



Tender Ref #:	COGTA (T) 02/2021	Tender Description:	Provision of Integrated Employee Assistance Programme (EAP) services and projects for the Department of Cooperative Governance for a period of three years (36 Months).
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PART A – BID DETAILS

- 1. Introduction:** The Department of Cooperative Governance is inviting service providers to bid for EAP services that are professional; comprehensive; flexible; accessible; and responsive to all 450 employees of the Department of Cooperative Governance (DCoG) for a period of 3 years, with effect from conclusion of the service level agreement.
- 2. Closing Date:** The bid closing date and time are indicated in the tender advertisement and bid documents. **Bids received after the closing date and time will not be accepted.**
- 3. Briefing Session:** The briefing session date and time are indicated in the tender advertisement and bid documents. The briefing session is **non-compulsory**. Due to current COVID-19 regulations, the department cannot physically accommodate the expected number of bidders and the briefing will therefore be conducted online. Interested bidders must contact the SCM officials indicated below for the MS Teams link. **Date 10 November 2021 at 10:00am.**
- 4. Contact Information:** Prospective bidders **may not under any circumstances** contact or engage any DCOG officials other than the officials indicated below. Enquiries sent to the DCOG officials below will be routed to the relevant employees and responses will be coordinated and provided by the officials indicated below.

ENQUIRIES			
Name:	Ms Kgaugelo Tselana	Mr Mogoma Sekgothe	Ms Nomvula Ntuli
Tel:	012 334 0912	012 334 0586	012 334 0820
e-mail:	Kgaugelot@cogta.gov.za	MogomaN@cogta.gov.za	NomvulaN@cogta.gov.za

The Department reserves the right to disqualify any bidder that contacts or engages any other DCOG employee on matters / enquiries / questions related to this tender.

PART B – ADMINISTRATIVE AND FUNCTIONAL REQUIREMENTS

1. ADMINISTRATIVE REQUIREMENTS

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on closing date	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS	
1.3	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or affidavit.	
1.4	Supplier completed all SBD Forms (SBD 1, 3.3, 4, 6.1, 8 and 9).	
1.5	Summary of supplier experience submitted	
1.6	Summary of management team submitted	
1.7	Price proposal submitted	
1.8	SBD forms did not reveal any information or past practices that prohibits the supplier from conducting business with the state	

No bids will be considered from:

- Persons in the service of the State.
- Companies/ close corporations with directors/ members who are persons in the service of the State.
- NGO's / Non-profit institutions with directors (whether remunerated or not) in the service of the State.
- Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS).

The Department reserves the right to use the information provided by bidders to engage banks, credit rating agencies and the relevant government institutions to obtain information on credit records, criminal records, pending court cases, etc. Suppliers that show a history of poor financial/credit management and/or criminal behaviour will not be considered.

2. FUNCTIONAL CRITERIA.

Part E contains detailed information of the types of services required by the Department. The Department reserves the right to amend the services prior to finalisation of a Service Level Agreement with the successful bidder.

2.1. General Requirements.

- The bidder must be registered with Employee Assistance Professional Association South Africa (EAPA-SA), (attach valid EAPA-SA certificate for the company)
- At least one of the Directors must be registered with professional body (e.g., Health Professional Council of South Africa (HPCSA), South African Council of Social Service Profession (SACSSP), (attach valid proof of registration).
- Database of relevant professionals, registered with professional bodies and are in good standing.
- All company directors must be South African citizens (Copy of IDs to be attached)
- The bidder must attach proof of public liability Insurance.
- The bidder must attach audited financial statements for the immediately preceding two financial years as well as a letter of confirmation from a registered auditor.

Note: Bidder who fails to meet the above requirements will be disqualified.

2.2. Company Experience.

Bidders must provide verifiable references of having performed satisfactorily on at **least three (3) companies**.

Bidders are required to attach reference letters for all contracts listed in the summary sheet. The project proposal can contain additional information related to previous contracts. DCOG reserves the right to verify experience and to contact references provided, as well as any other third party that could verify the experience and performance of service providers.

The past performance of bidders in executing similar contracts will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular contract may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar contracts.

2.3. Infrastructure for the required service.

Bidders must provide verifiable evidence of the following:

- An operating office – This must be an immovable structure, attach to proof of physical address **(For purposes of administration and call centre)**. A bidder should notify the Department within a week in case of a change in the address.
- A 24/7/365 Toll-free call centre. An email address and a fixed telephone line.
- Proof of facility for face-to-face counselling sessions.

The department reserves the right to conduct unannounced site visit(s) for the purpose of bid evaluation.

2.4. Professionals to render the service.

The bidder must provide verifiable evidence of its ability to provide EAP service:

- Company registration with (EAPA).
- Database of registered relevant professionals.
- Professionals registered with professional bodies.
- Professional's certificate of good standing.

2.5. Case Manager/Professionals.

The bidder must provide evidence of its ability to deploy professionals and case managers that meet the following minimum criteria:

Roles	Minimum Qualifications	Minimum Experience
Case Manager	Master's degree in the field of study. (e.g., Psychology, SW) Registration with relevant professional body (HPCSA, SACSSP)	10 years' experience in EAP or related field.
Professionals	Relevant Degree in the field. (e.g., Psychology, SW) Registration with relevant professional body (HPCSA, SACSSP)	3 years' experience in EAP or related field.

2.6 Team Composition.

The attached summary sheet (Annexure B) must be completed for the entire management team.

The following must be submitted for each of the management team members:

- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Copies of qualifications.

DCOG reserves the right to verify all qualifications through the South African Qualifications Authority, EAPA and other related professional bodies to verify qualifications and experience indicated on CVs.

Management team members must demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken. Detailed CVs that clearly indicate experience and qualifications of all team members must be included in the proposal.

Roles	Qualifications	Experience
Executive Manager	Minimum: 3 years/ or equivalent	Minimum: At least 3 years in managing projects at a senior / executive level.
Key Account Manager	Minimum: 3 years/ or equivalent.	Minimum: At least 3 years in accounting services
Finance Manager / CFO	Minimum: 3 years/ or equivalent.	Minimum: At least 3 years in finance

PART C – BID EVALUATION PROCESS

The system comprises the following four elements:

- | | | |
|------|--|-----|
| i. | Compliance with requirements and conditions of the bid | |
| ii. | Functionality | 100 |
| iii. | Price | 80 |
| iv. | B-BBEE Contributor level | 20 |

1. Phase 1: Compliance with minimum requirements of bid.

All bids duly lodged will be evaluated to determine compliance with requirements and conditions of the bid. All proposals that do not comply with the requirements/conditions of the bid will be disqualified.

All bids that comply with the minimum requirement/conditions of the bid will be evaluated in two stages - **First Stage**: functionality will be assessed as per Scorecard and then **Second Stage**: the qualifying bidders in the **First Stage** will be evaluated further on price and BEE Contributor Level using 80/20 preference point system as prescribed in Preferential Procurement Policy Framework Act 2000, Preferential Procurement Regulation 2011 and approved **DCoG** Supply Chain Management Policy 2013. The evaluation will be done as follows:

STAGE 1

2. Functional Evaluation.

SCORECARD FOR FUNCTIONALITY

The following criteria will be applied for functionality to assess all the bidders who complied with minimum requirements:

Functionality Criteria	Sub-Criteria	Scale	Weight	Highest possible score
Experience of the prospective bidder in similar projects undertaken	An established track record (Bidders to attach verifiable reference letters for all contracts/project undertaken and listed in Annexure A)	<ul style="list-style-type: none"> • 1 project undertaken with a verifiable reference letter = 1 • 2 - 3 projects undertaken with verifiable references = 2 • 3- 5 projects undertaken with verifiable references = 3 • 6 - 7 projects undertaken with verifiable references = 4 • 8 (+) projects undertaken with verifiable references = 5 	5 x 5	25
Methodology and approach	Proposal to include the methodology and approach to be taken and a detailed and executable project plan, which addresses the scope of the assignment and objectives listed on no.3 and no.4 of the TOR	<ul style="list-style-type: none"> • The methodology and approach lack two or more deliverables and/or areas listed in the scope of assignment and objectives and does not adequately address the requirements of the ToR = 1 • The methodology and approach lack one of the deliverables and/or areas in the scope of assignment and objectives and does not adequately address the requirements in the TOR = 2 • The methodology and approach are standard and does not fully address the deliverables and/or entire scope of assignment and objectives in detail but adequately addresses the requirements in the TOR = 3 • The methodology and approach are discussed in detail and addresses the deliverables in the list in the scope of assignment and objectives and are aligned with the requirements in the TOR =4 • The methodology and approach are comprehensive, advanced, and innovative on how to execute the scope of the assignment and objectives and address all the requirements in the TOR = 5 	5 X 3	15

Functionality Criteria	Sub-Criteria	Scale	Weight	Highest possible score
Relevant experience and expertise (Team experience)	Demonstration of core team's collective relevant experience to the project (Detailed CVs that clearly indicate experience and qualifications of all team members must be included in the proposal.)	0 - 1-year collective experience and a relevant qualification of each team member = 1 2 - 3 years collective experience and a relevant qualification of each team member = 2 4 - 6 years collective experience and a relevant qualification of each team member = 3 7 – 8 years collective experience and a relevant qualification of each team member = 4 9+ years collective experience and a relevant qualification of each team member = 5	5x4	20
Capacity of the bidder to deliver on the employee wellness project.	The bidder must provide a detailed company profile outlining the company's history/footprint or ability to outsource health & wellness services in case it doesn't have footprints and demonstrate the state of readiness in terms of all aspects indicated on: a. infrastructure for the required service. b. Professionals to render the service Provide verifiable evidence.	The profile does not address all the TOR requirements mentioned in 2.3 and 2.4 = 1 The profile addresses two or less aspects mentioned under TOR requirements in 2.3 and 2.4 = 2 The profile addresses three or less aspects mentioned under TOR 2.3 and 2.4 = 3 The profile addresses four or less aspects mentioned under TOR requirements 2.3 and 2.4 = 4 The profile addresses five and more of the aspects mentioned under TOR requirement 2.3 and 2.4 = 5	5 x 8	40
TOTAL POINTS				100

- a. Bids will be rated in respect of each criterion on a scale of 1 – 5 i.e. 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very good and 5 = Excellent. The maximum possible score that can be achieved for functionality is 100.
- b. The average score will be calculated for each bid by adding the individual scores awarded by the members of the Bid Evaluation Committee and dividing the total by the number of members. **Bids that do not achieve a minimum score of 70 (out of 100) for functionality will not be evaluated further and will not pass to STAGE 2 of this Bid.**

STAGE 2

Evaluation in terms of the 80/20 preference point system

All received bids will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Regulations, 2011. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

Points for price will be calculated only for shortlisted bidder/s as follows:

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

Where

P_s = Points scored for competitive price of bid or offer under consideration.

P_t = Competitive price of bid or offer under consideration; and

P_{\min} = Competitive price of lowest acceptable bid or offer

The maximum possible score that can be achieved for price is 80 points.

NB: Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 10 points for B-BBEE.

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

Note: No preference will be awarded without submitting of a valid B-BBEE certificate or a consolidated B-BEE Certificate in case of a Joint Venture, Trust or Consortium and total points scored will be calculated by adding points scored for price and B-BBEE Contributor Level.

3. Form of Proposal.

Bidders are required to complete the official bidding documents in all respects and to attach a valid tax clearance certificate as issued by the South African Revenue Services. In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

(a) Proposal:

- (i) Bidder understands of these terms of reference, with particular focus on the scope of the assignment and the deliverables.
 - (ii) Previous and current contracts awarded to the bidder as well as client references.
 - (iii) Bidder's logistical and administrative capacity to render the required services.
- (b) Pricing of the proposal, inclusive of:
- (i) Fee rate of each team member
 - (ii) Estimated number of hours to be spent on the assignment by each member (which estimated number of hours will be deemed the maximum number of hours to do the work)
 - (iii) Administrative costs (offices, telecommunication, travelling, etc. to be specified)
 - (iv) Any other costs (to be specified)
 - (v) Value added tax
 - (vi) Ceiling price (all-inclusive capped total).
- (c) BEE/Preferential procurement/Achieving goals of the RDP:
- (i) Names of the owners of the bidding company, names of owners who are historically disadvantaged individuals, their designation as well as their proposed involvement in the performance of the services.
 - (ii) Names of BEE companies that will be sub-contracted if the bid is successful, the particular services that will be sub-contracted, and the value of such sub-contracts as a percentage of the contract price.

4. Site visit and due diligence.

In view of the Covid-19 pandemic, it will not be practical or desirable for the Bid Evaluation Committee (BEC) to visit all bidders. The BEC will conduct an unannounced site visit (the bidder will be given 1hour notice of the site visit) to confirm compliance by the Preferred Bidder with the functional criteria stipulated in this Terms of Reference.

During the site visit, The BEC can verify any of criteria stipulated in this ToR, with particular focus on functional criteria under evaluation process.

If, upon physical inspection by the BEC, the Preferred Bidder fails to meet any of the criteria stipulate in this ToR, the Preferred Bidder will be disqualified and the Bidder with the second highest PPPFA score will become the Preferred Bidder (and so forth).

5. Award.

The fully compliant bidder (as verified by the BEC) with the highest PPPFA score (price points and B-BBEE level points) will be the recommended bidder.

PART D – CONTRACT MANAGEMENT AND SPECIAL CONDITIONS

1. CONTRACT MANAGEMENT.

1.1 The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Cooperative governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.

1.2 If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after a period of 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another services provider.

1.3 Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during the course of this project (“Background IP”) shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
- The Copyright of any Bespoke Deliverables shall vest in DCOG.

1.4 No amendments to the SLA or any variation, waiver, relaxation, or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

2. SPECIAL CONDITIONS APPLICABLE TO THIS BID.

2.1 The Department may, at its sole discretion, cancel this bid or award this bid to more than one service provider.

2.2 The period of thirty days (30 days) referred to in the General Conditions of Contract applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the agreement with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for a period of 10 years.

PART E – DETAILED REQUIREMENTS

1. INTRODUCTION.

- 1.1 The mandate of the Department of Cooperative Governance (DCoG) derives from Chapters 3 and 7 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996). The key function is to develop national policies and legislation with regards to provinces and local government, and to monitor the implementation thereof. The total staff establishment of DCoG is equal to 450.
- 1.2 The Departments recognise that its employees must be healthy to perform optimally. As part of employee focus in support of its service delivery improvement goals, DCoG seek to implement an externally sourced Employee Assistance Programme, to promote the physical, psychological, and social wellbeing of employees and to reduce the risks posed to the Institutions (DCoG) by employees' behavioural problems, and to maximise productivity and performance. The service provider should be an experienced specialist on a range of issues, including but not limited to counselling and advising on social, legal, and financial matters, safety, and occupational hygiene as well as health management issues.

2. ROLE OF THE EMPLOYEE ASSISTANCE PROGRAMME.

- 2.1 The Employee Assistance Provider is required to render EAP services in a professional and cost-effective manner based on the Department of Public Service and Administration Employee Health and Wellness Strategic Framework of 2019, in particular the pillars (viz. HIV and AIDS & TB management, Wellness management and Health and Productivity Management as well as in accordance with inputs provided by the Departments in such a way that it will improve the quality of life and productivity of DCoG employees).

3. SCOPE OF THE ASSIGNMENT.

The scope of the assignment entails the Following:

- 3.1 Professional Psycho-Social Support Services via a 24/7/365 toll-free Call centre (on-going).
- 3.2 Short term Psycho-Social counselling service (six (6) sessions per incident per employee—maximum of twelve (12) sessions per employee per annum).
- 3.3 Critical Incident Stress Debriefing or Trauma Response Services (group as per need).
- 3.4 Minimum of three (3) Team Enrichment sessions per year (e.g., in the form of stress management, alcohol and substance abuse, marriage/relationship enrichment, personal financial management and preparation for retirement sessions, etc. (per session).
- 3.5 Conduct one annual Climate Survey by developing a questionnaire, online participation and developing a comprehensive report and ensure that the skills are transferred to DCoG employees in the Employee Health and Wellness unit.
- 3.6 Monitoring, Reporting, and Evaluation Services (Quarterly).

4. OBJECTIVES.

The Sub-sections below describe the objectives of the EAP service; the nature and extent to which it should operate within the Department of Cooperative Governance:

- 4.1 Professional Psycho-Social Support Services via a 24/7/365 toll-free Call centre.

This service will be customised, confidential and always provided by registered professionals. A 24-hours psychological counselling service will be available to all employees in DCOG in a range of language with English as a universal language. Counselling will be toll-free, unlimited and will cover information, therapeutic assistance, and support on an extensive range of psychological, social and wellbeing related issues. It will focus on providing eligible individuals with relevant therapeutic assistance to resolve psychosocial issues, understand their health status, evaluate

their health risks, and make positive and informed lifestyle choices. Appropriate operational procedures and clinical protocols will be followed.

4.2 Short Term Psycho-Social Counselling Service.

A personal face-to-face counselling service will be available in multilingual (11 S.A official languages), where indicated, to all DCoG employees in all South African official languages. Counselling should be short-term, and solution focused. Six (6) sessions per incident–maximum of twelve (12) sessions of counselling per employee per annum (of 1-hour duration per session) will be offered to all employees.

4.3 Monitoring, reporting, and evaluation services.

The service provider shall compile detailed programme reviews and submit monthly, quarterly and annual reports to DCoG leadership, identifying emerging human capital trends and risks in order to inform future behavioural risk management initiatives and interventions.

5 AFFILIATION TO EAPA-SA AND REGISTRATION OF PROFESSIONAL PRACTITIONERS/COUNSELLORS WITH THEIR RELEVANT PROFESSIONAL BODIES/COUNCILS

5.1 The service provider must be a member of EAPA-SA and upholds its Code of Conduct in its practice and professional practitioners/counsellors must be registered with their professional bodies/councils (provide proof of registration/affiliation). Failure to provide proof of registration/affiliation will lead to disqualification of bidders.

6 MANAGEMENT AND ADMINISTRATION.

6.1 A dedicated Account Manager must be available to co-ordinate the programme and ensure that the EWP is appropriately implemented, marketed, and fully integrated into DCoG programmes.

6.2 A comprehensive case management of all employees attended to by a dedicated Case manager as part of quality control.

6.3 Provide monthly report on utilisation together with invoice.

6.4 Provider must do orientation and marketing of the service.

7. DATA SYSTEM.

7.1 The service provider must have a data system that is able to provide detailed information about every call received through the dedicated toll-free number. Should provide a call log system for face-to-face cases.

8. SKILLS AND KNOWLEDGE REQUIREMENTS:

8.1 A bidder must have at least three years minimum to qualify.

8.2 Ability to conduct assessment, diagnoses stressors, provide counselling and treatment of the psycho-social problem/challenges/concerns.

8.3 Critical incidence debriefing ability to refer to other service professionals when necessary.

8.4 The bidder and its affiliates must be able to maintain high level of confidentiality.

9. PERFORMANCE MEASUREMENT/ REPORTING.

To facilitate the performance of Service Providers and monitor their scope of work, DCoG will:

9.1 Enter into a Service Level Agreement (SLA) that will govern the relationship between the two parties.

9.2 The SLA will service level standards to address each of the project deliverable.

- 9.3 The Directorate: Organisational Development and Employee Relations will manage, monitor, and oversee the project and ensure that:
- 9.3.1 Services are rendered timeously and as specified.
 - 9.3.2 Timeframes as far as possible are not extended.
 - 9.3.3 Conduct quality assurance of the operations and service rendered: and
 - 9.3.4 Ensure that additional costs are not incurred in case where is necessary approval from DCoG must be sought.
- 9.4 The Service Provider must table progress reports for each deliverable contained in the implementation plan as agreed to and as per the SLA.
Monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 9.5 These deliverables and related payments will be verified and recommended by the Project Manager and approved by the delegated official.
- 9.6 DCOG does not accept liability or responsibility whatsoever for any loss or damage that may have been suffered by the successful bidder or its personnel in the performance of the services.

10 Costing Methodology.

10.1 The bidder should provide a competitive cost for a three-year period. All escalations should be taken into consideration.

10.1.1 Quotation to be provided as follows:

REQUIRED SERVICE	QUOTE PER SESSION	Price
Professional Psycho-Social Support Services via a 24/7/365 toll-free Call centre	1 Session person	
Short term Psycho-Social counselling service (six (6) sessions per incident per employee–maximum of twelve (12) sessions per employee per annum).	1 Session per person	
Critical Incident Stress Debriefing or Trauma Response Services (Group)	1 Session per group of 25	
Minimum of three (3) Team Enrichment sessions per year (e.g., in the form of stress management, alcohol and substance abuse, marriage/relationship enrichment, personal financial management and preparation for retirement sessions, etc. (per session).	3 Group sessions per year.	
Conduct one annual Climate Survey a questionnaire, online participation and developing a comprehensive report and ensure that the skills are transferred to DCoG employees in the Employee Health and Wellness unit.	1 Report	

The Service Provider must use fee per utilisation model in a staff complement of 450. The Quotation must be per person per session.

All prices must be inclusive of VAT (if VAT registered) and must include all costs to render/deliver all goods / services indicated in this ToR. No variation in contract price will be permitted.

Note: Bidders billable fees/rates for this project will be assessed in accordance with the standard on hourly fee rate for consultation or as prescribed by the regulating the profession of the consultant.

11. DECLARATION.			
<ul style="list-style-type: none"> • I have read and agree to the General Conditions of Contract related to Government procurement (Available on DCOG tenders web page or from National Treasury). • I have studied, accurately completed, and submitted all the documents indicated in the above checklist. • I have read and agree with the conditions applicable to all bids as contained in this document. • I am the authorised signatory of the applicant. • I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid. • For the purposes of section 256 of the Tax Administration Act of 2011 I authorise the South African Revenue Service to disclose “taxpayer information” as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to DCOG. 			
Signature		Date	
Full name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

Annexure A: Bidder experience summary

Contracting party (Company/entity name)	Project title and description	Start date	End date	Value

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives of the EHW.
Bidders must attached reference letters and/or contactable references for projects listed above.

Annexure B: Management team summary

Role	Surname, Name	RSA ID Number	Age	Nationality	Race	Gender
Executive Manager / Team Leader						
Senior Project manager						
Finance Manager / CFO						
Team member 1						
Team member 2						
Team member 3						
Team member 4						
....						

Attach detailed CV as well as confirmation of availability for each person listed above.

Attach copies of qualifications for Executive Manager / Team Leader, Senior Project manager, Finance Manager / CFO.

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.