street Address Detail of the Company / Individual	
Postal Address	_____
Street Address	_____
Postal Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
New Detail	
<input type="checkbox"/> New Supplier information	<input type="checkbox"/> Update Supplier information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify)
Department Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Supplier Account Details

This field is compulsory and should be completed by a bank official from the relevant bank

Account Name

Account Number

Branch Name

Branch Number

Account Type Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

*CC Registration

***Please include CC/CK where applicable**

Practise Number

Bank stamp
 It is hereby confirmed that this details have been verified
 against the following screens
ABSA-CIF screen
FNB- Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank- Banking Platform under the Client Details Tab

Contact Details

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

<input type="text"/>	<input type="text"/>
Supplier Signature	Departmental Official
<input type="text"/>	<input type="text"/>
Print Name	Print Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	Rank
<input type="text"/>	<input type="text"/>

**Adress of Rural Development and Land Reform
 Office where form is submitted from**

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)

NB: All relevant fields must be completed



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: EMPLOYEE RELATIONS

Private Bag X833, Pretoria, 0001; 184 Jeff Masemola Street, Pretoria, 0001
Tel: 012 319 6819; E-mail: MmapitsoM@Dalrrd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. PURPOSE

- 1.1 The National Department of Agriculture Land Reform and Rural Development (DALRRD) requires employee well-being services within all its offices nationally on a fixed contract for a period of 36 months. The services will be for a **fixed** monthly cost in respect of the core services as listed on Table 3.1.
- 1.2 The promotional material in Table 3.2 will be procured from the appointed service provider on a **once off** basis.
- 1.3 Additional services in Table 3.3 will be requested **as and when** they are required by the Department. These extra services will include but not limited to the following:
 - Life-skills Programmes
 - Emotional Impact
 - Executive Wellness Programme (Audit)
- 1.4 The service provider will be expected to render the employee well-being services in a professional, effective and efficient manner, using a turnaround strategy in accordance with the Department of Public Service and Administration (DPSA) EHW Strategic Framework and Employee Assistance Programme Association (EAPA) Standards.
- 1.5 The appointed Service provider must at all times observe COVID-19 protocols.



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

2. BACKGROUND

- 2.1 The DALRRD established the Employee Health and Wellness Management (EHWM) Unit in order to address the challenges facing employees that could impact negatively on them or impair their job performance and social functioning.
- 2.2 The service is provided jointly by the Employee Health and Wellness Management Unit and a service provider.
- 2.3 The total staff establishment of the Department is 7 870 nationally. This number may change at the time of publication of these Terms of Reference.
- 2.4 The Employee Health and Wellness services are provided on preventative, curative and rehabilitative levels with the following objectives:
- (a) To assist managers and supervisors to deal appropriately with the difficulties/challenges that confront employees in the workplace.
 - (b) To assist employees to seek professional help for the challenges that impact on their work and interpersonal relationships at work.
 - (c) To provide appropriate mechanisms of intervention and confidential counselling for employees who seek to address challenges that they face in the workplace and in their personal lives.
 - (d) To promote co-operation, motivation and enhance employee morale in order to improve productivity and workplace efficiency.
 - (e) To provide employees with life skills, awareness and educational programmes that promotes healthy lifestyles and coping skills.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

3. EMPLOYEE HEALTH AND WELLNESS MANAGEMENT SERVICE

3.1. The core services listed in the table below must be rendered at a fixed monthly cost.

3.1 PART A: Wellness Management Core Services	
<p>3.1.1 Management of psycho-social (counselling) services, i.e. Face-to-Face and Telephonic including Covid-19 cases and close contacts</p> <p>All Covid-19 protocols to be observed</p>	<ul style="list-style-type: none"> • Emotional and Psychological Counselling (individuals, couples & groups) • Covid-19 cases and close contacts • Family and Marital Counselling • Trauma Diffusion and Debriefing • Crisis Management • Debt Counselling • A 24-Hour Call Centre & Toll-free Number • Case Management, Monitoring and Reporting • Formal Referrals Reporting • Rehabilitation Facilitation, Follow-ups and Reporting • Client Satisfaction Survey
<p>3.1.2 National Marketing sessions to promote utilization of well-being services</p>	<ul style="list-style-type: none"> • National Marketing sessions to all employees to ensure optimum utilisation. • Sessions to be conducted physically and/or virtually.

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	<ul style="list-style-type: none"> • Costs to be incorporated into costing for 3.1.
--	--

3.2 PART B: Once-off Promotional/Programme Awareness Material

Promotional/Programme Awareness Material	Posters (full colour & glossy) <ul style="list-style-type: none"> • A2 x 200 • A3 X 1000 • A4 X 1000
	15 000 wallet cards (full colour & glossy)
	15 000 fridge magnets (full colour & glossy)
	15 000 brochures (full colour & glossy) <ul style="list-style-type: none"> • A5

3.3 PART C: As and when required services

1.Life-skills Programmes (physical or virtual) in accordance with the identified trends such as Stress, Depression & Change Managemnent, Relationships Management, etc.	50 sessions per annum at one & half hour each
---	---

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

<p>Attendance Registers and Evaluation Forms to be submitted 5 working days after the sessions</p>	
<p>2. Emotional Impact sessions (physical or virtual) to</p> <ul style="list-style-type: none"> - Identify issues that impact on employees' emotions - Strengthen coping mechanisms for increased productivity. <p>Attendance Registers, Evaluation Forms and Report with findings and workplace recommendations to be submitted 5 working days after the sessions</p>	<p>10 sessions per annum at two-hours each</p>
<p>3. Executive Wellness Programme/Audit focusing on</p> <ul style="list-style-type: none"> - Executives' total wellbeing (physical, psychological, occupational, spiritual and social) <p>Attendance Registers, Evaluation Forms and Report with findings and workplace recommendations to be submitted 5 working days after the sessions</p>	<p>4 sessions per annum at two-hours each</p>

4. SCOPE

4.1 The Employee Health and Wellness Programme is available to all employees of the DALRRD and their immediate families (as per the approved wellness

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

policy) only as an extension to the employees concerned and not as a separate service to them.

4.2 The scope also covers employees on the internship programme, DALRRD bursary holders, permanent employees and contract employees on the DALRRD's staff establishment, National Rural Youth Service Corps (NARYSEC) and Agricultural Graduate students. The services to NARYSEC and Agricultural Graduate students will only be rendered telephonically.

4.3 Contract employees from external service providers/agencies are excluded from the services.

5. AREAS OF PERFORMANCE OF THE SERVICE PROVIDER

5.1 Referrals and Counselling: Face-to-Face and Telephonic

5.1.1 The service provider shall be accessible to the employees and immediate family members (as per the approved wellness policy) who need counselling through *self-referrals*.

5.2 With Covid-19 cases and close contacts, the responsible manager will e-mail referrals (using an approved reporting template) to the service provider and copy the Compliance Officer together with the EHWM managers for record purposes and follow-up.

5.1.3 The service provider shall attend to all formal referrals received from the supervisors/managers of employees whose performance have been impacted by their work-related or personal challenges. The Wellness case managers shall be copied when forwarding the feedback reports to the referring agents.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

5.1.4 An appointment slip shall be signed by the therapist and the employee as proof of attendance and shall be given to the employee at the end of each session to submit to the supervisor.

5.1.5 The service provider shall provide an initial assessment report indicating the number of sessions required, and a feedback report on termination.

5.1.6 The service provider shall provide reports as indicated in Paragraph 5.

5.2 Trauma Diffusion and Debriefing

5.2.1 The service provider shall provide trauma diffusion/debriefing services to DALRRD employees and their immediate families (as per the approved EHWM policy) within 72 hours of the incidence or as determined by the EHW Programme Manager.

5.2.2 Referrals for trauma diffusion/debriefing shall be co-ordinated by the relevant case manager.

5.2.3 The service provider shall be required to provide reports for each diffusion/debriefing session within 7 days after the trauma debriefing session.

5.2.4 The service provider shall be required to provide home and hospital visits when requested by the EHW Programme Manager.

5.3 Crisis Management

5.3.1 The service provider shall render interventions to DALRRD employees and their families in crisis situations, within 24 hours of referral.

5.3.2 The service provider shall be required to provide feedback reports within 5 working days after the interventions.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

5.4 Rehabilitation, Monitoring and Re-integration

5.4.1 Should the assessment of an employee by a health and wellness professional necessitate admission to a rehabilitation facility, the case managers shall in liaison with the Service Provider process the referrals.

5.4.2 The Service Provider shall be required to be part of the multi-disciplinary panel for reintegration of the employee into the workplace.

5.4.3 The Service Provider shall be required to provide reports within ten days after the employee is discharged from the rehabilitation facility.

5.5 A 24-hour Toll-free Call Centre

The service provider shall provide a dedicated 24-hour toll-free call centre which is culturally sensitive. The call centre staff should be representative of all 11 South African official languages including sign language as counselling is more effective when it takes place in the client's preferred language.

5.6 Reporting

5.6.1 Upon receipt of the Formal Referral, the service provider shall submit Initial reports that indicate the presenting problem, the number of sessions required and the planned interventions. Reports shall be submitted to the referring managers within 3 days of the first counselling sessions.

5.6.2 Progress reports shall be solution focused with clear workplace recommendations and be submitted within 3 days on completion of the contracted sessions. The recommendations shall take into consideration the DALRRD's policies.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

5.6.3 Reports of non-attendance and cancellation of confirmed contracted services shall be submitted to the referring managers within 48 hours.

5.6.4 Reports shall be submitted in a format as determined by the DALRRD.

5.6.5 Monthly, Quarterly, and Annual statistical reports on utilisation rates, trend analysis and recommendations shall be submitted by the Service Provider to the EHW Programme Manager.

5.7 Marketing sessions of the EHW services

The service provider shall be expected to market well-being services to all employees to ensure optimum utilisation. The marketing sessions should be conducted physically and/or virtually in line with the relevant Disaster Management Act: Declaration of a National State of Disaster: COVID-19 (coronavirus).

5.8 Case Management and Monitoring

The EHW team shall hold monthly meetings with the service provider to discuss programme implementation and perform quality assurance.

6. PERIOD OF CONTRACT

6.1 The contract shall continue for a period of 3 years and performance shall be reviewed on a three months' basis.

6.2 The contract shall commence upon appointment of the service provider and the issuing of a purchase order to the service provider.

7. PROJECT REQUIREMENTS

7.1 The potential service provider should submit a proposal not later than the closing date stipulated on the advert.

7.2 The proposal for the project should include the following:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

- a) A detailed proposed methodology on how this project can be managed and delivered successfully.
- b) Organisational profile and shortened CVs of all team resources/affiliates and team leaders to be utilised in delivering this project for a 3-year period.
- c) Proof of current and valid registration with recognised Council or Association (the Health Profession Council of South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP)
- d) Previous relevant experience and references. Project Manager/Liaison Officer of the company should have worked within the EHWM field for not less than 6 years.
- e) The company itself should have rendered the EHWM services for 9 years or more.
- f) Detailed Project Plan: Breakdown of activities and time frames.

7.3 The Service Provider shall appoint a Project Manager/Liaison Officer who shall facilitate all referrals from the Department and attend all departmental meetings as stipulated in the Service Level Agreement (SLA) which will be entered into by the DALRRD and the service provider.

7.4 The service provider is expected to provide the required services in all the DALRRD offices countrywide and therefore have a national footprint. See Appendix A for the list of offices.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

8. MANDATORY REQUIREMENTS

- 8.1. Attendance of a compulsory briefing session (Virtual), at the date and time as prescribed by the Department.
- 8.2. Project Manager/Liaison Officer must be a qualified Psychologist/Social Worker and be registered with the Health Profession Council of South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP) to provide the services.
- 8.3. A minimum of 20 Project team resources at the Call Centre and 20 therapists/affiliates per province, each one to be registered (Attach a list with proof of current and valid registration with the relevant professional body).

9. COMPETENCIES OF THE SERVICE PROVIDER

The required competencies and skills for the potential service provider must include expertise, knowledge and experience in the following:

- a) Therapeutic (Psycho-social) Counselling
- b) Trauma diffusion and debriefing
- c) Crisis management
- d) Monitoring and reintegration after Rehabilitation
- e) Relationship building and Group intervention
- f) A 24-hour toll-free call centre
- g) Excellent research and report writing skills.
- h) Case management and monitoring.
- i) Presentation and Facilitation Skills.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

- j) The appointed service provider must have National Footprint capacity and capability.

10. TRAVELLING AND ACCOMMODATION CONDITIONS

- 10.1 Prior written approval for travelling and accommodation (in cases where the Department has requested a specific affiliate that does not reside within proximity of the service in line with financial prescripts applicable at the time) must be sought from the Chief Director: Human Resource Management and Development or relevant Chief Director managing the project.
- 10.2 Written proof of travelling and accommodation expenses should be attached to invoices.
- 10.3 Travel by air where it is deemed more practical, shall be limited to economy class and may only be undertaken with the prior written approval of the Chief Director: Human Resource Management and Development or relevant Chief Director managing the project.
- 10.4 Actual cost of hiring a car in the B class category between airport of arrival and venue of the meeting shall be paid and must be reflected on the invoice, with written proof attached.
- 10.5 In using private vehicles, claims are limited to the tariff laid down from time to time by the Department of Transport for 'B' category vehicles.
- 10.6 Accommodation shall be limited to three-star facilities.

11. MANAGEMENT IN THE DEPARTMENT

- 11.1 The Department shall enter into a Contract of Conditions (Service Level Agreement) with the appointed service provider for a three-year period

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

subject to a performance review every three months through monitoring meetings and client satisfaction surveys.

11.2 The project shall be managed by the Chief Director: Human Resource Management and Development/Chief Director managing the project and the Deputy Director-General: Corporate Support Services will be the Project Sponsor. The Director: Employee Relations (ER) will be the Project Co-ordinator.

12. The EHW Programme Manager shall among other tasks be responsible for:

12.1 Tracking the progress of tasks within the set timeframes;

12.2 Assessment, monitoring and evaluation of services

12.3 Authorisation of payments

12.4 Spot checking the progress on management of referrals.

13. TERMS AND CONDITIONS OF THE BID

13.1 Awarding the bid will be subject to the Service Provider's acceptance of the DALRRD Supply Chain Management general contract conditions.

13.2 Staffing requirements will be identified at the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department.

13.3 No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the DALRRD, except where duly authorized to do so in writing by the Department.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

- 13.4 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in DALRRD.
- 13.5 The successful Service Provider agrees to keep confidential all records and information of/or related to the project and not disclose such records or information to any third party without the prior written consent of the Department.
- 13.6 The Department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.
- 13.7 Note that the Department reserves the right to award the tender to more than one service provider(s).
- 13.8 The successful service provider will be notified in writing as soon as the bidding processes are completed.
- 13.9 The invoices should include the Department's order number that will be provided to the selected service provider upon issuing of an order. No copies or emailed invoices will be processed.

13.10 Once appointed the DALRRD and the service provider shall enter into a contractual agreement, which shall among other things address the following:

- 13.10.1 The need to maintain confidentiality, the primary principle of the EHWM throughout every level of the programme
- 13.10.2 That the EHW Programme Manager, case managers and external counsellors will be bound by the code of ethics of their relevant registration/professional bodies.

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13.10.3 That the service provider shall provide services that are culturally and language sensitive based on the needs of the employees.

13.10.4 That the service provider shall be required to render services as indicated in the scope of work/services required.

13.10.5 That the Department will assume full ownership of reports, data and information obtained during the course of the project and reserves the right to use them as it deems fit.

14 END OF CONTRACT AND HAND OVER

14.1 The service provider shall upon termination of the contract with DALRRD hand all reports and files of employees who utilised services over to the Deputy Director: EHWM.

14.2 The service provider shall upon termination of the contract submit a comprehensive close out report on all services provided to the DALRRD during the term of the contract. The close out report shall include, but not be limited to, the following:

14.2.1 Number of employees that utilised the service;

14.2.2 Number of sessions per employee;

14.2.3 Number of missed appointments;

14.2.4 Total costs of psycho-social services and the total costs incurred by the department;

14.2.5 Number of life-skills presentations, marketing sessions and workshops conducted; and

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

14.2.6 An indication of the trends observed over a 3-year period, the impact of services rendered for redress, skills transferred to the DALRRD as well as recommendations for future improvement in the management of well-being services.

15 FINANCIAL PENALTIES AND/OR TERMINATION OF CONTRACT

15.1 Financial penalties shall be imposed for agreed upon milestones, targets, and deadlines not met without providing the following:

15.1.1 Timely notification of such delays;

15.1.2 Reasons for the delays; and

15.1.3 Supporting evidence that the delays were outside of the influence of the service provider.

15.2 Payments will be made only for work performed to the satisfaction of the DALRRD.

15.3 Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of the Contract.

15.4 If the service provider's services have not improved upon being notified of failure to implement services according to the expected standard by the client, the contract shall be terminated.

16. EVALUATION CRITERIA

The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and 20 points will

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

be awarded for attaining the Broad Based Black Economic Empowerment (BBBEE) status level of contribution.

This bid shall be evaluated in three stages:

On the first stage bids will be evaluated on functionality as stipulated below.

Second stage bidders will be required to present on programme implementation, all shortlisted bidders will be required to bear/incur their own cost for presentation.

Third stage will be in accordance with the 80/20 preference points system as stipulated above.

16.1 First Stage – Evaluation of Functionality

16.1.1 The evaluation of the functionality will be evaluated individually by members of the Bid Evaluation Committee in accordance with the below functionality criteria and values.

16.1.2 The applicable values that will be utilised when scoring each criterion ranges from 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

Evaluation Criteria	Application	Weights
Ability, Capacity and Capability <ul style="list-style-type: none"> • Experience • Competency 	<ul style="list-style-type: none"> ● A minimum of 20 Therapists/Affiliates per province. Attach a list of Therapists/Affiliates per province indicating relevant years of expertise and qualifications as a social workers/psychologists and with a minimum of two years experience 	40

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<ul style="list-style-type: none"> • Track Record 	<p>(indicating current and valid registration number with SACSSP or HPCSA) per therapist/affiliate). National footprint of affiliated therapists (20)</p> <ul style="list-style-type: none"> ● Attach a list with a minimum of 20 call centre staff. The 24-hour call centre staff to be a multi-disciplinary team comprising of but not limited to, health, legal and financial advice in addition to therapeutic services. <p>The list should indicate expertise and qualifications with a minimum of two years experience (indicate current and valid registration number with the relevant Professional Bodies per call centre staff member). Note: Call Centre staff refers to a multidisciplinary team that is able to manage the 24-hour call centre and offer assistance and advice in Counselling, Health, Finance, Legal field. (20)</p>	
	<p>Project Manager/Liaison Officer must be a qualified psychologist/social worker, with a minimum of 6 years experience and be registered with the Health Profession Council South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP)</p>	<p>10</p>

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

	<p>Company’s previous experience (minimum 9 years) in conducting employee well-being services within a medium to large organisation. Attach at least 3 references (cumulatively 9 years of experience) of where similar work was successfully undertaken with the following clearly outlined:</p> <ul style="list-style-type: none"> - Official letterhead signed by Accounting Officer/CEO. - Company`s names, addresses, contact details. - Duration of the contract/s(Not less than 2 years per contract). - Size of the client organization. - Type of service provided for the period of the contract. 	20
Methodology	Bidder must submit a proposed methodology to be used in the execution and management of this project successfully taking into consideration the areas of performance of this project, including services reflected in Clause 17.2 of the ToRs.	30
TOTAL		100

All bidders that will score less than Eighty (80) out of the hundred (100) points on functionality will not be considered further for second stage.

16.2 SECOND STAGE – Presentation phase as per the below criteria:

Bidders will be required to prepare a 20 minutes presentation which will be presented virtually focusing on the following topics/criteria:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

No.	Item	Scores	
1.	Prevention of the spread of Coronavirus and Impact Reduction Strategy in the delivery of core services.	30	
2.	Psycho-social counselling	20	
3.	24-hour Call Centre & Toll-Free Number	20	
4.	Marketing of the service to all employees and management	30	
		Total: 100	

All bidders that will score less than Eighty (80) out of the hundred (100) points on functionality will not be considered further for Third stage.

16.3 THIRD PHASE: Evaluation terms of 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

Calculation of points for the price

The PPPFA prescribes that the lowest acceptable bid will score 80 points for the price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

Calculating of points for B-BBEE status level of contribution

Points will 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)
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

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

Bidders must submit valid B-BBEE status level verification certificates issued by accredited Verification Agencies by SANAS(For Tenders other than EMEs) or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths, BBEE certificate issued by Companies and Intellectual Property Commission(For Tenders who Qualify as EMEs).

Bidders who do not submit their B-BBEE status level verification certificate or are non-compliant contributors to the B-BBEE do not qualify for preference points for B-BBEE.

The Department reserves the right not to award the bid and the award of the tender may be subjected to price negotiation with the preferred tenderers.

16.4 Contact details for Technical enquiries

Ms Bongeka Gcwabe
Employee Health and Wellness Management
Tel: 012 312 8239 / 9821
E-mail: Bongeka.Gcwabe@Dalrrd.gov.za

16.5 Enquires SCM

Mr. Pfarelo Makhado
Bids Management
(012) 312 9518/8711
E-mail: Pfarelo.makhado@Dalrrd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

16.6 Publication

- Open Tender process

16.7 Advert Tender Period

- Minimum of 21 days.
- Compulsory briefing session **online: MS Teams.**

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

DALRRD OFFICES:

APPENDIX A

PROVINCE	OFFICES SITUATED IN THE FF. TOWNS
North West	Mmabatho
	Mafikeng
	Rustenburg
	Vryburg
	Klerksdorp
Mpumalanga	Nelspruit
	Witbank
	Ermelo
	Piet Retief
Eastern Cape	East London
	Middleburg
	Port Elizabeth
	King Williams Town
	Queenstown
	Mthatha
KwaZulu-Natal	Pietermaritzburg
	Durban
	Ladysmith
	Newcastle
	Vryheid
	Richards Bay
Western Cape	Port Shepstone
	Cape Town

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

PROVINCE	OFFICES SITUATED IN THE FF. TOWNS
	Mowbray
	Stellenbosch
	Worcester
	Beaufort West
	Clan William
	Bredarsdorp
	George
	Milnerton
	Oudtshoorn
Gauteng	Pretoria (3)
	Johannesburg
Free State	Bloemfontein
	Bethlehem
	Welkom
	Sasolburg
Northern Cape	Kimberly
Limpopo	Polokwane
	Makhado
	Musina
Gauteng & National Office	Pretoria
	Johannesburg

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

- NB:**
- THE TOTAL NUMBER OF DALRRD EMPLOYEES IS 7 870.
 - THE TOTAL NUMBER OF NARYSEC AND AGRICULTURAL GRADUATE STUDENTS IS 3000.
 - ALL RATES COSTED MUST BE IN RANDES NOT PERCENTAGES.
 - BIDDERS ARE REQUIRED TO TRANSFER THE TOTAL RATE AMOUNT TO SBD1 FORM AS THIS WILL BE REGARDED AS A TOTAL PRICE FOR THE PROPOSED BID.

1. Ability, Capacity & Capability

A minimum of 20 Therapists/Affiliates per province. Attach a list of Therapists/Affiliates per province indicating relevant years of expertise and qualifications as a social workers/psychologists and with a minimum of two years experience (indicating current and valid registration number with SACSSP or HPCSA) per therapist/affiliate). National footprint of affiliated therapists (20)

<p>Poor (score 1)</p>	<p>No list of <i>Therapists/Affiliates</i> (social worker/psychologist) attached per province</p>
<p>Average (score 2)</p>	<p>List of <i>Therapists/Affiliates</i> with a minimum of 20 attached per province but</p> <ul style="list-style-type: none"> - Incomplete indication of qualifications and 2 years' experience - Incomplete indication of current <i>and valid</i> registration number with SACSSP or HPCSA) per therapist/affiliate. -
<p>Good (score 3)</p>	<p>List of <i>Therapists/Affiliates</i> with minimum of 20 attached per province with an indication of</p> <ul style="list-style-type: none"> - qualifications and 2 years experience - current <i>and valid</i> registration number with SACSSP or HPCSA) per therapist/affiliate
<p>Very Good (score 4)</p>	<p>List of <i>Therapists/Affiliates</i> with minimum of 20 attached per province with an indication of</p> <ul style="list-style-type: none"> - 20 to 25 therapists/ affiliates. - Qualifications and 2 – 5 years experience - current <i>and valid</i> registration number with SACSSP or HPCSA) per therapist/affiliate
<p>Excellent (score 5)</p>	<p>List of <i>Therapists/Affiliates</i> with minimum of 20 attached per province with an indication of</p> <ul style="list-style-type: none"> - More than 25 therapists/ affiliates. - Qualifications with more than 5 years' experience

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS

	- Current and valid registration number with SACSSP or HPCSA) per therapist/affiliate
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2. 24-hour call centre staff

Attach a list with a minimum of 20 call centre staff. The 24-hour call centre staff to be a multi-disciplinary team comprising but not limited to, health, legal and financial advice in addition to psycho-social services. (20).

The list should indicate expertise and qualifications with a minimum of two years experience (indicate current and valid registration number with the relevant Professional Bodies per call centre staff member).

Note: Call Centre staff refers to a multidisciplinary team that is able to manage the 24-hour call centre and offer advice and assistance in Counselling, Health, Finance, Legal field.

Poor (score 1)	No list of 24-hour call centre staff attached
Average (score 2)	A list of a minimum of 20 Call centre staff attached but <ul style="list-style-type: none"> - Incomplete list of qualifications with 2 years' experience in the relevant field. - Incomplete list of 2 years experience in the relevant field. - Incomplete list of current and valid registration with relevant Professional Bodies.
Good (score 3)	A list of 21 to 25 Call Centre staff attached, each with: <ul style="list-style-type: none"> - 2 to 3 years' experience in relevant field. - Complete list of current and valid registration with relevant Professional Bodies.
Very Good (score 4)	A list of 26 to 30 Call Centre staff attached, each with: <ul style="list-style-type: none"> - 4 to 5 years' experience in relevant field. - Complete list of current and valid registration with relevant Professional Bodies.
Excellent (score 5)	A list of 31 or more Call Centre staff attached, each with: <ul style="list-style-type: none"> - 5 or more years' experience in relevant field.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS

	- Complete list of current and valid registration with relevant Professional Bodies.
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3. Project Manager/Liaison Officer

Project Manager/Liaison Officer must be a qualified psychologist/social worker, with a minimum of 6 years experience and be registered with the Health Profession Council South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP) (10)

Poor (score 1)	No certified copies of current and valid registration & less than 6 years experience.
Average (score 2)	Certified copies of current and valid registration with 6 years experience.
Good (score 3)	Certified copies of current and valid registration with 7 to 8 years experience.
Very Good (score 4)	Certified copies of current and valid registration with 9 to 10 years experience.
Excellent (score 5)	Certified copies of current and valid registration with 11 or more years experience.

4. Company's experience

Company's previous experience (minimum 9 years) in conducting employee well-being services within a medium to large organization. Attach at least 3 references (cumulatively 9 years of experience) of where similar work was successfully undertaken with the following clearly outlined:

- *Official letterhead signed by Accounting Officer/CEO.*
- *Company's names, addresses, contact details.*
- *Duration of the contract/s(Not less than 2 years per contract).*
- *Size of the client organization.*
- *Type of service provided for the period of the contract/s. (20)*

Poor (score 1)	Less than 9 years company experience with 3 reference letters attached.
Average (score 2)	9 years company experience with 3 reference letters attached including all of the above criteria.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS

Good (score 3)	10-year company experience with 3 reference letters attached including all of the above criteria
Very Good (score 4)	11-year company experience with 3 reference letters attached including all of the above criteria
Excellent (score 5)	12 or more company experience with 3 reference letters attached including all of the above criteria

5. Methodology

Bidder must submit a proposed methodology to be used in the execution and management of this project successfully taking into consideration the areas of performance of this project, including services reflected in Clause 16.2 of the ToRs. (30).

Poor (score 1)	No Methodology that outlines the requirements as specified
Average (score 2)	Methodology on areas of performance of the project including 1 of the services reflected in <i>Clause 16.2</i>
Good (score 3)	Methodology on areas of performance of the project including 2 of the services reflected in <i>Clause 16.2</i>
Very Good (score 4)	Methodology on areas of performance of the project including 3 of the services reflected in <i>Clause 16.2</i>
Excellent (score 5)	Methodology on areas of performance of the project including 4 of the services reflected in <i>Clause 16.2</i>

5/2/21- DALRRD 0057(2021/2022)

APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (3 YEARS)

CLOSING DATE: 23 FEBRUARY 2022

***NB: THERE WILL BE A COMPULSORY VIRTUAL BRIEFING SESSION AS FOLLOWS:
DATE: 03 FEBRUARY 2022***

TIME: 10:00

Link:

https://teams.microsoft.com/meetingOptions/?organizerId=f1b73430-d199-4d90-b27f-27d7f89937e4&tenantId=1f792a35-02a7-4e3e-9e7a-ff40ae390cb6&threadId=19_meeting_YmI00TY0NjQtNWQ0OS00MWU1LTk5ZWYtNjAxNjJlYWI4Mzll@thread.v2&messageId=0&language=en-US

TECHNICAL ENQUIRIES : Ms Bongeka Gcwabe
TEL : 012 312 8239 / 9821
EMAIL : Bongeka.Gcwabe@Dalrrd.gov.za

BID RELATED ENQUIRIES : Ms Tshepo Mlambo/Mr. Abie Olyn/ Mr P Makhado/ Mr C Mahlase
TEL : (012) 312 8359/9786/9518/8711
EMAIL: Tshepo.Mlambo@dalrrd.gov.za/ abie.olyn@dalrrd.gov.za / pfarelo.makhado@dalrrd.gov.za/ CliffordM@Dalrrd.gov.za

[NB: IN A CASE WHERE THE DEPARTMENT IS CLOSED DUE TO COVID-19, THE SECURITY AT THE GATE WILL OPEN FOR THE DOCUMENT TO BE DEPOSITED IN THE TENDER BOX.](#)

FINANCIAL PROPOSAL – PART 2 OF 2

5-2-2-1 DALRRD-0057(2021-2022)

**PRICING SCHEDULE THE
APPOINTMENT OF A SERVICE
PROVIDER TO RENDER EMPLOYEE
WELL-BEING SERVICES FOR THE
DEPARTMENT OF AGRICULTURE,
LAND REFORM AND RURAL
DEVELOPMENT (DALRRD) FOR A
PERIOD OF 36 MONTHS ON A FIXED
CONTRACT**

Name of Bidder:

PRICING SCHEDULE THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS [SBD 3.3]

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:
CLOSING TIME

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate rates based on the total cost to the department for completion of each stage and including expenses for the project.
3. **TOTAL BID PRICE (INCLUSIVE OF VAT):** R.....

SERVICES	DESCRIPTION	PERIOD	MONTHLY COSTS	TOTAL COST
3.1 PART A: CORE SERVICES				

3.1.1 Management of psycho-social (counselling) services, i.e. Face-to-Face and Telephonic including Covid-19 cases and close contacts	- Implementation Reports: Monthly, Quarterly & Annually - Emotional and psychological - Counselling (individuals & groups) - Covid-19 cases and close contacts - Family and Marital Counselling - Trauma Diffusion and Debriefing	36 MONTHS (3 Years)	R.....	R.....
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Bid Initials
Bid's Signature.....
Date:.....

Name of Bidder:

PRICING SCHEDULE THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS [SBD 3.3]

	<ul style="list-style-type: none"> - Crisis Management - Debt Counselling - A 24-Hour Call Centre & Toll-free Number - Case Management, Monitoring and Reporting - Formal Referrals Reporting - Rehabilitation Facilitation, Follow-ups and Reporting - Client Satisfaction Survey 			
3.1.2. National Marketing sessions to market well-being services to all employees (physically and/or virtually) in line with the relevant Disaster Management Act: Declaration of a National State of Disaster: COVID-19 (coronavirus).	<p>National Marketing sessions (physical and/or virtual) to be conducted to all employees to ensure optimum utilisation of EHWM services. The sessions should therefore be conducted at no additional cost to the Department.</p> <p>Attendance Registers and Evaluation Forms to be submitted within 5 working days after the sessions</p>	<p>-2 provincial sessions per month in line with COVID regulations</p> <p>-1 National session per month in line with COVID regulations</p>	Costs to be incorporated into costing for 3.1.1	Costs to be incorporated into costing for 3.1.1
SUB TOTAL				
VAT 15%				
TOTAL COST INCLUSIVE				
3.2 PART B: EHW PROMOTIONAL MATERIAL (Once off)				
All promotional material to be:	Posters (full colour & glossy)		N/A	
- in full colour & glossy	<ul style="list-style-type: none"> - A2 x 200 - A3 X 1000 - A4 x 1000 			
-Departmental Logo				
- EHWM Logo (Department to provide)	15 000 wallet cards (full colour & glossy)		N/A	

Bid Initials
 Bid's Signature..... Page 77 of 79
 Date:.....

Name of Bidder:

PRICING SCHEDULE THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS [SBD 3.3]

-Verified and approved by the Department before printing	15 000 fridge magnets (full colour & glossy)		N/A	
	15 000 brochures (full colour & glossy) - A5		N/A	
	SUB TOTAL			
	VAT 15%			
	TOTAL COST INCLUSIVE			
			Rate per session	Total costs

3.3 PART C (As and when required services (per session))

3.3.1 Life-skills Programmes (physical or virtual) in accordance with the identified trends from the service provider's intervention reports	Life-skills Programmes (physical or virtual) to assist employees to be resilient and proactive in managing work and personal related challenges. These include but not limited to coping with loss during COVID-19 & beyond, Stress, Depression & Change Management and Relationships Management. Attendance Registers and Evaluation Forms to be submitted within 5 working days after the sessions	50 sessions per annum at one & half hours each		
3.3.2 Emotional Impact sessions (physical or virtual)	Emotional Impact sessions (physical or virtual) to - Identify issues that impact on employees' emotions - Strengthen coping mechanisms for increased productivity. Attendance Registers, Evaluation Forms and Report with findings and workplace recommendations to be submitted within 5 working days after the sessions	10 sessions per annum at two hours each		

Bid Initials
 Bid's Signature..... Page 78 of 79
 Date:.....

Name of Bidder:

PRICING SCHEDULE THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELL-BEING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS [SBD 3.3]

3.3.3 Executive Wellness Programme/Audit (physical or virtual)	Executive Wellness Programme (physical or virtual) focusing on - Executives' total wellbeing (physical, psychological, occupational, spiritual and social) Attendance Registers, Evaluation Forms and Report with findings and workplace recommendations to be submitted within 5 working days after the sessions	4 sessions per annum at two hours each		
SUB TOTAL				
VAT 15%				
TOTAL COST INCLUSIVE				

Any enquiries regarding bidding procedures may be directed to the –

**AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT
PRIVATE BAG X 833
PRETORIA
0001**

BID RELATED ENQUIRIES:

TECHNICAL ENQUIRIES

Ms Bongeka Gcwabe

Tel: 012 312 8239 / 9821

E-mail: Bongeka.Gcwabe@Dalrrd.gov.za

SUPPLY CHAIN ENQUIRIES

Mr. Abie Olyn / Mr P Makhado

Directorate: Supply Chain Management

Contact Number: 012 312 9518