

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	OCJ2020/06	CLOSING DATE:	25 JANUARY 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID NO OCJ2020/06: ADVERTISEMENT OF THE COMPREHENSIVE EMPLOYEE HEALTH AND WELLNESS SERVICES FOR A PERIOD OF THIRTY- SIX (36) MONTHS FOR THE OFFICE OF THE CHIEF JUSTICE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
188 14 TH ROAD NOORDWYK					
MIDRAND					
JOHANNESBURG					
1685					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS. N NTIMANE		CONTACT PERSON	MS. M MPEPELE	
TELEPHONE NUMBER	010 493 2601		TELEPHONE NUMBER	010 493 2500	
FACSIMILE NUMBER	NONE		FACSIMILE NUMBER	NONE	
E-MAIL ADDRESS	BidEnquiries@judiciary.org.za		E-MAIL ADDRESS	mmpepele@judiciary.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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	
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.					

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**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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:

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SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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 state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;

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- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

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2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

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

2.10.1 If so, furnish particulars.

.....

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

2.11.1 If so, furnish particulars:

.....

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

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

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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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SBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT
 PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
 FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

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SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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SBD 9

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

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

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SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

TABLE OF CLAUSES

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RSA.

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

Js General Conditions of Contract (revised July 2010)



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TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID NO OCJ2020/06: ADVERTISEMENT OF THE COMPREHENSIVE EMPLOYEE HEALTH AND WELLNESS SERVICES FOR A PERIOD OF THIRTY- SIX (36) MONTHS FOR THE OFFICE OF THE CHIEF JUSTICE

Bid number: OCJ2020/06

Date issued: 04 December 2020

Closing date and time: 25 January 2021 at 11:00 AM

Briefing session date and time: 10 December 2020 at 11:00 AM

Bid validity period: 90 days

TENDER BOX ADDRESS:

188 14th Road Noordwyk

Midrand

Johannesburg

1685

**TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID
NO OCJ 2020/06: ADVERTISEMENT OF THE COMPREHENSIVE EMPLOYEE HEALTH
AND WELLNESS SERVICES FOR A PERIOD OF THIRTY- SIX (36) MONTHS FOR THE
OFFICE OF THE CHIEF JUSTICE**

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ABBREVIATIONS

ABBREVIATIONS	DESCRIPTION
B-BBEE	Broad Based Black Economic Empowerment
CV	Curriculum Vitae
CISD	Critical Incident Stress Debriefing
COVID-19	Coronavirus Disease 2019
DPT	Department
EWP	Employee Wellness Programme
OCJ	Office of the Chief Justice
HCT	HIV Counselling and Testing
HRP	Human Resource Practice
HRA	Health Risk Assessment
ICT	Information and Communication Technology
LR	Labour Relations
PERSAL	Personnel and Salary System
PFMA	Public Finance Management Act of 1999
PSR 2016	Public Service Regulations, 2016
RFP	Request for proposals
TOR	Terms of Reference
VAT	Value Added Tax
SANAS	South African National Accreditation System



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DEFINITIONS

TERM	DEFINITIONS
Psycho-Social	The Interrelation of Social Factors and Individual thought and Behaviour
Family Member	Spouse, Children and Family Members residing in the same household as the Employee
Lifestyle Management	Refers to service detailed, practical information, education, resources and referrals to help individuals manage their work-life responsibilities. The three major categories covered by Life Management services include: Legal wellbeing (legal information on Labour Law issues is excluded), Financial wellness and family care.

1 INTRODUCTION

- 1.1 The Office of the Chief Justice (OCJ) was established to render support to the Chief Justice in exercising administrative and judicial powers and duties as the Head of the Judiciary and the Head of the Constitutional Court.
- 1.2 The OCJ intends procuring the services of a reputable Service Provider to provide Employee Health and Wellness Services to address issues of employee well-being in the workplace (in particular psychosocial services) with the focus to promote employee wellness and improve productivity.
- 1.3 This entails comprehensive Employee Health and Wellness service for OCJ employees and their family members, as defined in the Public Service Regulations, 2016. For this purpose, a "family member", in relation to any person, means his or her parent, sister, brother, child or spouse—
 - (a) including a person living with that person as if they were married to each other, namely a life partner;
 - (b) whether such relationship results from birth, marriage or adoption;
 - (c) including any other relative who resides permanently with that person; and



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- (d) including any other relative who is of necessity dependent on such person; family member is defined as a spouse, children and family members residing in the same household as the employee.
- 1.4 The OCJ believes that sustained peak performance requires a truly engaged and healthy employee. The OCJ Employee Health and Wellness Programme deals with a broad range of occupational health, physical, spiritual, psychological and socio-economic problems that affect the employee's well-being, behaviour and performance capability.
- 1.5 The OCJ aims to solicit proposals from potential bidder(s) for the provision of Employee Health and Wellness related services. This document details and incorporates, as far as possible, the tasks and responsibilities of the potential successful bidder required by the OCJ.
- 1.6 This Request for Proposal (RFP) does not constitute an offer to do business with the OCJ, but merely serves as an invitation to potential bidder(s) to facilitate a requirements-based decision process.
- 1.7 The OCJ invites suitably qualified and experienced Service Providers to submit proposals for the implementation and management of an outsourced Employee Wellness Program (EWP).

2 BACKGROUND

- 2.1 The OCJ is a government department that draws its mandate from the Constitution and the Public Service Act, 1994.
- 2.2 The Employee Health and Wellness Strategic Framework for the Public Service (2019) recognizes the need for workplaces to develop a Wellness Management programme that is largely preventative in nature focusing on both primary (avoid the risk or condition) and secondary (minimize the effects of the condition) prevention when dealing with psychosocial problems, organizational climate assessments of hostile physical and psychosocial working environments.
- 2.3 The OCJ Wellness Management Policy outlines the following objectives to be met when implementing a wellness management programme:



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- 2.3.1 Meet wellness needs of OCJ employees through preventative and curative measures.
 - 2.3.2 Promote the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals.
 - 2.3.3 Create an organizational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks.
 - 2.3.4 Promote work-life balance through flexible policies in the workplace to accommodate work, personal and family needs.
 - 2.3.5 Employee wellness is considered from both the personal and workplace dimensions which influence the overall performance of employees. Individual wellness is viewed as the promotion of the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals. The employee wellness is attained by creating an organizational climate and culture that is conducive to wellness and the comprehensive identification of psycho-social health risks.
- 2.4 To give effect to the provisions of the OCJ Wellness Management Policy, the Department seeks to put in place an Employee Wellness Programme that seeks to address the psychosocial aspect of the wellbeing of its employees and family member with the goal of improving productivity in the workplace.
- 2.5 Due to internal capacity constraints, the OCJ seeks to outsource the function to a reputable registered Service Provider to implement Employee Health and Wellness (EHW) programmes. The outsourced service is envisaged to provide a confidential referral service with certified practitioners who are registered and experienced specialists on a range of issues, such as Counselling on Lifestyle Management issues.
- 2.6 The EWH Services are intended to:
- 2.6.1 Adopt a holistic approach to employee health risk management, by seeking synergies with wellness and disease management programmes as well as



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rehabilitation and empowerment programmes in conjunction with OCJ Employee Health and Wellness initiatives.

- 2.6.2 Reduce employee absenteeism due to psychosocial challenges.
- 2.6.3 Assist individual staff members and their family members in overcoming personal and work related problems that are likely to affect their performance.
- 2.6.4 Assist the OCJ to create a caring, healthy and safe working environment in which individual staff members feel valued.
- 2.6.5 Improve organizational performance by ensuring that staff members have the necessary support system in place which will enable them to reach their maximum potential and perform optimally.
- 2.6.6 Provide a professional EHW service which will respond with immediacy to the Psycho-social and Lifestyle Management needs of employees.
- 2.6.7 Support the department to manage health risk issues and involve the various stakeholders in the health risk management processes and structures.

2.7 The Envisaged Outsourced EHW Model entails:

- 2.7.1 Appointment of a registered Service Provider by the OCJ through a competitive bidding process that is concluded with a Service Level Agreement entered into between the OCJ and the successful Service Provider. Employees and their family members receiving 24 hour seven days a week service, access to telephonic counselling and referral service.
- 2.7.2 The preferred costing model will be based on a combination of costing services. "A per capita payment model and a fee for service model for other services defined in the Service Level Agreement".

3 PRINCIPLES:

The Employee Health and Wellness Programme is underpinned by the following principles:



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- 3.1 Employees utilizing the wellness programme are assured of confidentiality, except in cases of risk to self and others or in terms of legislation.
- 3.2 Only registered professionals will be allowed to provide therapeutic interventions;
- 3.3 As far as possible the generic principles of respect for autonomy, non-maleficence, beneficence, and distributive justice will guide the actions of all professionals providing the counselling service;
- 3.4 The programme focuses on all levels of employment and responds to the needs of designated employees such as people with disabilities and women maintaining a performance focus;
- 3.5 Coherence of models: the service delivery models should offer the same package of professional service to the OCJ employees and their family members; and
- 3.6 Voluntary Participation: Employees and their family members' participation in the programme is voluntary and consensual.

4 CONTRACT OBJECTIVES

- 4.1 Assist individual staff members in overcoming personal and work related problems that are likely to affect their performance.
- 4.2 Support employees' family members to cope with psychosocial challenges.
- 4.3 Create a caring and healthy working environment in which individual staff members feel valued.
- 4.3 Improve organizational performance by ensuring that staff members have the necessary support system in place which will enable them to reach their maximum potential and perform optimally.
- 4.4 Providing a professional EHW services which will respond with immediacy to the psycho-social and lifestyle management needs of employees on a 24 hour seven days a week service for the whole year.
- 4.5 Managing health issues which pose a risk to the OCJ.
- 4.6 Promoting and providing a healthy and safe work environment.

5 NATURE OF SERVICES REQUIRED

5.1 Scope and Extent of Work

The prospective service provider is required to provide EHW services to all the employees of the OCJ and their family members. The OCJ currently has 1952 employees with a projected growth of up to 2173 by 2024. Whilst



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the OCJ has offices with staff members in all provinces, the service is expected to be accessible by all employees irrespective of their geographical area where they may be due to official business.

4.2 Table 1: Anticipated break down of employees per office and court

NUMBER OF EMPLOYEES PER PROVINCE		NUMBER OF EMPLOYEES PER COURT/OFFICE	
Eastern cape	206	EC Local Division (Bisho)	32
		EC provincial service centre (East London)	16
		EC Division (Grahamstown)	48
		Labour and Labour Appeals court Port Elizabeth	13
		EC Local Division (Mthatha) Umtata	55
		EC Local Division (Port Elizabeth)	42
Free State	135	Free State Division (Bloemfontein)	71
		Free State provincial service centre (Bloemfontein)	16
		Supreme Court of Appeal	48
Gauteng	924	Constitutional Court	73
		GP Provincial Service Centre (Johannesburg)	32
		Gauteng Local Division (Johannesburg)	266
		Labour and Labour Appeals Court JHB	77
		Land Claims Court	24
		Gauteng Division (Pretoria)	231
		National Office (Midrand)	221
Kwazulu-Natal	213	KwaZulu-Natal Local Division (Durban)	102
		KwaZulu-Natal Provincial Service Centre (Durban)	18
		Labour and Labour Appeals Court Durban	16
		KwaZulu-Natal Division (Pietermaritzburg)	77
Limpopo	105	Limpopo Provincial Service Centre (Polokwane)	14
		Limpopo Division Polokwane	58
		Limpopo Local Division Thohoyandou	33
Mpumalanga	63	Mpumalanga Middleburg HC	3
		Mpumalanga Nelspruit HC	46
		Mpumalanga Provincial Service centre	14
Northern Cape	62	Northern Cape Division (Kimberley)	45
		Northern Cape Provincial Service Centre (Kimberley)	17
North West	71	North West Division (Mmbatho)	56
		North West Provincial Service Centre (Mafikeng)	15
Western Cape	173	Western Cape Division (Cape Town)	148



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NUMBER OF EMPLOYEES PER PROVINCE		NUMBER OF EMPLOYEES PER COURT/OFFICE	
		Labour and Labour Appeals Court Cape Town	12
		Western Cape Provincial Service Centre (Cape Town)	13
TOTAL	1952	TOTAL	1952

4.3 Table 2: Schedule of Services

Scope and extent of work (continues)

All services must be available on both Virtual and Face-To- Face platforms:

No.	Per capita Services
1.	Telephonic Counselling –unlimited sessions for both employees and family members (Service provider to ensure that their call centers has infrastructure and capacity)
2.	Dedicated Accounts Manager
3.	Interactive website (24/7 access to a website from which employees can obtain information and unlimited articles videos on any topic related to Employee Health and Wellness)
4.	Bulk SMS on recent EHW information (2 per month)
5.	Provide monthly desk drops on information aligned with the National Health Calendar and COVID-19 or any National Disaster (Marketing and Communication)
6.	Compile and submit monthly, quarterly and annual reports

4.4 Table 3: Additional Services

No.	ADDITIONAL SERVICES (FEE FOR SERVICE)
	Counseling Services and Trauma Debriefing
1.	Virtual and Face-to-face (CISD).
2.	Group Counselling (CISD).
	Awareness Education Training
1.	Awareness sessions (Stress Management, Anxiety Management, Workplace bullying).
2.	Team interventions which would include assessment, diagnosis and actual intervention.
3.	Team enrichment sessions such as time management, diversity management and Team alignment interventions
4.	Morale enhancement
	Health, Wellness & Risk Management
1.	Behavioural risk assessments.
2.	Assessment for reasonable accommodation.
3.	Conduct quarterly Health Risk Assessments during wellness days. Provide the following additional services as part of the wellness days: <ul style="list-style-type: none"> • Nutritional assessment by a dietician; • Physical fitness activities • Eye screening (Optometrist); and • Cancer screenings for both males and females (Breast Cancer and prostate cancer)



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4.	Conduct chronic disease assessment twice per annum.
5.	Management and rehabilitation services for employees with substance abuse challenges.
6.	Support process for employees with psychiatric conditions/mental illnesses.
7.	Conduct screening of TB prevalence and refer employees to health facilities.
Managerial Consulting	
1.	Coaching for executives and managers.
2.	Managerial training (conflict management, mediation, EI, Time management)
Advice and information on Lifestyle Management Services	
1.	Financial management
2.	Legal advisory services on employees personal issues (legal information on Labour Law issues is excluded)
3.	Pre-retirement programme
4.	Child care
5.	Elderly care

5.2 Services to be provided

5.2.1 The appointed Service Provider will be contracted for a period of thirty-six (36) months. The Service Provider is expected to design, implement and manage EHW programme with the following deliverables:

Suitable Counselling and Trauma Debriefing System

- i) Face to Face – Provide short term intervention services with a maximum of six (6) sessions per problem;
- ii) Virtual counselling - Provide short term intervention services with a maximum of six (6) sessions per problem;
- iii) Group Counselling (CISD- must be provided to affected employees within twenty-four (24) to 72 seventy-two (72) hours from the time of request); and
- iv) Telephonic Counselling - provide a dedicated 24-hour call centre (toll-free) counselling line for employees with their dependents covering information, therapeutic assistance and support on an extensive range of psychological, social and wellbeing related issues in eleven (11) official languages.

Provide an all-inclusive counselling referral system and trauma debriefing sessions to deal with areas such as:

Work Place related interactions.

- i) Supervisor-supervise relations
- ii) Dealing with Work Place Bullying
- iii) Mediation Services;
- iv) Learning to be more assertive or ways to improve self- esteem;



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- v) Positive communication skills.

Stress, Anxiety and Depression

- i) Anxiety, depression and feelings of being overwhelmed;
- ii) Managing stress;
- iii) Grief and dealing with a loss of a loved one; and
- iv) Poor work performance.

Marital, Divorce and Relationships

- i) Domestic violence;
- ii) Personal conflicts at home or on the job;
- iii) Learning to be more assertive or ways to improve self- esteem;
- iv) Positive communication skills; and
- v) Marital counselling and adjusting to a divorce or separation.

Family Support Services

Should focus on the provision of information and guidance on a broad range of family related issues such as: parental guidance, disability care, educational and community resources, special needs placement, dependent care, child support, residential facilities, vocational guidance, preschool programmes and care giving guidance.

Alcohol and other Drug Dependencies

- i) Drugs, alcohol abuse and recognising a substance abuse problem;
- ii) Support when living with a person who abuses alcohol and drugs; and
- iii) Facilitate rehabilitation services for employees to rehabilitation centres.
- iv) Gambling problem.

Financial Matters

- i) Money management and financial planning;
- ii) Wills and Estate Planning;
- iii) Bereavement; and
- iv) Any other losses.



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Dealing with Communicable Diseases and illnesses

- i) Continual updated information sessions on coping; and
- ii) Advisory Services.

5.2.2 Health Risk Assessment

- i) Health risk assessments which will form part of wellness days.
- ii) Prepare the plan of work to undertake the health risk assessment which entails activities, timelines, approaches, deliverables and identify the specific needs and requirements of all stakeholders through data gathering and validation techniques, a cost-benefit analysis and other important considerations.

5.2.3 Training and Awareness

- i) These services would consist of briefing, awareness, education and training sessions would be limited to one to two hours.
- ii) Awareness sessions refer to the conducting of awareness on a variety of relevant topics and would be limited to one to two hours.
- iii) Service must also include programs on lifestyle management.

5.3 Access to the Service

5.3.1 The EWP service will be available and accessible to all employees and their family members through:

5.3.2 Self-referral where the employee seeks help on their own;

5.3.3 Informal referral where a supervisor, friend or co-worker recommends EWP;

5.3.4 Formal referral based on job performance and recommendation of supervisor; and

5.3.5 Employees will be entitled to a maximum of six (6) face-to-face sessions.

5.3.6 The Service Provider is required to as far as possible, utilize practitioners who are available in all provinces in close proximity of the relevant OCJ offices.

5.4 Service Level Reporting

5.4.1. The Project Manager for the Service Provider will be required to work very closely with the EHW Manager formally through meetings every quarter in preparation for reporting to management meetings through standard reporting template. Reporting must be per site, per type of service and type of problem as well as summarized report.



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5.4.2 Provide monthly, quarterly and annual reports per province, division and branch office. The confidentiality of employee information must be taken into consideration. Reports must reflect utilisation and identified trends.

5.4.3 The Service Provider shall implement the necessary measures, monitoring tools and procedures required in measuring and reporting the Service Provider's performance of services against the applicable performance standards on a quarterly basis. Such measurement and monitoring shall permit reporting at a level of detail sufficient to verify compliance with the performance standards, and shall be subject to audit by the OCJ and/or its appointed contract manager or auditors. The Service Provider shall provide the OCJ with the information and access to such tools and procedures upon request, for purposes of verification. Further, the Service Provider shall, on request of the OCJ, provide a duplicate of any database used to capture and report on service levels so that appropriate provisions relating to the provision of service reports and the time periods relating thereto will be incorporated into any agreement concluded project.

5.4.4 **Reports must be made available in hard copy accompanied by an electronic version.**

- a. Identify and/or review of the key constraints or challenges facing the implementation of the wellness programme.
- b. Submit comprehensive statistical report on findings with clear recommendations.

5.4.5 **The ICT Infrastructure**

The Service Provider is required to establish and maintain a database for purposes of monitoring and tracking case flow and work progress.

5.4.6 **Document Management**

For this purpose, document management refers to a document management system to manage documents and or their contents in various formats according to business rules through its life cycle from inception to disposal.

5.4.6.1 **Document Management Enablers**

Noting that the Public Service's electronic infrastructures are diverse in nature. It is therefore expected that the Service Provider should accept



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and where necessary has the following document management enablers intact to facilitate the process:

- i) Courier services;
- ii) E-mail facilities; and
- iii) Web-based facilities.

5.4.6.2 Electronic Document Management

Electronic document management involves the hardware and software supporting the document management process. It is required from the Service Provider to maintain an electronic document management system, since it will be necessary to maintain the database as required, as well as for extracting reports for reporting purposes.

i) Back-Up and Archiving

Reporting and analysis will be dependent on data integrity and quality. It is therefore required that the Service Provider put adequate systems in place to preserve data and prevent data loss.

ii) Data

- a. Employee and organizational data that will be under the control of the Service Provider shall remain the property of the OCJ and the individual, respectively. The Service Provider shall not obtain any rights in such data.
- b. The data in possession of the Service Provider or to which the Service Provider may have access during its contract with the Public Service, may only strictly be used in the performance of the services required from the Service Provider.
- c. It is required that the Service Provider shall take reasonable precaution to preserve the integrity of the data and to prevent corruption or loss of such data.
- d. If the said data is corrupted, lost, or sufficiently degraded to be unusable, due to any act or omission by the Service Provider, it must without delay take all steps to restore or procure the restoration of the relevant data. If the corruption, loss or degradation of the data is due to the default of the Service Provider, it will be liable for all costs



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and damages associated with such corruption, loss, degradation and restoration.

iii) Data Security

- a. Data related to the Employees and the organization may only be accessed by authorised employees or contracted persons of the OCJ, as well as the Service Provider.
- b. It is therefore required that the Service Provider takes all steps to ensure that the Employee and the Organizational data is not accessible to any party who is not authorised by either the OCJ or the Service Provider to access such data.

iv) Audit

- a. It is expected that the Service Provider shall apply normal auditing practices and that the applicable audit reports be submitted on a regular basis to the OCJ.
- b. It is required that the Service Provider maintain at all times full and accurate records and audit trails, of all services provided and shall retain such records for the duration of its contract with the OCJ. The latter records remain the property of the OCJ and should be returned on termination of this contract.
- c. The OCJ reserves the right to appoint either its own auditors or agents to audit the Service Provider if it suspects fraudulent practices or the application of incorrect procedures, poor services or the like.

5.5 Practitioners

5.5.1 Registration and Performance Standards

It will be required from the selected Service Provider to utilize a network of registered Practitioners, to ensure that the OCJ and its Employees enjoy quality and consistent services, it is furthermore required that the Service Provider ensures that the Practitioners utilised-

- i) Are qualified and duly licensed / accredited in terms of the applicable legislation;
- ii) Maintain specified performance standards; and



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- iii) Have minimum of (three) 3 years' work experience.

5.6 Help Desk or Call Centre

5.6.1 The Service Provider is required to set up and maintain call centre facilities to assist supervisors and managers who are responsible for the processing and referral of cases.

- i) Assistance and advice with regard to counselling service and the referral of cases to registered practitioners; and
- ii) A mechanism through which they can make follow-ups with allocated practitioner.

5.6.2 The Service Provider must ensure that the call centre is staffed with trained personnel.

5.6.3 Where Practitioners are not available, a call back service should be implemented within 24 hours of initial contact by the Employee.

5.7 Project Management

The OCJ requires that the Service Provider actively participates in project management during the 36 months' period of the agreement. The OCJ will establish the necessary project management mechanisms, inclusive of the reporting schedules and formats stipulated in the Service Level Agreement.

5.8 Staffing

5.8.1 The Service Provider shall provide the personnel necessary to supply the services and service levels specified in the proposal and contained in the TOR and shall ensure that it possesses or has access to knowledge and sufficient expertise and staff to enable it to provide the required services in accordance with the agreed service levels.

5.8.2 Service Providers are to submit with their proposal the Curriculum Vitas and proof of registration with the applicable professional bodies, including that of senior and junior personnel to be allocated to the project.

5.9 Implementation

It is expected that the Service Provider shall acquaint itself with the organization and operation of the geographical area and the staff



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complements within the particular geographical area.

5.10 TRANSFER OF SKILLS

The Employee Health and Wellness Industry utilises skills not commonly available in the labour market and therefore we expect the successful service provider to impart skills to the Department.

5.11 REPORTING ARRANGEMENTS, TIME-FRAMES AND ASSIGNMENT DELIVERABLES

- 5.11.1 The Service Provider must produce a comprehensive report to the OCJ on its trends, including interventions.
- 5.11.2 The quarterly written progress reports must be provided to the OCJ within fourteen (14) working days of the last day of the preceding quarter. For this purpose, the quarters that shall apply are January to March; April to June; July to September and October to December.
- 5.11.3 The Service Provider will report directly to the Project Manager in the OCJ for the purposes of this project. The Service Provider must appoint a coordinator for the project who will be responsible for liaising with the OCJ for the duration of the project.
- 5.11.4 The OCJ will liaise with the Service Provider through the monthly meetings and by telephone or email as the need arises.
- 5.11.5 The project will be conducted within a period of thirty six (36) months starting from the date of signing of the contract with annual progress assessment report.
- 5.11.6 Over and above the high level work-plan that should be included in the bid proposal, the Service Provider shall within a maximum period of fifteen (15) days of being awarded the contract submit a detailed project plan outlining, the detailed work-plan with clear time frames, the methodology to be followed and the specific tasks to be performed.
- 5.11.7 The Service Provider must set up a project meeting to discuss the detailed work plan. Should the need arise to discuss possible concerns or changes to the detailed work plan thereafter; these will be discussed during the monthly meetings or a special meeting if necessary.



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5.11.8 The Service Provider shall be required to submit one (1) project close-off and handover report a month before the contract ends.

5.12 APPOINTMENT, COMMENCEMENT AND DURATION OF ASSIGNMENT

The Service Provider will be expected to commence after the signing of the contract the duration of which will be no longer than thirty-six (36) months.

5.13 PAYMENT SCHEDULE

The OCJ shall within a period of 30 days of the receipt of the invoice and supporting documents make payments in terms of the contract.

6 LEGISLATIVE FRAMEWORK OF THE BID

6.1 Tax Legislation

- 6.1.1 Bidder or bidders must be compliant when submitting a proposal to the OCJ and remain compliant for the entire contract term with all applicable tax legislation.
- 6.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 6.1.3 It is a requirement that bidders grant a written confirmation when submitting this bid that the OCJ may require SARS on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 6.1.4 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 6.1.5 Where Joint Ventures and Consortia as well as Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

6.2 Procurement Legislation

- 6.2.1 The OCJ has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act,



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No.5 of 2000), Preferential Procurement Regulations of 2017 and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

6.3 Technical Legislation and/or Standards

- 6.3.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services, such as:
- 6.3.2 The Minimum Information Security Standard (MISS)
- 6.3.3 ISO 12700
- 6.3.4 The Standard of Good Practice for Information Security from Information Security Forum (ISF)

7 COMPULSORY BRIEFING SESSIONS

- 7.1 A compulsory physical briefing and clarification session on 10 December 2020 at 11:00am will be held at the following address, Office of the Chief Justice Head Office in Midrand, 188 14th Road Noordwyk, Midrand 1685 to clarify to bidders the scope and extent of work to be executed.
- 7.2 Failure to attend the compulsory briefing session will result in automatic disqualification from the bidding process.

8 TIMELINE OF THE BID PROCESS

- 8.1 The period of validity of tender and the withdrawal of offers, after the closing date and time is 90 days. The project timeframes of this bid are set out below in table 4.

Table 4: Timelines of Bid Process

Activity	Due Date
Bid closing date	25 January 2021 at 11:00 AM
Notice to bidders	The OCJ will endeavor to inform bidders of progress until conclusion of the tender.

- 8.2 All dates and times in this bid are South African standard Telkom time.
- 8.3 Any time or date in this bid is subject to change at the OCJ's discretion.
- 8.4 The indication of date and time in this bid does not create an obligation on the part of the OCJ to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established.



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- 8.5 The bidder accepts that, if the OCJ extends the closing date for bid submission for any reason, the requirements of this bid apply equally to the extended closing date.

9 CONTACT AND COMMUNICATION

- 9.1 A duly nominated official of the bidder can make enquiries in writing, to the delegated OCJ official through email to SCM: BidEnquiries@judiciary.org.za Technical: Ms. M Mpepele MMpepele@judiciary.org.za or 010 493 2674/ 010 493 2601/010 493 2677 Bidders must reduce all telephonic enquiries to writing and send it to the above email address. The last day of making enquiries to the OCJ in relation to this bid is strictly 20 January 2021.
- 9.2 The delegated official of the OCJ may communicate with bidders where clarity is sought on the bid proposal.
- 9.3 Any communication by the bidders with an official or a person acting in an advisory capacity for the OCJ in respect of the bid between the closing date and the award of the bid, is prohibited.
- 9.4 All communication between the bidders and the OCJ must be done in writing.
- 9.5 Whilst all due care has been taken in connection with the preparation of this bid, the OCJ makes no representations or warranties that the content of the bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete.
- 9.6 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the OCJ other than minor clerical matters, the bidders must promptly notify the OCJ in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the OCJ an opportunity to consider what corrective action is necessary if any.
- 9.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the OCJ will, if possible, be corrected and provided to all bidders without disclosing to the bidders who provided the written notice.
- 9.8 All persons including bidders obtaining or receiving the bid and any other information in connection with the bid or the tendering process must keep the contents of the bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.



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10 LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidders.

11 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders or qualifying any bid conditions will result in the invalidation of such bids.

12 FRONTING

- 12.1 Government supports the spirit of broad based black economic empowerment (BBBEE) and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution of the Republic of South Africa and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 12.2 The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/ contract and may also result in the restriction of the bidder or contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the OCJ may have against the bidder / contractor concerned.

13 SUPPLIER DUE DILIGENCE

The OCJ reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information to determine possible risks such as the availability of adequate facilities, financial standing, capacity and capability to deliver, previous performance in terms of quality and service delivery, as well as



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attainment of goals.

14 NEGOTIATING A FAIR MARKET RELATED PRICE

The OCJ may initiate price negotiation with the preferred bidder.

15 SUBMISSION OF PROPOSALS

- 15.1 Bid documents must be endorsed with the words 'bid information security' and must be hand-delivered and deposited into the tender box situated at ground floor of the OCJ National Office, 188 14th Road, Noordwyk, Midrand, 1685 on or before 25 January 2021 at 11:00 AM.
- 15.2 This tender is a two (2) stage bidding process two (2) files or envelopes are required for mandatory documents, prices and B-BBEE.
- 15.3 Bid documents will only be considered if received by the OCJ on or before closing time and date.
- 15.4 This is the two (2) stage bidding process, bidders are required to submit a file consists of a proposal in one (1) envelope, pricing and B-BBEE in one (1) envelope. Bidders must submit two (2) sets of file of each file one (1) original and one (1) duplicate and one (1) CD-ROM **or** Flash Drive with content of each file on or before 11:00 AM, 25 January 2021. Each file and CD-ROM or Flash Drive must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the CD-ROM or Flash Drive must be labelled and submitted in the following format in table 5:



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Table 5: Format of Bid Submission

FILE 1 (TECHNICAL FILE)	FILE 2 (PRICE & BBBEE)
Exhibit 1: Pre-qualification documents <i>(Refer to Table 5 below)</i>	Exhibit 1: Pricing Schedule SBD 3.1 SBD 6.1 B-BBEE Certificate
Exhibit 2: <ul style="list-style-type: none"> • Technical response 	
Exhibit 3: <ul style="list-style-type: none"> • General Conditions of Contract (GCC) • Draft Service Level Agreement 	
Exhibit 4: <ul style="list-style-type: none"> • Company Profile • Any other supplementary information 	

15.5 Bidders are requested to initial each page of the tender document including all supporting documentation and pricing schedules.

16 PRESENTATION OR DEMONSTRATION

The OCJ reserves the right to request presentations from the shortlisted bidders as part of the bid evaluation process.

17 EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards known as gates, which are minimum standards that bidders need to meet in order to be evaluated and selected as a successful bidder.

The minimum standards consist of the following table 6:



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Table 6: Evaluation Stages

Mandatory Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Site Inspection (Gate 2)	Price and B-BBEE Evaluation (Gate 3)
Bidders must submit all documents as outlined in Table 7 below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed for site inspection. See table 9	Site inspection, bidders who have a comprehensive call centre with infrastructure, equipment, office resources and capacity will proceed to Gate 3 (Price and B-BBEE).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points in Gate 1

Table 7: Pre-qualification Documents

DOCUMENTS THAT MUST BE SUBMITTED TO OCJ		
MANDATORY DOCUMENTS	HOW TO COMPLETE THE DOCUMENTS	DISQUALIFICATION FOR NON SUBMISSION
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	Yes
Pricing Schedule Firm Prices- SBD 3.1 (Attach Separately)	Complete the supplied pro forma document	Yes
Declaration of Interest – SBD 4	Complete and sign the supplied pro forma document	Yes
Preference Point Claim Form – SBD 6.1(Attach Separately)	Non-submission will lead to a zero (0) score on B-BBEE. The B-BBBE status level certificate will be invalid if SBD 6.1 is not submitted or attached.	No
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	Complete and sign the supplied pro forma document	Yes



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DOCUMENTS THAT MUST BE SUBMITTED TO OCJ		
Certificate of Independent Bid Determination – SBD 9	Complete and sign the supplied pro forma document	Yes
Registration on Central Supplier Database (CSD)	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.	No
Reference Letters	The service provider must submit at least three (3) contactable references letters where Employee Health and Wellness services were rendered during the past seven (07) years and complete Table 8 below in line with the submitted reference letters.	No
Accreditation	The bidder must be registered with at least two (2) of the following institutions: <ul style="list-style-type: none"> • Health Professions Council of South Africa; • The Employee Assistance Professionals Association of South Africa; • The South African Council for Social Services Professionals and/or Allied Healthcare Service Provider. The bidder must provide proof of accreditation to the listed institutions.	Yes
Breakdown of Affiliates per province	The Service provider must provide all services as indicated in the breakdown of services by completing the Affiliate spreadsheet attached as (Annexure A)	Yes



17.1 Gate two (1): Functionality Requirements

17.1.1 The evaluation criteria for functionality aims to assess the bidders' capability, reliability and ability to execute the contract. The minimum points that bidders must obtain in order to progress to the next stage of evaluation is 70.

17.1.2 Bids that scored less than 70 points on functionality will be disqualified and will not progress to the next stage of evaluation.

17.1.3 Proposals will be evaluated and points will be allocated on the following basis for functionality:

17.1.4 The functionality criteria are listed below, and will be rated as follows:

Bidders will be rated on the ratings stated below:

0 - Very Poor; 1 – Poor; 2- Fair; 3 – Good; 4 - Very Good; 5 – Excellent

Score = (Acquired Rating) X (Criteria Weight) / (Maximum Rating)

Table 9: Functionality Scoring

No.	CRITERIA	WEIGHT
1	<p>Track Record</p> <p>Bidders are requested to provide at least three (3) contactable references letter(s) signed and dated by the clients on the client's letter head as proof where Employee Health and Wellness programmes were successfully completed and implemented in the last seven (7) years. Letters must include the name of the organisation, number of employees in the organisation and contract duration.</p> <p>3 or more reference letters = <u>5 points</u></p> <p>2 or more reference letters = <u>4 points</u></p> <p>1 reference letter = <u>3 points</u></p> <p>0 reference letter = <u>0 point</u></p>	20

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No.	CRITERIA	WEIGHT
2.	<p>Project Plan:</p> <p>Provide your project plan showing sound technical competency in project management.</p> <ul style="list-style-type: none"> • The project plan fully addresses deliverables and clearly outlines an example of a wellness programme, including all activities, costs and timeframes outlining the various work flow tasks required for this project. The service provider fully demonstrate that they have the necessary infrastructure, tools and applicable tools to provide a dedicated 24-hour call centre (toll-free) counselling line in 11 official languages. = <u>5 points</u> • The project plan fully addresses deliverables and clearly outlines an example of a wellness programme, including all activities, costs and timeframes outlining the various work flow tasks required for this project. The service provider partially demonstrate that they have the necessary infrastructure, tools and applicable tools to provide a dedicated 24-hour call centre (toll-free) counselling line in 11 official languages. = <u>4 points</u> • The project plan partially addresses deliverables and partially outlines an example of a wellness programme, including all activities, costs and timeframes outlining the various work flow tasks required for this project. The service provider fully demonstrates that they have the necessary infrastructure, tools and applicable tools to provide a dedicated 24-hour call centre (toll-free) counselling line in 11 official languages. = <u>3 points</u> • The project plan partially addresses deliverables and does not outline an example of a wellness programme, including all activities, costs and timeframes outlining the various work flow tasks required for this project. The service provider partially demonstrate that they have the necessary infrastructure, tools and applicable tools to provide a dedicated 24-hour call centre (toll-free) counselling line in 11 official languages. = <u>2 points</u> • The project plan does not address deliverables and does not outline an example of a wellness programme, costs and timeframes outlining the various work flow tasks required for this project. The service provider does not demonstrate that they have the necessary infrastructure, tools and applicable tools to provide a dedicated 24-hour call center (toll-free) counselling line in 11 official languages = <u>1 points</u> • No project plan = <u>0 point</u> 	35



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No.	CRITERIA	WEIGHT
3	<p>Methodology</p> <p>Proposed methodology and approach to achieve required outputs (Training included)</p> <ul style="list-style-type: none"> • The methodology and approach includes a detailed exposition and motivation in support of the proposal. It includes the full scope of the deliverables (outputs) in the ToR and clearly unpacks the anticipated risks, challenges and appropriate mitigating strategies. = 5 points • The methodology and approach includes a detailed exposition and motivation in support of the proposal. It includes the full scope of the deliverables (outputs) in the ToR and touching on anticipated risks, challenges and mitigating strategies. = 4 points • The methodology and approach includes the exposition and motivation in support of the proposal. It includes the full scope of the deliverables (outputs) in the ToR and does not outline anticipated risks, challenges and mitigating strategies. = 3 points • The methodology and approach includes the exposition and motivation in support of the proposal. It does not include the full scope of the deliverables (outputs) in the ToR and outline anticipated risks, challenges and mitigating strategies. = 2 points • The methodology and approach includes the exposition and motivation in support of the proposal. It does not include the full scope of the deliverables (outputs) in the ToR and does not outline anticipated risks, challenges and mitigating strategies. = 1 points • Failed to align the proposed methodology with the required outputs of the project = 0 point 	25
4.	<p>Key Personnel</p> <ul style="list-style-type: none"> • The bidder demonstrated the ability of the Professional Team to render the service and the expertise of key staff members. This must be supported with a submission of an organogram and CV's of team members i.e. Programme Manager and the team of experienced wellness programme personnel. = 5 points • The bidder partially demonstrated the ability of the Professional Team to render the service and the expertise of key staff members. No organogram and but provided CV's of team members were not provided i.e. Programme 	20



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No.	CRITERIA	WEIGHT
	<p>Manager and the team of experienced wellness programme personnel. = <u>3 points</u></p> <ul style="list-style-type: none"> The bidder has not demonstrated the ability of the Professional Team to render the service and the expertise of key staff members. The bidder has not provided a submission of an organogram and CV's of team members i.e. Programme Manager and the team of experienced wellness programme personnel= <u>1 point</u> The Bidder did not provide any information. = <u>0 point</u> 	
	TOTAL	100

17.2 Gate two (2) Site Inspection

- 17.2.1 At the OCJ's discretion a site inspection will be conducted as part of the bid evaluation process. The OCJ will visit the shortlisted bidders' premises with the objective of verifying information of the bidders as contained in their respective bid documents. Should it be discovered during the site inspection that the information submitted by the service provider is inconsistent with what is on their current premises of business, such bidder will not be recommended for this bid.
- 17.2.2 Bidders must have a comprehensive call centre with infrastructure, equipment, office resources and capacity to provide call centre services to the OCJ. Failure for bidders to demonstrate call centre facilities and infrastructure will be disqualifies.

17.3 Gate three (3): Price and BBBEE Evaluation (80+20) = 100 points

- 17.3.1 Only bidders that have scored sixty (70) points and above in Gate 2 will be evaluated in Gate 3 for price and B-BBEE. Price and B-BBEE will be evaluated as follows:
- 17.3.2 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points)
 - B-BBEE status level of contributor (maximum 20 points)



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17.3.3 Stage 1 – Price Evaluation (80 Points)

a) The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

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

17.3.4 Gate 3 – B-BBEE Evaluation (20 Points)

17.3.5 Gate 3 (80 + 20 = 100 points)

17.3.6 The Price and B-BBEE points will be consolidated.

17.3.7 B-BBEE Points allocation

a) A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table 9 below:

Table 10: B-BBEE Points Allocation

B-BBEE level of contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



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- b) The B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:
 - i. A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
 - ii. The B-BBEE Certificate.

17.4.8 Gate 3: Price and B-BBEE Evaluation (80+20) = 100 points

- a. Pricing must be itemised.
- b. The price breakdown must be completed as per the template provided below.
- c. Bidders must provide firm prices, not subject to rate of exchange.

18 CONSORTIUMS AND JOINT VENTURES

- 18.1 Consortium or joint venture, (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
- 18.2 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The OCJ will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 18.3 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 18.4 consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

19 SUB- CONTRACTING

- 19.1 Bidders or tenderers who want to claim Preference points will have to comply fully with Regulations 11(8) and 11(9) of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA Act) with regard to sub-contracting. The following is an extract from the PPPFA Act:



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19.2 Section 11(8) "A person must not be awarded points for B-BBEE status

level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub- contract.

19.3 Section 11(9) "A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub- contracted to an EME that has the capability and ability to execute the sub-contract."

20 GENERAL CONDITIONS OF CONTRACT

20.1 Any award made to a bidder under this bid is conditional, amongst others, upon:

20.2 The bidders accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which OCJ is prepared to enter into a contract with the successful bidders.

20.3 The bidders submitting the General Conditions of Contract to OCJ together with its bid, duly signed by an authorised representative of the bidder.

21 SERVICE LEVEL AGREEMENT

21.1 The OCJ and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the OCJ more or less in the format of the draft Service Level Indicators included in this tender pack. Refusal to sign the service level agreement will lead to termination of the contract.

21.2 The OCJ reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

21.3 Bidders are requested to:

21.3.1 Comment on the draft Service Level Indicators and where necessary, make proposals to the indicators;



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21.3.2 Explain each comment and/or amendment; and

21.3.3 Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

21.4 The OCJ reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the OCJ or pose a risk to the organisation.

22 SPECIAL CONDITIONS OF THIS BID

22.1 The OCJ reserves the right not to make an award of any of the responses on this bid.

22.2 Bidders must provide an undertaking that reference checks in connection with services rendered may be conducted by the OCJ from previous clients where similar services were provided.

22.3 The OCJ may vary the scope outlined in this bid to include reasonable additional work within the wider scope of services required.

22.4 The bidders must be accessible to the OCJ at all times.

23 DECLARATON REQUIREMENTS FOR BIDDERS

23.1 In the bidder's technical response, bidders are required to declare and confirm the following:

Bidders are to:

- a) Act honestly, fairly and with due skill, care and diligence, in the interests of the OCJ;
- b) Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c) Act with circumspection and treat the OCJ fairly in a situation of conflicting interests;
- d) Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e) Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the OCJ;
- f) Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g) To conduct their business activities with transparency and consistently uphold the interests and needs of the OCJ as a client before any other consideration; and
- h) To ensure that any information acquired by the bidders from the OCJ will not be used or disclosed unless the written consent of the client



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has been obtained to do so.

24 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

24.1 The OCJ reserves its right to disqualify any bidder who either itself or any of whose members, save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange, indirect members being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange, directors or members of senior management, whether in respect of the OCJ or any other Government organ or entity and whether from the Republic of South Africa or otherwise "Government Entity":

24.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

24.1.2 Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

24.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the OCJ's employees or other representatives;

24.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

24.1.5 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

24.1.6 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

24.1.7 Has in the past engaged in any matter referred to above; or

24.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and



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despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

25 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 25.1 The bidder should note that the terms of its tender will be incorporated in the proposed contract by reference and that the OCJ relies upon the bidder's tender as a material Oijp'presentation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 25.2 It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the OCJ against the bidder notwithstanding the conclusion of the Service Level Agreement between the OCJ and the bidder for the provision of the service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

26 PREPARATION COSTS

The bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the OCJ, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this bid.

27 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the OCJ incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/ or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies the OCJ from any legal liability and all such costs which the OCJ may incur and for any damages or losses the OCJ may suffer

28 CONFLICT OF INFORMATION PROVIDED

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.



29 LIMITATION OF LIABILITY

Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6 of the general conditions of contract.

The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/ or damages to the purchaser' and

The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The OCJ reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the OCJ or whose verification against the Central Supplier Database (CSD) proves non-compliant. The OCJ further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

31 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The OCJ reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another Government institution.

32 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African Superior Courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.



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33 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel including agents, officers, directors, employees, advisors and other representatives, its sub-contractors, if any and personnel of its sub-contractors comply with all terms and conditions of this bid. Where that the OCJ allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the OCJ will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

34 CONFIDENTIALITY

- 34.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s), will be disclosed by any bidder or other person not officially involved with the OCJ's examination and evaluation of a tender.
- 34.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the OCJ, remain proprietary to the OCJ and must be promptly returned to the OCJ upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- 34.3 Throughout this bid process and thereafter, bidders must secure the OCJ's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

35 OFFICE OF THE CHIEF JUSTICE PROPRIETARY INFORMATION

Bidder/s will on their bid cover letter make a declaration that they did not have access to any of the OCJ's proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidders.

36 TERMINATION OF SERVICES

The OCJ may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the rendering of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of the termination.



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Annexure A

Provinces	Affiliate category	Number of Affiliates
Gauteng	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Limpopo	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
North West	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Mpumalanga	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Northern Cape	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Western Cape	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
KZN	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Free State	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	
Eastern Cape	<ul style="list-style-type: none"> Psychologist (Clinical, Educational, Industrial and Counselling). 	
	<ul style="list-style-type: none"> Nurse 	
	<ul style="list-style-type: none"> Social Worker 	

