

Bidder's Information: The Manager/Director

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Dear Sir/Madam

**INVITATION TO BID: SCM 03/2025/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 SIXTY (60) MONTHS**

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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 sixty (60) 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 deposited inside the **tender box** using the following two (2) methods of submission on or before the closing date and time (**22 October 2025 at 12H00**).
  - 2.1. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document. **Envelope 02:** This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original document.
  - 2.2. The bidder is also required to submit the bid (technical and price proposals) in a **USB flash drive**.
3. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.
4. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System.
5. All communication should be made using an email, the cut-off date for all enquiries will be at 12h00 on **15 October 2025**.
6. Bid documents must be **deposited inside the tender box** situated at **SANC Reception, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, Pretoria, 0083** before or on the closing date and time on **22 October 2025 at 12H00 South African time**.



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 377 377



website: [www.sanc.co.za](http://www.sanc.co.za)

## DIRECTIVE TO BIDDERS ON COMPLETION OF STANDARD BIDDING DOCUMENT FORMS OF BID PROPOSAL

1. The purpose of this document is to guide bidders on the completion of standard bidding document forms of the SANC bid.
2. The dates on all standard bidding documents must be a date which is within the bid advertising period.
3. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder).

DOCUMENT	DIRECTIVE	COMPLIED/ NOT COMPLIED
Invitation to Bid	The bidder is required to complete this document in full and be signed off. The bidder must tick (circle/erase) <b>"YES OR NO"</b> on this document. The bidder may not ignore any clause and/or write <b>"not applicable (N/A)"</b> unless it is the only option available, e.g., are you a foreign based supplier for the goods/servicers/works offered? If the answer is no, then on the questionnaire to bidding foreign suppliers. The bidder may write N/A.	
Bidder's Disclosure	This document must be completed in full and be signed off. The bidder must tick (circle/erase) <b>"YES OR NO"</b> on this document and indicate not applicable where necessary. The bidder must disclose if the company or any of its directors have an interest in other companies whether they bid or not. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and attached to the bidder's disclosure form. Information captured must be in line with what is captured in the central supplier database.	
Central supplier database report	The bidder must attach a Central Supplier Database report printed from <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>	
Preference points claim form	The bidder must fully complete this document and sign off. The bidder must allocate correct preference points, the preference points claimed will be verified using the following: <ul style="list-style-type: none"> <li>- Identity Documents</li> <li>- Broad-Based Black Economic Empowerment Certificate (B-BBEE certificate)</li> <li>- Companies and Intellectual Property Commission disclosure certificate</li> <li>- medical report for disability ownership</li> </ul> The bidder must submit the documents above to qualify for preference points.	
Pricing schedule	The bidder must complete the supplied pricing schedule and sign-off. The bidder may add other applicable costs which may not be covered by the SANC pricing schedule. In addition, the bidder must submit a detailed price quotation on the company letterhead.	
Bid proposal	The bidder must submit a detailed bid proposal in line with the specifications/terms of reference	

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL</b>					
BID NUMBER:	SCM 03/2025/SANC:	CLOSING DATE:	22 OCTOBER 2025	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 SIXTY (60) MONTHS				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Tender Administration		CONTACT PERSON	Ms Nonhlanhla Mlangeni	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:tenders@sanc.co.za">tenders@sanc.co.za</a>		E-MAIL ADDRESS	<a href="mailto:nmlangeni@sanc.co.za">nmlangeni@sanc.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE 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 <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [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]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

## **SPECIAL REQUIREMENTS OF REQUEST FOR BIDS**

### **1. CONTRACT PERIOD**

- 1.1 The contract period stipulated in the terms of reference/ specification is considered a valid contract period.
- 1.2 SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

### **2. ACCEPTABLE BIDS/OFFERS**

- 2.1 The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.
- 2.2 The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.
- 2.3 The SANC will not consider any late quotations. All bids submitted after the stipulated closing date and time will not be disqualified.
- 2.4 Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.5 The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.
- 2.6 **The bids have a validity period of 120 days from date of closure.**
- 2.7 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.
- 2.8 Only bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9 Bids will be evaluated based on mandatory requirements, functionality (if applicable), Specific goals and other conditions stipulated in the terms of reference/ specification.
- 2.10 The supplier/ service provider must submit all requirements indicated in the bid documents at the closing date and time of the request for the bids. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

### **3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS**

- 3.1 The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the Cecilia Makiwane Building.
- 3.1.1 Tenderers are required to submit a completed request for quotation pack (this documents), including:
  - a) Duly completed and signed bid documents.

- b) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.
- 3.2 Any supplier/ service provider who fails to comply with any requirement of the bid, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

#### **4. PAYMENTS**

- 4.1 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](mailto: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. TAX COMPLIANCE REQUIREMENTS**

- 6.1. It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.
- 6.2. The Tax Compliance status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit the bid.
- 6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 6.4. The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.
- 6.5. Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.
- 6.6. The supplier/ service provider who are not tax compliant will be notified of their non-compliant status and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.
- 6.7. The SANC will not award a bid to any supplier/ service provider whose tax matters are not in order.

## **7. VALUE ADDED TAX**

- 7.1. 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.

## **8. NEGOTIATIONS**

- 8.1. The SANC to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

## **9. PRICE QUALIFICATION**

- 9.1. Prices for this contract are firm.
- 9.2. All prices shall be quoted in South African rands (ZAR).
- 9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.
- 9.4. **Prices must be inclusive of delivery cost and all taxes.**
- 9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.
- 9.6. Non-firm prices (including prices subject to the rate of exchange variation) will not be considered.
- 9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 9.8. Detailed information is optional and is provided as Annexures to the details of the bid.

## **10. COMMUNICATION**

- 10.1. Communication will only be restricted to Supply Chain Management Officials.
- 10.2. The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will **invalidate** your bid.

## **11. INTELLECTUAL PROPERTY**

- 11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.

## **12. SUPPLIER DUE DILIGENCE**

- 12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.
- 12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.
- 12.3. 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 BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.
- 12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

## **13. DISPUTES**

- 13.1. The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant authority for a ruling and such ruling shall be final.

## **14. PREFERENCE POINTS CLAIM (SPECIFIC GOALS)**

- 14.1. Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

## **15. JOINT VENTURE/ TRUST/ CONSORTIUM**

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognized as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate. CIPC documents, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.



## **TERMS OF REFERENCE (TOR)**

### **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 SIXTY (60) MONTHS**

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#### **1. PURPOSE**

- 1.1. The South African Nursing Council (SANC) intends to appoint a service provider to render comprehensive Employee Assistance Programme (EAP) services for a period of sixty (60) months for employees of the SANC and the immediate family members of SANC employees.

#### **2. OBJECTIVE**

- 2.1. The primary goal of this project is to provide EAP services to SANC employees and their immediate family members.

#### **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 intends to contract with a suitably qualified service provider that will implement and provide EAP services to approximately 170 SANC employees and EAP to their immediate family members with a potential growth of 5% annually for a period of sixty 60 months.
- 3.3. The EAP services must be provided to SANC employees in their language of preference, at a convenient place within South Africa, when requested to do so.
- 3.4. It has become imperative for the SANC to address the following issues amongst others:
  - 3.4.1. Low staff morale and demotivation;
  - 3.4.2. High absenteeism/Low productivity / late coming to work;
  - 3.4.3. Poor/unsatisfactory work performance emanating from stressors affecting the employee;
  - 3.4.4. Improper conduct;
  - 3.4.5. Lack of trauma counselling;
  - 3.4.6. Workplace related conflict affecting employees mental health;
  - 3.4.7. Workplace bullying;
  - 3.4.8. Personal growth and development;
  - 3.4.9. Work-life balance ; and
  - 3.4.10. Work/Life changes.

#### 4. SCOPE OF SERVICE

- 4.1. Comprehensive EAP services for approximately 170 SANC employees;
- 4.2. Extend the psychosocial support services to immediate family members (spouse, children, siblings, parents and in-laws, and grandparents) of SANC employees;
- 4.3. Provide 24-hour telephonic contact by way of a call centre and /or face to face consultation anywhere in South Africa, which must always be managed by suitably qualified professionals who are available to SANC employees at all times; and
- 4.4. The turn-around 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.

#### 5. DELIVERABLES

- 5.1. Implementation of EAP at SANC which focuses on the following:

No.	DELIVERABLES		
5.1.1.	<b>Employee Assistance Programme</b> - provide other related health, wellness and life management services including but not limited to:		
a.	Full psychological support service to SANC employees and their immediate family members.	b.	Group counselling sessions of work teams.
c.	Personal support for traumatised employees and their next immediate family as and when required (trauma de-briefing).	d.	Conflict management sessions of individuals and/or teams
e.	Five (5) group trauma de-briefing sessions per year, at the SANC offices		
5.1.2.	<b>Staff Wellness Events</b> – together with the internal wellness team, develop, organise and deliver four (4) staff wellness events annually as follows:		
a.	<b>Staff Wellness Day</b> – comprising of the following: one (1) <u>onsite</u> full day Wellness Day event annually which will offer the following medical services, amongst others:	b.	<b>Financial Wellness Day</b> - comprising of the following: <ul style="list-style-type: none"> <li>▪ one (1) <u>online</u> event annually,</li> <li>▪ Interactive Talk on Financial Wellness of at least 1 hour (incl. staff Q&amp;A)</li> <li>▪ Delivery mode - online</li> </ul>

	<p>(i) Health risk assessments and screening, including Personal Stress assessment;</p> <p>(ii) Weight management;</p> <p>(iii) Voluntary counselling and Testing (VCT); and</p> <p>(iv) Brief talks on mental health wellness and substance abuse management.</p>	c.	<p><b>Mental Health Day</b> - comprising of the following:</p> <ul style="list-style-type: none"> <li>▪ one (1) <u>online</u> event annually,</li> <li>▪ Interactive Talk delivered by subject matter experts on Mental Health, Stress Management and Work-life Balance of at least 1 hour 30 minutes (incl. staff Q&amp;A)</li> <li>▪ Delivery mode - online</li> </ul>
d.	<p><b>Women's Day</b> – comprising of the following:</p> <p>one (1) <u>onsite</u> full day Women's Day event to be held annually in August which will offer the following, amongst others:</p> <p>(i) Two (2) Talks by subject matter experts on any of the following topics: Women's Mental Health, Female Cancer awareness, Female Financial Fitness, Women's Sexual Health and/or Work-Life Balance, etc.</p>	e.	<p><b>Men's Day</b> – comprising of the following:</p> <p>one (1) <u>onsite</u> full day Men's Day event to be held annually in June which will offer the following, amongst others:</p> <p>(i) Two (2) Talks by subject matter experts on any of the following topics: Men's Mental Health, Male Cancer awareness, Male Financial Fitness, Men's Sexual Health and/or Work-Life Balance, etc.</p>
5.1.3.	<b>Awareness and Events</b> - provide ongoing health and wellness education on the following:		
a.	Provide education, counselling and support for chronic conditions, life threatening diseases to the affected and the infected employees including but not limited to HIV/AIDS, Diabetes, TB, Hypertension and other chronic diseases;	b.	Provide flu vaccination services to approximately ±170 (with a potential growth of 5% annually for a period of sixty (60) months SANC employees per year;
c.	Annual campaigns aimed at raising awareness through brief 15-minute online presentation/video for the following days amongst others;	d.	Provide timeously promotional material and health under the health and wellness calendar including articles, brochures, pamphlets, videos, webinars, telephone directory cards and other similar materials

	<ul style="list-style-type: none"> <li>i) World Aids Day Observance and Awareness;</li> <li>ii) World Obesity Day;</li> <li>iii) Valentines Day (linked to heart health);</li> <li>iv) World TB Day;</li> <li>v) World Diabetics Day;</li> <li>vi) World Hypertension Day;</li> <li>vii) 16 days of activism against GBV (including Human Trafficking);</li> <li>viii) International Day of Persons with Disability.</li> </ul>		which will be published on SANC intranet on a regular basis as per best practice.
e.	Provide awareness sessions to newly appointed staff during onboarding and induction on services offered by the service provider.	f.	<p>Opt-in Text messages (SMS) on: -</p> <ul style="list-style-type: none"> <li>(i) Health related outbreaks (e.g. cholera, Corona virus, foot and mouth disease, etc)</li> <li>(ii) Annual campaigns listed in 5.1.3 (c)</li> <li>(iii) Health Quizzes</li> <li>(iv) Health articles – education</li> </ul> <p>The above to be SANC and service provider branded</p>
5.1.4.	<b>Training</b> – provide training as per below:		
a.	Conduct a minimum of one (1) training session per year to all SANC employees including 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	b.	Conduct a minimum of one (1) training session per year 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, and the completion of referral forms – employees to be train employees on the benefits and usage of EAP services.

	component on lifestyle management, which will comprise health risk assessments, wellness days, and e-care services;		
5.1.5.	<b>Coaching Services</b> - to provide structured support to individuals and teams		
a.	Life coaching - personal growth, self-management	b.	Stress management coaching;
c.	Career coaching - transitioning roles, dealing with stagnation	d.	Work-life balance coaching.
e.	<b>Team building</b> - as and when required: Provide structured support to individuals and teams enhance emotional well-being, improve interpersonal relationships, and build cohesive, high-performing teams that contribute to a healthy organisational culture		
5.1.6.	<b>Reporting</b> – reports expected by the SANC		
a.	The quarterly reports should indicate the problem clusters per staff level category: (i) Top Management (L1-2); (ii) Senior Management (L3); (iii) Middle Management (L4-5); (iv) Senior Practitioners, Senior Administration Officers (L6-7); (v) Administration Clerk (L8); (vi) General Workers and Interns (L9-10).	b.	Provide periodic (quarterly) statistics report on number of referrals and reason for referral, per staff level category with recommendations for interventions. All reports to be submitted on service providers letterhead with contact person as reference.
5.1.7.	<b>Record Keeping</b>		
a.	Maintain a database of employees with chronic illnesses to assist the SANC in emergency situations on a need basis.		

5.2. The outcomes of the above deliverables should be to: -

- 5.2.1. Provide a stress-free work environment and improved employee performance;
- 5.2.2. Minimised rate of absenteeism due to personal and mental health problems;
- 5.2.3. Improved productivity, working relations, staff morale among employees; and
- 5.2.4. Minimised staff turnover (improved staff retention).

#### 5.2.5. Timely submission of employee referrals

### 6. ROLES AND RESPONSIBILITIES

- 6.1. South African Nursing Council (SANC) shall ensure that employees and their families access the services by providing the necessary information to the service provider and oversee the implementation of the services.
- 6.2. The appointed service provider shall appoint a Client Relationship Manager (contract manager) to maintain an on-going relationship with the employer and provide guidance for the duration of the contract;
- 6.3. The service provider shall submit reports (quarterly and annually) timeously, with recommendations for possible implementation by the employer; and
- 6.4. All services requested by SANC employees shall be carried out by a qualified and certified professionals.

### 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 <sup>st</sup> week of the signing of the contract
Provide monthly articles on wellness themes in line with the annual health calendar	Monthly
Compile statistics on the number of clients assisted and types of issues dealt with and recommendations	Quarterly
Provide a comprehensive report for all services provided	Annually
Attend two (2) meetings annually and present a report on challenges and recommend solutions and/or interventions	Semester, by invite as and when required
Submit a comprehensive organisational report on Wellness Day	2 weeks after health screenings are concluded

## 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. Consultations to be conducted via the following modes: face-to-face, telephonic (toll-free line), online, WhatsApp and call-back services;
  - 8.1.3. Confidentiality - Legal safeguards must be in place to protect sensitive employee data shared during EAP sessions;
  - 8.1.4. Compliance - Ensure alignment with local labour laws and regulations, such as those governing employee wellness and assistance programs; and
  - 8.1.5. Feedback Mechanisms – service provider must establish systems to gather employee feedback on the effectiveness of EAP services.

## 9. DUE DILIGENCE

- 9.1. The SANC will conduct a site visit to confirm proof of the availability of offsite office infrastructure to demonstrate capability to deliver the EAP services to the SANC.

## 10. QUOTATION

- 10.1. The service provider will be requested to give a quotation for the work to be undertaken in this project; and
- 10.2. The quotation shall be inclusive of all the services to be rendered.

## 11. EVALUATION PROCESS

- 11.1. The SANC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No.5 of 2000 (PPPFA) and its regulations. A copy of the PPPFA regulations 2022 can be downloaded from [www.treasury.gov.za](http://www.treasury.gov.za). In accordance with the PPPFA, submissions will be adjudicated on 80/20 points system and the evaluation criteria. This bid will be evaluated in three (3) phases, namely: Administrative and Mandatory Compliance, Functionality and Price & Specific goals.

### 11.1.1. Step 1: Administrative and Mandatory 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	YES	Proof of Registration on National Treasury - Central Supplier Database (attach CSD report/ provide the CSD supplier number).

Document that must be submitted	Non-compliance with items against which a “YES” is denoted shall result in disqualification	
Bidder's Disclosure	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form	NO	<ul style="list-style-type: none"> <li>Non-submission of the Preference Point Claim Form will lead to a zero (0) score on specific goals.</li> <li>Proof of Specific goals Ownership and verification will be confirmed using the following documents namely: <ul style="list-style-type: none"> <li>✓ CIPC documents,</li> <li>✓ valid copy of B-BBEE certificate,</li> <li>✓ copy of Identity document, or</li> <li>✓ medical report for disability ownership</li> </ul> </li> </ul> <p><b>NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals</b></p>
Company registration with a professional/ regulatory body	YES	<p>Valid proof of registration with Employee Assistant Professionals Association of South Africa (EAPA-SA).</p> <p><b>NB: The SANC reserves the right to verify the authenticity of the registration with the relevant organisation.</b></p>
Price	YES	Submit a detailed price quotation as outlined in <b>clause 4</b> , scope of work and <b>clause 5</b> , deliverables.

#### 11.1.2. Step 2: Functionality:

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

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

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bid under consideration

Ms = Maximum possible score



The following criteria and weights shall apply when considering bids:

Criteria	Sub-Criteria	Weights
<p>Qualification of one Registered Counsellor and/or Social Worker (attach copies of qualification).</p> <p><b>NB: Failure to attach copy of qualification and proof of valid registration certificate or practice number will result in zero points being allocated.</b></p>	<p>✓ No relevant qualifications = 0</p> <p>✓ Degree in Bachelor of Psychology (BPsych degree) or equivalent programme (Registered Counsellor) in Health or Social Sciences, or Bachelor of Social Work (NQF Level 8) Council on Higher Education (CHE) and a valid registration, certificate or practice number with the relevant statutory body - HPCSA for a Registered Counsellor and SACSSP for Social Worker = 10</p> <p>✓ A Master's degree in Psychology from a University accredited by the Council on Higher Education (CHE) and a valid registration, certificate or practice number with the relevant statutory body - HPCSA for a Registered Counsellor and SACSSP for Social Worker = 15</p>	15
<p>Qualification and experience of <u>Relationship Manager</u> (Project Manager) on site (attach copies of qualification).</p> <p><b>NB: Failure to attach copy of qualification and proof of valid registration, certificate or practice number will result in zero points being allocated.</b></p>	<p>QUALIFICATIONS:</p> <p>✓ No relevant qualifications = 0</p> <p>✓ A Master's degree in Counselling Psychology from a University accredited by the Council on Higher Education (CHE) and valid registration with the HPCSA = 10</p> <p>✓ A Master's degree in Counselling Psychology from a University accredited by the Council on Higher Education (CHE), valid registration with the HPCSA and valid registration with the Employee Assistance Professional Association (EAPA-SA) = 15</p>	15

Criteria	Sub-Criteria	Weights
<b>NB: A detailed CV with demonstrated experience must be submitted in support.</b>	<p>EXPERIENCE:</p> <p>Level of experience in managing similar projects:</p> <ul style="list-style-type: none"> <li>✓ Less than one year's (1) experience = 0</li> <li>✓ 2 – 3 years' experience = 6</li> <li>✓ 4 – 5 years' experience = 12</li> <li>✓ Five (5) years' and more = 15</li> </ul>	15
<p>Previous experience of the <u>bidder (organisation)</u> in managing similar Employee Assistance Programme (EAP) projects.</p>	<p>Level of EXPERIENCE in managing similar projects:</p> <ul style="list-style-type: none"> <li>✓ Less than one year's (1) experience = 0</li> <li>✓ 2 – 3 years' experience = 6</li> <li>✓ 4 – 5 years' experience = 12</li> <li>✓ Five (5) years' and more = 15</li> </ul> <p><b>NB: A detailed company profile with demonstrated experience must be submitted in support</b></p>	15
	<p>REFERENCES:</p> <p>Provide the SANC with signed reference letters where EAP and similar projects were executed, not older than five (5) years. The letter must be on the client's letterhead, and must contain the following:</p> <ul style="list-style-type: none"> <li>• Nature of service, date, name and surname of contact person including contact details (telephone or e-mail address).</li> </ul> <p>NB: The validity of the reference letter will be determined by signature date.</p> <p>NB: The SANC reserves the right to verify the authenticity of the reference letter.</p> <ul style="list-style-type: none"> <li>✓ Two (2) and less reference letters= 0</li> <li>✓ Three (3) reference letters = 5</li> <li>✓ Four (4) reference letters = 10</li> <li>✓ Five (5) or more reference letters = 15</li> </ul>	15

Criteria	Sub-Criteria	Weights
Methodology, project plan and timelines approach in executing Employee Assistance Programme  <i>(The bidder must outline the methodology, project plan and timelines which address the requirements in the TOR)</i>	<ul style="list-style-type: none"> <li>✓ No methodology, no outline of project plan and timelines = 0</li> <li>✓ The methodology, project plan and timelines are standard and does not address the entire scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 5</li> <li>✓ The methodology, project plan and timelines are standard and addresses only part of the scope of work and the service provider has aligned the approach with the requirements of the TOR = 15</li> <li>✓ The methodology, project plan and timelines are comprehensive and addresses the entire of the scope of work in detail and the service provider has aligned the approach with the requirements of the TOR = 25</li> </ul>	25
<b>TOTAL</b>		<b>100</b>

### 11.1.3. Step 3: Evaluation on Price and Specific Goals:

#### 11.1.3.1. Price Calculations

The following formula must be used to calculate points out of 80 for price in respect of an invitation for a tender with a rand value from R 2 000.00 to or below R50 millions inclusive of all applicable taxes:

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid or offer under consideration

$P_{\min}$  = Price of lowest acceptable bid or offer

#### 11.1.3.2. Allocation of preference points based on specific goals.

The South African Nursing Council tenders will be evaluated on the following specific goals premised on addressing the legacy of apartheid's historical injustices, with a consideration on the following categories (of Historically Disadvantaged People - HDP) using race, gender, youth, and people with disability.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

**Preferential points will be allocated as per table below:**

<b>Specific goal</b>	<b>80/20 Preference Point system</b>
Black Ownership	8
Black Women Ownership	4
Black Youth Ownership	4
Disability Ownership	4
<b>Total Points allocated to Specific Goals</b>	<b>20</b>

Black Ownership points will be awarded to a Tenderer who has a 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black ownership will be awarded as follows:**

<b>Black Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black ownership	8
Tenderers who have 51% to 99% black ownership	5
Tenderers who have less than 51% black ownership	0

Black women ownership points will be awarded to a Tenderer who has a 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black women ownership will be awarded as follows:**

<b>Black Women Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black women ownership	4
Tenderers who have 30% to 99% black women ownership	2
Tenderers who have less than 30% black women ownership	0

Black youth ownership points will be awarded to a Tenderer who has a 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black youth ownership will be awarded as follows:**

<b>Black Youth Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black youth ownership	4
Tenderers who have 30% to 99% black youth ownership	2
Tenderers who have less than 30% black youth ownership	0

Disability Ownership points will be awarded to a Tenderer who has a 20% or more disability ownership owners. Disability ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for disability ownership will be awarded as follows:**

<b>Disability Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 20% or more owners with disability	4
Tenderers who have less than 20% owners with disability	2
Tenderers who have 0% owners with disability	0

**NB – The SANC will verify the Tax status outcome on the CSD report/ SARS e-Filing report:**

- i. A bidder whose tax status is Non-Compliant will be notified of their tax matters and must meet their outstanding tax obligations within seven (7) days.
- ii. Should the bidder fail to provide a written proof of their tax compliance status within Seven (7) days, the SANC will reject the bid submitted by the bidder.

Required by:

**South African Nursing Council**

Cecilia Makiwane Building

Required at (Address):

602 Pretorius Street

Arcadia, Pretorius 0083

Brand and model (if applicable):

.....

Country of origin (if applicable):

.....

Guarantee period (if applicable):

.....

Does the offer comply with the specification?

☐ Yes

☐ No

☐ N/A

**\*Mark 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:**

I .....confirm 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 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid

invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

#### 80/20

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—



- (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Description of the goals	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	Tenderers who have 100% black ownership	8	
	Tenderers who have 51% to 99% black ownership	5	
	Tenderers who have less than 51% black ownership	0	
Black Women Ownership	Tenderers who have 100% black women ownership	4	
	Tenderers who have 30% to 99% black women ownership	2	
	Tenderers who have less than 30% black women ownership	0	
Black Youth Ownership	Tenderers who have 100% black youth ownership	4	
	Tenderers who have 30% to 99% black youth ownership	2	
	Tenderers who have less than 30% black youth ownership	0	
Disability Ownership	Tenderers who have 20% or more owners with disability	4	
	Tenderers who have less than 20% owners with disability	2	
	Tenderers who have 0% owners with disability	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

	.....
	<b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....  
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

---

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

### 3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.