



South African Nursing Council
Regulating nursing, advocating for the public

Enquiries: SCM Official
tnyathi@sanc.co.za

Bidder's Information: The Manager/Director

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Dear Sir/Madam

INVITATION TO BID: SCM 06/2021/SANC: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE IMPLEMENTATION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

The South African Nursing Council is a regulatory body established in terms of the Nursing Act No. 33 of 2005 (the Nursing Act) to regulate the nursing profession and to provide for matters connected therewith.

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of a service provider to assist with the implementation of Employee Assistance Programme (EAP) for the South African Nursing Council (SANC) for the period of thirty-six (36) months.

You are requested to complete the tender documents and submit them in accordance with the stipulations mentioned hereunder.

1. The conditions contained in the attached annexures apply.
2. The bid must be submitted in two (2) separate envelopes with a name and address of the bidder, bid number, description of the bid and closing date.
3. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document, three (03) copies and USB.
4. **Envelope 02:** This envelope is for pricing only, i.e. pricing schedule and/or the formal quote by the bidder - one (01) original.
5. **All couriered bid proposals must be addressed to the SANC Supply Chain Management Unit and they must be submitted before 12H00 on 20 August 2021 and will be valid for a period of 120 days after the closing date. No late submissions will be accepted.**



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

6. The attached forms/annexures, if completed in detail and returned, will form part of your price quotation.
7. With reference to the Preference Point Claim form (SBD 6.1), the following documents must be submitted with your price quotation:
 - a) Proof of claims (B-BBEE Certificate issued by the accredited Verification Agency or Sworn Affidavit signed by the vendor and affirmed by the Commissioner of Oath)
 - b) Proof that the supplier is registered and complying with National Treasury - Central Supplier Database (CSD) requirements (CSD report).
8. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System
9. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **16H30** on **18 August 2021**.

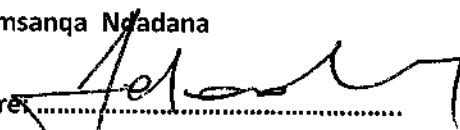
Yours faithfully

Chief Financial Officer

Mr Thamsanqa Ngadana

Signature:

Date:


2021-07-20

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL					
Bid number:	SCM 06/2021/SANC	Closing date:	20 AUGUST 2021	Closing time:	12H00
Description:	APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE IMPLEMENTATION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS				
THE SUCCESSFUL BIDDER MAY BE REQUIRED TO SIGN THE SERVICE LEVEL AGREEMENT / CONTRACT					

Bid response documents may be deposited in the bid box situated at (street address)	The South African Nursing Council, 602 Pretorius Street, Arcadia, Pretoria, 0083 (Reception)
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SUPPLIER INFORMATION

Name of bidder:					
Postal address:					
Street address:					
Telephone number:					
Cell phone number:					
E-mail address:					
VAT registration number:					
Tax clearance status PIN:		CSD NUMBER:			
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, who was the certificate issued by?					

[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]

The Accredited Representative In South Africa for the goods /services /works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes enclose proof]	Are you a foreign based supplier for the goods /services /works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes answer part 3 below]
Signature of Bidder:		Date:	
Capacity under which this bid is signed (attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

Total number of items offered		Total bid price (all inclusive)	
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THE SOUTH AFRICAN NURSING COUNCIL:			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Contact person:	Tintswalo Nyathi	Contact person	Prince Makhubedu
Telephone number:	012 426 9575	Telephone number	012 426 9570
E-mail address	tnyathi@sanc.co.za	E-mail address	pmakhubedu@sanc.co.za

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
<p>3.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.</p> <p>3.2. All bids must be submitted on the official forms provided– (not to be re-typed) or online</p> <p>3.3. This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, and, if applicable, any other legislation or Special Requirement of the Contract.</p>	
2. TAX COMPLIANCE REQUIREMENTS	
<p>2.1 Bidders must ensure compliance with their tax obligations.</p> <p>2.2 Application for tax compliance status (tcs) pin may be made via e-filing through the sars website www.sars.gov.za.</p> <p>2.3 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate / pin / csd number.</p> <p>2.4 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>2.5 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>	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS:	
3.1. Is the bidder a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2. Does the bidder have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3. Does the bidder have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4. Does the bidder have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer is "no" to all of the above, then, it is not a requirement to obtain a tax compliance status/tax compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.</p>	

SPECIAL REQUIREMENT OF THE BID:

1. CONTRACT PERIOD:

- 1.1** This contract is for the appointment of a service provider to assist with the implementation of Employee Assistance Programme (EAP) for the South African Nursing Council (SANC) for the period of thirty-six (36) months.

2. ACCEPTABLE BIDS/OFFERS:

- 2.1** The SANC reserves the right to cancel or withdraw the bid without prior notification.
- 2.2** SANC is not obliged to award the bid to the lowest bidder.
- 2.3** The SANC may request interviews/presentations/pitching sessions with shortlisted bidders before the final selection is made.
- 2.4** The SANC will not be liable for any cost incurred by a service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.
- 2.5** The SANC will not consider any late bids. All bids submitted after the stipulated closing date and time will not be considered and it will be sent back to the bidder unopened.
- 2.6** Any effort by the bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 2.7** The successful bidder will be informed in writing of the intent to award or per an official order.
- 2.8** The bid has a validity period of 120 days from date of closure of the bid/tender.
- 2.9** No bid may be awarded to a person who has failed to submit proof of his/her tax compliance status (tax clearance certificate and personal identification number issued by SARS) or any proof certifying that the taxes of that person is in order or that suitable arrangements have been made with SARS,
- 2.10** Where it is discovered that an advantaged company used a disadvantaged person, as a "front" to acquire a Bid, such company will be disqualified and the Bid shall be withdrawn.
- 2.11** Only bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work/Specification will be regarded as acceptable.
- 2.12** The following qualifying criteria must be strictly adhered to and bidders should attach the following documents:

Document that must be submitted				Non-compliance with items against which a "YES" is denoted shall result in disqualification
Invitation to Bid	YES			Complete and sign the supplied pro forma document.
Tax Status	YES			i. Proof of Registration on the Central Supplier Database.
Tax Clearance Certificate				ii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest	YES			Complete and sign the supplied pro forma document.
Preference Form	Point	Claim	NO	Non-submission will lead to a zero (0) score on B-BBEE.

Original / certified copy of a B-BBEE certificate	NO	Valid B-BBEE certificate
Declaration of Bidder's Past Supply Chain Management Practices	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination	YES	Complete and sign the supplied pro forma document.
Registration on Central Supplier Database (CSD)	NO	<p>The service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.</p> <p>Submit proof of registration.</p>
Pricing Schedule	YES	Submit full details of the fixed pricing proposal.
Certification	YES	<p>i. Accredited to Employee Assistant Professionals Association of South Africa.</p> <p>ii. Psychologists, Psychiatrists and Social workers, Dieticians, Financial Advisers, Legal Advisers, Biokineticists, Medical Doctors, Reflexologists / Relaxation Technics Practitioners, Occupational Health Specialist Medical Doctors; – professional registration. Professional bodies like:</p> <ul style="list-style-type: none"> • Psychological Society of South Africa (PsySSA), • South African Council for Social Services Professions (SACSSP).
Vendor experience	YES	A minimum of three (3) Reference letters from the previous clients. Reference letter must be on client letterhead and not older than five (5) years.
Proof of a verifiable experience		The service provider should have minimum of five (05) years' experience in the employee health and wellness management/ EAP.

2.13 Please take note that, should the bidder/tenderer fail to comply with the above matter their offer will be regarded as non-responsive

3. SUBMISSION OF BIDS:

3.1 Bidders will be required to submit their bids/proposals via email or hand delivered as stipulated below:

3.1.1 Tenderers are required to submit a Completed Bid pack (this documents), including:

- a) Duly completed and signed RFP documents
- b) B-BBEE certificate or Sworn Affidavit.
- c) Proof of CSD registration report.

3.2 Any bidder who fails to comply with any requirement of the bid may, at the discretion of the Bid Evaluation Committee, be regarded as non-compliant and as a result be rejected.

4. PAYMENTS:

4.1 The SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: sancinvoices@sanc.co.za.

4.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.

4.3 Invoices should be emailed or hand-delivered to SANC timeously.

4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

5. SUPPLY / DELIVERY VALIDATION:

5.1 The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.

6. VALUE ADDED TAX:

6.1 All contract prices are inclusive of 15% value added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

7. PRICE AND PRICE QUALIFICATION:

7.1 Prices for the first year are firm.

7.2 All prices shall be quoted in the South African currency (ZAR).

7.3 The bid prices shall be given in the units shown and will be awarded as a whole not per item.

7.4 Prices must be inclusive of delivery costs and all taxes.

7.5 Please note that the foreign exchange risk in case of imported goods and service is for the account of the bidder.

7.6 No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded and/or signed.

8. COMMUNICATION:

8.1 Communication will only be restricted to Supply Chain Management Officials.

8.2 The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so may **invalidate** your bid.

9. INTELLECTUAL PROPERTY:

- 9.1** All the information contained in this document is intended solely for the purpose of assisting bidders to prepare their bids. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 9.2** The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the bidder/tenderer, both successful and unsuccessful, remain the property of the SANC.

10. SUPPLIER DUE DILIGENCE:

- 10.1** SANC will conduct due diligence on all shortlisted bidders/tenderers to identify their specific capabilities and/or financial stability.
- 10.2** The SANC may visit the premises of the bidders or those of their suppliers.
- 10.3** Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the tender/bid, the financial status of the bidder/tenderer, the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the tenderers/bidders business and how the tenderer/bidder is viewed by the public, etc.
- 10.4** Bidders may be required to provide names of traceable references who may also be visited to confirm their testimonials.

11. DISPUTES

- 11.1** The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant Bid Adjudication Committee for a ruling and such ruling shall be final.

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE IMPLEMENTATION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

1. PURPOSE

- 1.1 The South African Nursing Council (SANC) intend to appoint a service provider to render a full Employee Assistance Programme (EAP) to ±170 SANC employees and their immediate family members (spouse, child / children) for a period of thirty-six (36) months.

2. OBJECTIVE

- 2.1 The specific objective of this project/ assignment is to assist SANC employees to manage personal and work-related problems in order to reduce absenteeism, unsatisfactory work performance, and loss of concentration on the job, emotional outburst and improper conduct.

3. BACKGROUND

- 3.1 The SANC is a statutory body established by the Nursing Act (Act No. 45 of 1944) to set and maintain standards of nursing education and practice in the Republic of South Africa. The SANC is an autonomous and financially independent body currently operating under the Nursing Act, 2005 (Act No. 33 of 2005)
- 3.2 SANC intend to contract with a suitably qualified service provider that will implement and provide EAP services to approximately ±170 SANC employees and their immediate family members with a potential growth of 5% annually for a period of thirty-six (36) months.
- 3.3 The EAP services will be required to be provided at the SANC Offices, located in Gauteng, Pretoria, Arcadia.
- 3.4 The EAP services must be provided to SANC employees in their language of preference, at a convenient place (not at a place far from place of residence or work) when requested to do so.
- 3.5 SANC is in the process of implementing the Integrated Employee Wellness policy and contracting with a service provider is critical for the realisation of employee wellness within the institution.
- 3.6 It has become imperative for the SANC to address the following crucial issues impacting negatively on working environment and productivity:
 - 3.6.1 Low staff morale and demotivation;
 - 3.6.2 High absenteeism/Low productivity / late coming to work;
 - 3.6.3 Poor/unsatisfactory work performance;
 - 3.6.4 Improper conduct;
 - 3.6.5 Lack of trauma counselling; and
 - 3.6.6 Employer and Employee relationship.

4. SCOPE OF SERVICE

- 4.1 Full service for all SANC employees and their immediate family members that are financially dependent on the parent (SANC employee), proof must be submitted in this regard);
- 4.2 Implementation of full EAP at SANC and regular reviews;
- 4.3 Provide 24-hour telephonic contact by way of a call centre and /or face to face consultation (at place of residence/work/ whichever is closer), which must at all times be managed by suitably qualified professionals who are available to SANC employees at all times;
- 4.4 The turnaround time for normal case response should be no more than 48 hours from request for assistance and for critical incidents should be no more than 24 hours from the request for assistance;
- 4.5 Provide written health and wellness calendar and articles, brochures, pamphlets, telephone directory cards and including other similar materials which will be published on SANC intranet on a regular basis as per best practice;
- 4.6 Prepare a plan to undertake the health risk assessment (activities, timelines, approaches, deliverables, etc. and identify specific needs and requirements of stakeholders through data gathering and validation technique, a cost benefit analysis and other important consideration.
- 4.7 Organise two (2) onsite wellness days annually which will offer the following medical services, amongst others:
 - 4.7.1 Wellness screening;
 - 4.7.2 Weight management;
 - 4.7.3 HIV testing and counselling; and
 - 4.7.4 Substance abuse management.
- 4.8 Provide flu vaccination service to approximately ± 170 (with a potential growth of 5% annually for a period of 36 months) SANC employees per year;
- 4.9 Provide general health, financial, family (marital, divorce, relation, family and parenting concern, stress anxiety and depression etc.) matters and legal advice to SANC employees;
- 4.10 Provide timeously promotional material and health and wellness events;
- 4.11 Provide training to management (Senior Managers and Executives, Managers and Supervisors and Wellness Champions / Employee Health and Wellness Committee members so that they are able to identify and respond to employees who might be in need of health and wellness assistance;
- 4.12 Provide education, counselling and support to the employees with a chronic condition, life threatening diseases to the affected and the infected employees;
- 4.13 Maintain a database of employees with chronic illnesses to assist the SANC in emergency situations on a need basis;
- 4.14 Conduct a minimum of 1 training session per year to employees, management (Senior Managers and Executives, Managers and Supervisors and Wellness Champions / Employee Health and Wellness Committee members on identification and referral of troubled employees, and develop and strengthen working relationships with external social support structures. The program must include an education component on lifestyle management, which will comprise health risk assessments and wellness days, as well as an e-care services;
- 4.15 Provide other related wellness and life management services; and
- 4.16 To assess and provide to the employer in respect of an employee's application for incapacity leave and ill-health retirement within specified timeframes (Health Risk Manager) as and when required.

5. DELIVERABLES

- 5.1 Implementation of EAP at SANC which focuses on the following:
 - 5.1.1 Full psychological support service to SANC employees and their immediate family members;
 - 5.1.2 Personal support for traumatised employees and their next immediate family as and when required;
 - 5.1.3 A stress-free work environment and improved employee performance;
 - 5.1.4 Minimised rate of absenteeism;
 - 5.1.5 Improved productivity, working relations, staff morale among employees;
 - 5.1.6 Minimised staff turnover (improved staff retention); and
 - 5.1.7 The quarterly reports should indicate the problem clusters per Division:
 - 5.1.7.1 Office of the Registrar and CEO;
 - 5.1.7.2 Professional Affairs (e.g. Learners Affairs, Provider Affairs, Professional Practice);
 - 5.1.7.3 Corporate Services (Human Resources, Marketing and Communications, Information and Communication Technology, Facilities, Records and Registry); and
 - 5.1.7.4 Finance Division (Supply Chain Management and Finance).
- 5.2 Development and implementation of a Health and Productivity Management programme:
 - 5.2.1 Life threatening disease awareness and management including but not limited to HIV/AIDS, Diabetes, TB, Hypertension and other chronic diseases;
 - 5.2.2 Provision of annual health screening assessment services for the duration of the contract which include:
 - 5.1.2.1 Voluntary counselling and Testing (VCT);
 - 5.1.2.2 Personal Health assessment and Personal Stress assessment;
 - 5.1.2.3 Hypertension;
 - 5.1.2.4 Blood sugar level testing.
- 5.3 To assess and provide to the employer in respect of an employee's application for incapacity leave and ill-health retirement within specified timeframes (Health Risk Manager) as and when required.

6. ROLES AND RESPONSIBILITIES

- 6.1 The SANC will be responsible for providing Internet facility and Notice Boards for the service provider to disseminate EAP related articles to Employees.
- 6.2 The appointed service provider will be expected to provide EAP as described in the scope of work above.

7. DURATION, TIMEFRAMES AND FORMAL CONTRACT

7.1 The following table indicates the deliverables and corresponding timeframes:

Reporting requirements	Target date
Inception meeting	End of 1 st week of the signing of the contract
Compile statistics on the number of clients assisted and types of issues dealt with	Monthly
Provide monthly articles on wellness themes in line with the annual health calendar	Monthly
Submit comprehensive reports	Quarterly
Attend EH & WP Committee meetings and present a report on challenges and recommend solutions	Quarterly respectively
Submit a comprehensive organisational report	2 weeks after health screenings are concluded
Submit executive wellness programme general reports	2 weeks after executive wellness conducted
Provide 3 comprehensive reports for all services provided	Annually

8. SPECIFIC REQUIREMENTS

8.1 The proposal must state how the following will be managed:

- 8.1.1 Language preference of SANC employees (All official South African Languages);
- 8.1.2 Face to face consultation;
- 8.1.3 Telephonic (toll-free line) consultation; and
- 8.1.4 Confidentiality.
- 8.1.5 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 8.1.6 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 8.1.7 To accept part of a tender rather than the whole tender.
- 8.1.8 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 8.1.9 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 8.1.10 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 8.1.11 Award to multiple bidders based either on size or geographic considerations

9. EXPERTISE AND QUALIFICATIONS

9.1 COMPANY EXPERIENCE AND OTHER REQUIREMENTS:

- 9.1.1 The service provider should have minimum of ten (10) years' experience in the employee health and wellness management;
- 9.1.2 Provide proof of three (3) (minimum) contactable references on a company letterhead where similar projects were executed; and
- 9.1.3 Provide proof of the availability of offsite office infrastructure to demonstrate capability to deliver the EAP services to the SANC (physical verification to be undertaken by the SANC).

9.2 QUALIFICATION, ACCREDITATION AND EXPERIENCE OF PROJECT LEADER AND TEAM MEMBERS:

- 9.2.1 Project leader must possess a minimum of a Bachelor's Degree in Psychology and/or Social Work;
- 9.2.2 The project leader and assigned staff must be registered with relevant professional bodies like Psychological Society of South Africa (PsySSA), South African Council for Social Services Professions (SACSSP), Health Professions Council of South Africa (HPCSA) etc.;
- 9.2.3 CVs and certified copies of qualifications must be attached to the proposal as proof for the team leader and the staff assigned (to be verified by the SANC); and
- 9.2.4 Project leader and assigned staff must have at least a minimum of five (5) years' experience in employee health and wellness management.

10. PROJECT PLAN AND IMPLEMENTATION MODEL

- 10.1. Proposed methodology to achieve the given scope of work including executive wellness, timelines and costs per item/ service; and
- 10.2. Costing for additional related services that may be required.

11. QUOTATION

- 11.1 The service provider will be requested to give a quotation for the work to be undertaken in this project;
- 11.2 The quotation shall be inclusive of all the services to be rendered;
- 11.3 **Consultant's rates should be in accordance with the HPCSA, and/or relevant regulatory body;** and
- 11.4 Provide financial proposal for three (3) successive years.

12. EVALUATION PROCESS

12.1 Bids will be evaluated in three steps (Administrative Compliance, Functionality, Price and B-BBEE). The following qualifying criteria will be used:

a) Step 1: Administrative Compliance:

Document that must be submitted		Non-compliance with items against which a "YES" is denoted shall result in disqualification
Invitation to Bid	YES	Complete and sign the supplied pro forma document.
Tax Status Tax Clearance Certificate	YES	iii. Proof of Registration on the Central Supplier Database. iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form	NO	Non-submission will lead to a zero (0) score on B-BBEE.
Original / certified copy of a B-BBEE certificate	NO	Valid B-BBEE certificate
Declaration of Bidder's Past Supply Chain Management Practices	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination	YES	Complete and sign the supplied pro forma document.
Registration on Central Supplier Database (CSD)	NO	The service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Pricing Schedule	YES	Submit full details of the fixed pricing proposal.
Certification	YES	i. Accredited to Employee Assistant Professionals Association of South Africa. ii. Psychologists, Psychiatrists and Social workers, Dieticians, Financial Advisers, Legal Advisers, Biokineticists, Medical Doctors, Reflexologists / Relaxation Technics Practitioners, Occupational Health Specialist Medical Doctors; – professional registration. Professional bodies like:

		Occupational Health Specialist Medical Doctors; – professional registration. Professional bodies like: <ul style="list-style-type: none"> • Psychological Society of South Africa (PsySSA), • South African Council for Social Services Professions (SACSSP).
Vendor experience	YES	A minimum of three (3) Reference letters from the previous clients. Reference letter must be on client letterhead and not older than five (5) years.
Proof of a verifiable experience		The service provider should have minimum of five (05) years' experience in the employee health and wellness management/ EAP.

(b) Step 2: Functionality:

Any proposed bid which does not meet a minimum threshold of **70%** out of 100 will not be considered further.

The following rating values for evaluation will be used:

Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 - Excellent	Exceeds the functionality requirements
4 - Very Good	Above average compliance to the requirements
3 - Good	Satisfactory and meets the requirements
2 - Average	Average Partial compliance to the requirements
1 - Poor	Does not meet set criteria
0 - Unacceptable	Non submission

1. Team Capability (Social Worker Certified Qualifications)

Non submission and Matric / Grade 12	National Diploma in Social Science / Social work	Bachelor of Science / Social Work	Postgraduate Diploma / Honours in Social Science / Social Work	Master's Degree in Social Science / Social Work	Doctorate Degree in Social Science / Social Work	Weight
0	1	2	3	4	5	10

2. Team Capability (Psychiatrists certified qualifications)

Non submission and Matric / Grade 12	National Diploma in Psychiatry	Bachelor of Psychiatry	Postgraduate Diploma / Honours in Psychiatry	Master's Degree in Psychiatry	Doctorate Degree in Psychiatry	Weight
0	1	2	3	4	5	10

3. Team Capability (Psychologists certified qualifications)

Non submission and Matric / Grade 12	National Diploma in Psychology	Bachelor of Psychology	Postgraduate Diploma / Honours in Psychology	Master's Degree in Psychology	Doctorate Degree in Psychology	Weight
0	1	2	3	4	5	10

4. Experience of Specialist (Psychiatrists attach CV)

0 – 3 years' experience in Psychiatry or Employee Assistance Programme (EAP)	4 – 5 years' experience in Psychiatry or Employee Assistance Programme (EAP)	6- 7 years' experience in Psychiatry or Employee Assistance Programme (EAP)	8 – 9 years' experience in Psychiatry or Employee Assistance Programme (EAP)	10 – 11 years' experience in Psychiatry or Employee Assistance Programme (EAP)	+12 years' experience in Psychiatry or Employee Assistance Programme (EAP)	Weight
0	1	2	3	4	5	10

5. Experience of Specialist (Psychologist attach CV)

0 – 3 years' experience in Psychology or Employee Assistance Programme (EAP)	4 – 5 years' experience in Psychology or Employee Assistance Programme (EAP)	6- 7 years' experience in Psychology or Employee Assistance Programme (EAP)	8 – 9 years' experience in Psychology or Employee Assistance Programme (EAP)	10 – 11 years' experience in Psychology or Employee Assistance Programme (EAP)	+12 years' experience in Psychology or Employee Assistance Programme (EAP)	Weight
0	1	2	3	4	5	10

6. Comprehensive and responsive proposal outlining in details all the services required in the ToR, as indicated in Section 4 (Scope of work)

Non submission of proposal	Proposal does not outline services to be rendered.	Proposal outlines few of the services	Proposal outlines all services without details of the approach followed in delivering of the services	Proposal outlines all services with details of the approach followed in delivering some of the services	Proposal outlines all the services with detail of the approach followed in delivering all services	Weight
0	1	2	3	4	5	25

CRITERIA

7. Experience / Track Record

Non submission of reference letters on a company letterhead from organisations where similar services were implemented	One (1) Reference letter on a company letterhead older than 5 years from organizations where similar services were implemented	Two (2) Reference letters on a company letterhead not older than 5 years from organizations where similar services were implemented	Three Reference letters on a company letterhead not older than 5 years from organizations where similar services were implemented	Four (4) Reference letters on a company letterhead not older than 5 years from organizations where similar services were implemented	Five (5) or more Reference letters on a company letterhead not older than 5 years from organizations where similar services were implemented	Weight
0	1	2	3	4	5	25
TOTAL						100

The following formula will be used to convert to the points scored against the weight:

$$Ps = \left(\frac{So}{Ms} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
 So = Total score of bid under consideration
 Ms = Maximum possible score

b) Step 3: Price and B-BBEE:

Bids will be evaluated in terms of the **80/20 Preference Point System (80 points for price and 20 points for B-BBEE)**.

The following formula will be applied to calculate the points for price.

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for price of bid under consideration
 Pt = Rand value of bid under consideration
 Pmin = Rand value of lowest **acceptable** bid

The following formula will be used to calculate the points for B-BBEE:

Bids from non-compliant B-BBEE contributors will not be disqualified. Any B-BBEE qualifying contributor who does not submit a substantiating certificate will be allocated zero points but the bid will not be disqualified. Points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Required by (End-User): Human Resources Section

Required at (Address): Cecilia Makiwane Building

602 Pretorius Street

Arcadia, Pretorius 0083

Guarantee period (if applicable):

Does the offer comply with the specification? *Mark ☐ Yes ☐ No ☐ N/A
the relevant block with an X

If not to specification, indicate deviation(s)

How long it will take for the bidder to deliver
goods/services after receipt of a purchase order?
(Only firm delivery period will be considered):

DECLARATION BY THE BIDDER:

Iconfirm that the information furnished is correct and true. I accept that the South African Nursing Council may act against me should this declaration prove to be false.

Name of Bidder:.....Position:.....

Signature:.....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 SPECIAL REQUIREMENTS OF QUOTATION, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 The 80/20 preference point system will be applicable to this tender.
- 1.4 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.5 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

- 1.6 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.
- 1.7 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”** include all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for the price of a bid under consideration
- P_t = Price of a bid under consideration
- P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

5.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED:

B-BBEE Status Level of Contributor: = (Maximum of 20 points)

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

5.1.2 SUB-CONTRACTING

i) Will any portion of the contract be sub-contracted? ☐ Yes ☐ No

(Tick applicable box)

ii) If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE. ☐ Yes ☐ No

(Tick applicable box)

- Specify, by ticking the appropriate box, if your company will subcontract with any other enterprise in terms of Preferential Procurement Regulations, 2017, as per the table below :

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

OR		
Any EME		
Any QSE		

5.1.3 DECLARATION WITH REGARD TO COMPANY/FIRM

5.1.3.1 Name of company/firm:

5.1.3.2 VAT registration number:

5.1.3.3 Company registration number:

5.1.3.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

5.1.3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

5.1.3.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

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

[TICK APPLICABLE BOX]

5.1.3.7 A total number of years the company/firm has been in business:

5.1.3.8 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-BBEE Status Level of Contributor indicated in paragraph 5.1.1 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) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the 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 favorable 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
- (e) exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (f) Forward the matter for criminal prosecution.

Signatures of the bidder: _____ Date: _____

Witnesses: (01) _____ (02) _____

DECLARATION OF INTEREST:

<p>1. Any legal person, including persons employed by the SANC, or persons having a kinship with persons employed by the SANC, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the SANC, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where –</p> <ul style="list-style-type: none"> - the bidder is employed by the SANC; 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. 	
<p>2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>	
2.1 Full names of bidder or his/her representative:	
2.2 Identity number:	
2.3 Position occupied in the company (Director, trustee, shareholder)	
2.4 Registration number of the company, enterprise, close corporation, partnership agreement or trust:	
2.5 Tax Reference Number:	
2.6 VAT Registration Number:	
2.7 Are you or any person connected with the bidder/tenderer, presently employed by SANC? If so furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.8 Are you or any person connected with the bidder presently employed by the SANC? If so furnish particulars as an attached schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.9 If you are presently employed by the SANC, did you obtain the appropriate authority to undertake remunerative work outside employment? If yes, did you attach proof of such authority to the bid document? If no, furnish the reasons for non-submission of such proof as an attached schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.10 Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conducted business with the SANC in the past twelve (12) months? If so furnish particulars as an attached schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.11 Do you or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by SANC and who may be involved with the evaluation and/or adjudication of this tender/bid? If so furnish particulars as an attached schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.12 Are you or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any	<input type="checkbox"/> Yes <input type="checkbox"/> No

person employed by SANC who may be involved with the evaluation and/or adjudication of this bid? If so, furnish particulars as an attached schedule.	
2.13 Do you or any of the directors/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 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 page.	Yes	No
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 National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
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	No
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	No
4.4.1	If so, furnish particulars:		

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

I, the undersigned, in submitting the accompanying bid **APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE IMPLEMENTATION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) FOR THE SOUTH AFRICAN NURSING COUNCIL (SANC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS** in response to the invitation for the bid made by: **THE SOUTH AFRICAN NURSING COUNCIL (SANC)** 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) The 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.

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