

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

37 PRICING SCHEDULE

- 37.1 Pricing should be allocated as follows:
- 37.2 Bidders are required to provide their prices for all services Bidders must provide firm prices, not subject to rate of exchange;
- 37.3 Pricing must be itemised;
- 37.4 Bidders should have a National footprint as such the OCJ will not pay for travel expenses.
- 37.5 The pricing must be completed as per the template provided below. (Pricing Schedule).

NO.	PER CAPITA SERVICES	YEAR 1	YEAR 2	YEAR 3
1.	Telephonic Counselling (unlimited sessions for both employees and family members)			
3.	Dedicated Accounts Manager			
4.	Telephone counselling			
5.	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)			
7.	Bulk SMS on recent EHW information (2 per month)			
8.	Provide monthly desk drops on information aligned with the National Health Calendar (Marketing and Communication)			
9.	Compile and submit monthly, quarterly and annual reports			
Total (incl. VAT)		R	R	R
Grand Total (incl. VAT) for a period of thirty six (36) months		R		



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No.	ADDITIONAL SERVICES (FEE FOR SERVICE)	PRICE PER HOUR YEAR 1	PRICE PER HOUR YEAR 2	PRICE PER HOUR YEAR 3
	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)			
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.			



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	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			
Total (incl. VAT)		R	R	R
Grand Total (incl. VAT) for a period of thirty six (36) months		R		

GRAND CONTRACT VALUE

SERVICE TYPE	AMOUNT
Per capita services	R
Additional service (fee for service)	R
Grand Total (incl. VAT)	R



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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	*Delivery: Firm/not firm
-	Delivery basis	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

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

[TICK APPLICABLE BOX]

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

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

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

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

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....