

# INVITATION TO TENDER



## KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND  
TRADITIONAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT FOR A PERIOD OF 36 MONTHS**

Tender No: ZNT 2048/2023 LG

COMPANY NAME : \_\_\_\_\_

### Type of Bidder (Tick One Box)

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

### Participation Capacity (Tick One Box)

Prime Contractor	
Supplier/Sub-Contractor	

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### RETURN OF PROPOSAL

Proposal must be deposited in the tender box situated at Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building.

**Closing Date: 10 MAY 2024**  
**Closing Time: 11:00 am**

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## PART A INVITATION TO TENDER

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
<b>BID NUMBER:</b>	<b>ZNT 2048/2023 LG</b>	<b>CLOSING DATE:</b>	<b>10 MAY 2024</b>	<b>CLOSING TIME:</b>	<b>11:00 AM</b>
<b>DESCRIPTION</b>	<b>APPOINTMENT OF A PANEL OF SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSUCHOSOCIAL CARE AND SUPPORT FOR A PERIOD OF 36 MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
330 LANGALIBALELE STREET					
NATALIA BUILDING					
13 <sup>TH</sup> FLOOR, LIFT AREA, NORTH TOWER					
PIETERMARITZBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Lindiwe Madlala		CONTACT PERSON	Mr. Denzyl Sathianathan	
TELEPHONE NUMBER	033 2608194		TELEPHONE NUMBER	0332608055 / 0842078727	
E-MAIL ADDRESS	<a href="mailto:Lindiwe.madlala@kzncogta.gov.za">Lindiwe.madlala@kzncogta.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Denzyl.sathianathan@kzncogta.gov.za">Denzyl.sathianathan@kzncogta.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

**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: .....

**SECTION A**  
**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE**  
**COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Co-operative Governance and Traditional Affairs

**Contact Person:** Ms Lindiwe Madlala

**Tel:** 033 260 8194

**Fax:** 086 642 8873/ 033 342 8830

**Email:** [lindiwe.madlala@kzncogta.gov.za](mailto:lindiwe.madlala@kzncogta.gov.za)

**ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr. Denzyl Sathianathan

**Unit:** Human Capital Development

**Tel:** 033-2608055 / 0842078727

**E-mail address:** [Denzyl.sathianathan@kzncogta.gov.za](mailto:Denzyl.sathianathan@kzncogta.gov.za)

**SECTION B**  
**REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.

2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to [www.csd.gov.za](http://www.csd.gov.za) to register or call 033 897 4223/4676/4509 for assistance.

3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;

3.1 de-register the supplier from the Database,

3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.

**4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to update its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

**SECTION C**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS  
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....



**SECTION D**

SBD 4

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of institution	State

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

2.2.1 If so, furnish particulars:

.....  
.....

SBD 4

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners

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

or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

**SBD 4**

Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3

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

ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## SECTION E

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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#### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (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 To be completed by the organ of state

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

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

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black ownership	<b>5</b>	
50% or more owned by disabilities	<b>5</b>	
50% or more owned by youth	<b>5</b>	
50% or more owned by military veterans	<b>5</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - (a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**SECTION F**

**CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....
  
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
  
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
  
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.



**7.CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....	.....
<b>SIGNATURE OF BIDDER OR DULY AUTHORISED REPRESENTATIVE</b>	<b>NAME IN BLOCK LETTERS</b>

**ON BEHALF OF (BIDDER'S NAME)** .....

**CAPACITY OF SIGNATORY** .....

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)** .....

.....

**POSTAL ADDRESS** .....

.....

**TELEPHONE NUMBER:** .....

**FAX NUMBER:** .....

**CELLULAR PHONE NUMBER:** .....

**E-MAIL ADDRESS:** .....

**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

.....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1.....

2.....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**



**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1.....

2.....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:** 1.....

2.....

**F. JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in

connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms.....,Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME).....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS:  
.....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid

on behalf of:

(Name of Consortium) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNATURE:** ..... **DATE:** .....

**SECTION G  
SPECIAL CONDITIONS OF CONTRACT**

**SECTION 1: DEFINITION OF TERMS**

**1.1 SERVICE**

The services to be rendered by professional service providers must be rendered in terms of this contract.

**1.2 CONTRACTOR**

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

**1.3 AGREEMENT**

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

**1.4 AGREEMENT PERIOD**

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

**1.5 PARTIES**

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

**1.6 DEPARTMENT**

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

**1.7 CURTAILMENT OF SERVICE**

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

**SECTION 2: IMPORTANT INFORMATION TO NOTE**

2.1 This bid is invited and will be awarded and administered in terms of the following:-

2.1 KwaZulu-Natal Supply Chain Management Policy Framework,

2.2 Section 217 of the Constitution,

2.3 The PFMA and its Regulations in general,

2.4 The Preferential Procurement Policy Framework Act,

2.5 National Treasury guidelines, and

2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

## 2.2

### **REQUIRED COMPULSORY INFORMATION**

#### 2.2.1 The bidder shall ensure that all the required information is furnished; viz:-

- 2.2.1 Bidders Disclosure (SECTION F)
- 2.2.2 Declaration certificate for local production and content for designated sectors (SECTION I)
- 2.2.3 Conditions of Bid (SECTION M)
- 2.2.4 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.

**NOTE: Failure to submit the required information may invalidate the entire proposal.**

### SECTION 3: SPECIAL CONDITIONS OF CONTRACT

#### 3.1 ACCEPTANCE OF BID

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

#### 3.2 APPEALS

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

#### 3.3 AMENDMENT OF CONTRACT

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

#### 3.4 CHANGE OF ADDRESS

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

#### 3.5 COMMUNICATION

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg  
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-260 8194**



### **3.6 COMPLETENESS OF BID**

3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

### **3.7 COMPLETION OF SPECIFICATION**

3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

### **3.8 CONDITIONS OF BID**

3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.

3.8.2 No bid received by telegram, telex, or facsimile will be considered.

3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.

3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.

3.8.5 Bidders must provide the following particulars about themselves as part of the bid:

3.8.5.1 Where they have their Headquarters

3.8.5.2 Where they have their Regional Office.

3.8.5.3 Name, address and telephone number of bankers together with their bank account number.

3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

3.9.1 By whom, or with whose assistance, was the business plan drafted?

3.9.2 By whom, or with whose assistance, were the bid prices calculated?

3.9.3 Whose advice is relied on?

3.9.4 Who will provide financial support?

3.10 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

### **3.11 CONFIDENTIALITY**

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

### **3.12 CONTRACT PERIOD**

3.12.1 There contract period shall remain in force for a period of 36 months from date of signing off the official contract.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

### **3.13 EQUAL BIDS**

3.13.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

### **3.14 EXECUTION CAPACITY**

3.14.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract ed for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

### **3.15 EXTENSION OF CONTRACT**

3.15.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

### **3.16 GENERAL EVALUATION CRITERIA**

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- e. Did the bidder attend the site inspection/ briefing?
- f. Will the bidder be in a position to successfully execute the contract?

### **3.17 IRREGULARITIES**

2.17.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

### **3.18 JOINT VENTURES**

3.18.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.

3.18.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

### **3.19 LATE BIDS**

3.19.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

3.19.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

### **3.20 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS**

3.20.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Traditional Affairs' Supply Chain Management unit.

### **3.21 PRO RATA DECREASE OF COMPENSATION**

3.21.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph **3.26** hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

### **3.22 CENTRAL SUPPLIERS DATABASE**

2.22.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.

3.22.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

### **3.23 SUBMISSIONS AND COMPLETION OF SBD 6.1**

3.24.1 Bidders are to complete SBD 6.1 document where applicable. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

### **3.24 TERMINATION OF SERVICES**

3.24.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

### **3.25 TAX CLEARANCE CERTIFICATE**

3.25.1 The central supplier database and the tax compliance status pin are the approved methods that will be utilised to verify Tax Clearance compliance.

### **3.26 UNSATISFACTORY PERFORMANCE**

3.26.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:

- (a) take action in terms of its delegated powers
- (b) make a recommendation for cancellation of the contract concerned.

### **3.27 VALIDITY PERIOD AND EXTENSION THEREOF**

3.27.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend

the validity (binding) period. Should this occur, the Department will request bidders to extend the

validity (binding) period under the same terms and conditions as originally ed for by bidders. This request will be done before the expiry of the original validity (binding) period.

### 3.28 VAT

2.28.1 Bid prices must be inclusive of VAT.

2.28.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :-
  - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
  - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

### 3.29 REGISTERED ADDRESS

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :

The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

13 <sup>th</sup> floor, North Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
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**BID NUMBER: ZNT 2048/2023 LG**

**APPOINTMENT OF SERVICE PROVIDER  
TO CONDUCT WELLNESS SCREENING  
AND PSYCHOSOCIAL CARE AND  
SUPPORT FOR COGTA EMPLOYEES  
OVER A 3 YEAR PERIOD**

## **TERMS OF REFERENCE**

### **1. PROJECT BRIEF:**

#### **1.1 TO APPOINT A SERVICE PROVIDER TO CONDUCT WELLNESS SCREENING AND PSYCHOSOCIAL CARE AND SUPPORT FOR COGTA EMPLOYEES OVER A 3 YEAR PERIOD WITHIN THE EMPLOY OF THE KWAZULU NATAL DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

1.2 The Department of Co-operative Governance and Traditional Affairs have in the past conducted wellness screenings and offered psychosocial support to COGTA employees throughout the Province of KwaZulu Natal for COGTA employees at all District Offices. A three-year contract to appoint a service provider to conduct wellness screening and to refer clients to psychologists, social workers and rehabilitation centres is hereby sought as it will enable the EHW Programme clients to be referred at a more speedily and efficient rate.

### **2. BACKGROUND TO PSYCHOSOCIAL SERVICES**

2.1 Historical approaches to solving challenges of employee health and wellness within the public service, given tomorrow's complex environment, are inadequate.

2.2 The high-value Public servant of the future will be characterised by a capacity for balanced and healthy living to ensure efficient service delivery.

2.3 Current approaches to the business as usual approach, where it relates to public servant's health and wellness, including the quality of their working life and the appropriate environments are still based on a model that has become increasingly inexcusable in terms of maintaining employee human dignity.

2.4 Bridging the gap between these challenges of the past and the complex problems of the immediate future require focused initiatives and interventions.

2.5 The Employee Health and Wellness Strategic Framework was developed following the research and benchmarking of international and local best practices and by obtaining inputs from stakeholders from previous Employee Health and Wellness Indabas.

2.6 DPISA's Employee Health and Wellness Strategic Framework (2019) takes cognisance of the reality of communicable and non-communicable diseases.

2.7 It seeks to represent an integrated, needs-driven, participative, and holistic approach to Employee Health and Wellness in the Public Service.

2.8 The integrated approach to employee health and wellness recognises the importance of individual health, wellness and safety and its linkages to organisational wellness and productivity in the Public Service.

2.9 Health screening is a relatively new addition to healthcare in Government Departments but is gaining momentum as people realise the importance of being proactive about their health.

2.10 Ironically, one can gain an accurate sense of the departments "health" by assessing the "pulse" of the employees' health. Simply put, if we are unaware of the health issues that are facing employees it is difficult to target initiatives to help staff become healthier and become more productive in the workplace.

2.11 Biometric screenings provide important baseline data and information on current and potential medical issues. Employees are given reliable information about their risk for chronic preventable diseases such as diabetes, heart disease, and hypertension, and can identify a path for disease prevention and improved health.

2.12 Chronically ill employees have come to accept their present level of illness as normal.

2.13 The uptake of such services is often based on the quality, integrity, empathy, confidentiality, professionalism, referral and informed health advice given to the client and the undermining of these intrinsic values can pronounce major repercussions for the department, the services rendered and the client.

2.14 It is for this reason that a trustworthy service provider that builds a trusting relationship with the client in terms of continuity, keeps all medical information confidential, refers the client when the

need arises, conducts follow ups and post management of the ailments in order for the client to attain self-efficacy.

- 2.15 According to the Wellness Management pillar in the DPSA's Employee Health and Wellness Strategic Framework (2019), it is in every department's best interest to offer psychosocial care and support to its employees in order to proactively deal with the growing scourge of mental illness among government employees as it is becoming one of the leading ailments among many South Africans.
- 2.16 The Wellness Management pillar emerged as a priority due to the recognition that employees are the life-blood of an organization and therefore their health and wellbeing impacts their productivity in the workplace.
- 2.17 According to the Wellness Management Pillar, "wellness is regarded as the optimal state of the health of individuals and groups of individuals with two main focal points of concerns, namely: the realization of the fullest potential of an individual physically, psychologically, socially, spiritually and economically, and the fulfilment of one's role expectations in the family, community, place of worship, workplace and other settings."

### 3. **CONTEXT**

- 3.1 Research has revealed that the three main causes of stress are money, work and poor health.
- 3.2 In the South African context this can be interpreted in two ways: there are many people who have no money because they are unemployed and this results to stress which may cause poor health, while on the other hand the employed population is struggling to make ends meet with the salaries they are earning and this results to over indebtedness (either from financial institutions or loan sharks) and this affects their productivity at work which results to poor health that is stress related.
- 3.3 In 2008 the Public Service Commission released a report on how over indebted the public servants are and COGTA employees are included in those findings. The South African economy has worsened in the past eleven years and public servants find themselves living from pay cheque to pay cheque and can only afford to prioritise basic needs such as food, shelter, school fees, transportation costs and medical aid has become a luxury to many of them. Those with the lowest option (Sapphire) are deprived of the many benefits that are enjoyed by those who are on the so-called better option due to the terms and conditions enforced by medical aid.
- 3.4 Many COGTA employees also have emolument and garnishee orders attached to their salaries and this ranges across all salary levels.
- 3.5 Studies have also shown that a hostile working environment can be a huge contributor to workplace stress wherein employees experience bullying, work overload, unhealthy relationships among colleagues and or with their supervisors as well as an overall organizational culture that does not prioritise the health and well-being of its employees.
- 3.6 COGTA employees are not immune to some of these factors and it is for this reason that the Employee Health and Wellness Programme is in place in order to proactively circumvent this behavior and or reactively offer care and support to those who have already experienced it.
- 3.7 Workplace interventions have the potential to improve the health status of workers; contribute to a positive and caring image of the company; improve staff morale; reduce staff turnover and absenteeism; enhance productivity; reduce sick leave, medical costs and workers' compensation and disability payments (Sorensen, et al., 2011) (Cancelliere C, 2011).
- 3.8 It is for this reason that a trustworthy service provider that builds a trusting relationship with the EHW Programme in terms of responding to spontaneous requests, and a high level continuity of efficient services and support is sought.

#### 4. SUPPORTING KZN COGTA WITH EAP SERVICES

- 4.1 The values which are enshrined in the APP emphasizes the need to respect and invest in staff as a valued asset by providing a wellness programme that focuses on the holistic wellbeing of the individual.
- 4.2 EAP services are essential in the workplace because the employer acknowledges the fact that employees are not immune to challenges that may hamper their performance at work.
- 4.3 The primary goal of offering EAP services is to ensure that employees are mentally healthy and capable of contributing towards service delivery to all COGTA clients and it also minimizes the time away from work due to recurring challenges that are not addressed.
- 4.4 **Benefits to the employer**
- 4.4.1 Reduces Costs Related to Poor Performance: no work overload to other colleagues which causes burnout.
- 4.4.2 Productivity: employees are fully functional and this strengthens weak administration which ensures that service delivery targets are met.
- 4.4.3 Strengthens Workplace Mental Health: employees are of sound mind to work and meet their targets and this also improves their morale.
- 4.4.4 Reduce Absenteeism: the departments runs the risk of financial losses due to people being remunerated for not being at work.
- 4.4.5 Attract Top Talent: COGTA becomes an employer of choice and gains or retains institutional knowledge which is also linked to the individual assessment of the HOD
- 4.5 The aforementioned outcomes are attainable through a workforce that is readily available and holistically sound. Human resources is the “heartbeat” of an organization.
- 4.6 One can postulate that taking care of staff can improve the wellbeing of an individual and consequently reduce the number of workman days lost and increase productivity levels within the Department.
- 4.7 A health risk assessment or wellness screening is generally the entry point in comprehensive health promotion programs and precedes the implementation of targeted interventions (Serxner, Gold, Grossmeier, & Anderson, 2003), (Soler, et al., 2010).
- 4.8 Those individuals identified as being at risk for cardiovascular disease may therefore be directed to appropriate intervention programs (Goetzel, Ozminkowski, Bruno, Rutter, Isaac, & Wang, 2002). Interventions targeting those categorised as ‘high risk’ or ‘moderate risk’ (Serxner, Gold, Grossmeier, & Anderson, 2003) are likely to show greater improvements in health (Goetzel, Ozminkowski, Bruno, Rutter, Isaac, & Wang, 2002).
- 4.9 This is supported by Groeneveld et al., (2010) review that the health benefits from worksite interventions for employees who were not at risk for cardiovascular disease were minimal, compared to those employees identified as being at risk who showed greater improvements (Groeneveld, Proper, van der Beek, Hildebrandt, & van Mechelen, 2010).
- 4.10 Staff spend more awake hours at work than anywhere else; on average 40 hours a week.
- 4.11 Aside from helping improve the health of already at-risk employees, workplace wellness screening programs also have a huge impact on healthy individuals, raising awareness so employees with fewer risk factors remain in a lower cost group.
- 4.12 The Department of Co-operative Governance and Traditional Affairs’ (COGTA) Employee Health and Wellness Programme has been conducting a successful On-site Wellness Screening on a quarterly basis for the population of COGTA through an external Service Provider to date.
- 4.13 The uptake of services has increased significantly over the years and this can also be associated, amongst others, to a quality and confidential service with whom staff have developed a relationship of trust.



- 4.14 The programme has been officially rolled out throughout the province and includes the following sites: Natalia (Pietermaritzburg), Wadley House (Pietermaritzburg), Southern Life Plaza (Pietermaritzburg), Mkondeni(Pietermaritzburg), Mayville, Port Shepstone, Kwadukuza, Queensburgh, Westville, Richards Bay, Empangeni, Ulundi, Mkuze, Eshowe, Dundee, Ladysmith Ixopo and Newcastle.
- 4.15 Human resources is the “heartbeat” of an organization. One can postulate that biometric wellness screenings at regular intervals can improve the wellbeing of an individual and consequently reduce the number of workman days lost and increase productivity levels within the Department.
- 4.16 The values which are enshrined in the APP emphasizes the need to respect and invest in staff as a valued asset by providing a wellness programme that focuses on the holistic wellbeing of the individual and as such; it is essential that the screening services rendered by the EHW programme be sustained in order maintain a healthy workforce that is responsive to the strategic objectives of the Department.
- 4.17 The EHW programme has been offering the following on site wellness screening to all Departmental employees: Blood Pressure readings, Cholesterol Testing, body mass index, urine testing, TB screening / Peak flow meter tests( lung function test ( using peak flow meter), breast examination, eye and ear testing(audiology screening or hearing test, HIV testing (using the rapid test and CD4 counts), Flu vaccines, B12 and B6neurobioun injections,(injection) dentals checks, prostate testing and pap smears.
- 4.18 The response has been overwhelmingly successful.

## 5. **PURPOSE**

The purpose of contracting the services of a wellness screening and psychosocial support company is to offer a comprehensive health screening package to the employees of KwaZulu Natal Department of Co-operative Governance and Traditional Affairs that will inform the Human Capital Development Directorate of the present health trends within the Department and the mitigating such health trends.

## 6. **OBJECTIVES**

- 6.1.1 The objective of appointing a service provider to provide wellness screening and psychosocial support for employees within the employ of the KwaZulu Natal Department of cooperative governance and traditional affairs is to:
- 6.1.1.1 Align wellness programmes towards the National and Provincial targets of offering optimum workplace health services to our staff as prescribed within the mandate set out by the 4 pillars of the Employee Health and Wellness Strategic framework of (2019 as amended).
- 6.1.1.2 Create a more vibrant, dedicated, responsive and health-conscious Department that will have a positive impact on service delivery by:
- reducing absenteeism
  - improving Productivity
  - improving Presenteeism
  - improving Employee Morale and Retention

## 7. SCOPE OF WORK

The service provider is expected to offer the following services

- 7.1.1 HIV testing – HCT plus confirmatory test & follow up laboratory confirmation if necessary.
- 7.1.2 TB testing screening
- 7.1.3 CD4 Counts where applicable
- 7.1.4 Urine testing
- 7.1.5 Cholesterol testing
- 7.1.6 Glucose testing
- 7.1.7 Peak Flow Meter (lung function)
- 7.1.8 Body Mass Index
- 7.1.9 Blood Pressure
- 7.1.10 Pulse
- 7.1.11 Breast examination
- 7.1.12 Weight
- 7.1.13 Temperature
- 7.1.14 Distance and Near Eyesight testing
- 7.1.15 Wellness files and data capturing of clients for continuous monitoring.
- 7.1.16 Management of employees who have agreed to disclose HIV+ Status to Service Provider.
- 7.1.17 Rapid PSA test for male employees over the age of 50 followed up by laboratory test if levels are raised.
- 7.1.18 Pap Smears (one consultation per client per year (Three (3) pap smears over 3 years) . Post management of those clients requiring immediate intervention including further tests)
- 7.1.19 Management report and feedback session during the Quarterly Wellness Committee Meetings.
- 7.1.20 Multivitamin supplement – minimum of 26 essential nutrients and vitamins as tabulated in the table below.

1	Total Vitamin A	4000IU (provided by beta
2	Vitamin B1 (Thiamine)	1,4 mg
3	Vitamin B2 (Riboflavin)	1,6 mg
4	Vitamin B3 (Niacinamide)	18 mg
5	Vitamin B6 (Pyridoxine)	2 mg
6	Folic acid	195 µg
7	Vitamin B12 (Cyanocobalamin)	1 µg
8	Biotin	100 µg
9	Pantothenic acid	6 mg
10	Vitamin C (Ascorbic acid)	60 mg
11	Vitamin D3	200 IU
12	Vitamin E	14,9 IU
13	Vitamin K1	30 µg
14	Lutein	250 µg
15	Calcium	162 mg
16	Chromium	40 µg
17	Copper	0,5 mg
18	Iodine	100 µg
19	Iron	10 mg
20	Magnesium	50 mg
21	Manganese	1 mg
22	Molybdenum	50 µg
23	Phosphorus	125 mg
24	Potassium	40 mg
25	Selenium	30 µg
26	Zinc	5 mg

- 7.1.20.1 The supplement must be suitable for diabetics and stipulated on the packaging by the manufacturer.
- 7.1.20.2 It must be GMO free and be suitable for clients both young and old.
- 7.1.20.3 A minimum of 30 tablets per client and the bottle must be sealed at the manufacturer level (Cannot be repackaged and resealed once it is packaged at the manufacturer level)

- 7.1.21 Influenza vaccines during the 4<sup>th</sup> quarter of each financial year for all employees (quantity to be discussed with EHW business unit)
- 7.1.22 To co-ordinate the administrative and logistical issues of psychiatrists, social workers, psychologists, rehabilitation centres for staff that meet the criteria as stipulated by the EHW Programme.

## 7.2 **Screening Procedure**

- 7.2.1 Employees are not obligated to take up all the services offered within the package. The Service Provider will nevertheless charge per head even if a client has not used up all the services within the package.
- 7.2.2 Each attending employee will have the opportunity to voluntarily choose to have an HIV test during the wellness screening.
- 7.2.3 Full pre and post-test counselling will be given if the employee agrees to test. This counseling must be undertaken by a person trained for this purpose.
- 7.2.4 Should the screening test be positive, the employee will be tested a second time to confirm the result. If the confirmatory test is positive, the employee is offered a CD4 count test.
- 7.2.5 Should the rapid test results be inconclusive – bloods will be sent to the laboratory for confirmation of diagnosis.
- 7.2.6 Each client will receive a report of their entire wellness results which can be used for comparison in future wellness interventions, or in discussion with their health care practitioner.
- 7.2.7 All wellness monitoring deemed to be outside of the normal or healthy range, will be referred to their health care practitioner for further investigation.
- 7.2.8 A new file will be opened for any first-time attending employee.
- 7.2.9 Existing files will be used for employees currently enrolled in the programme.
- 7.2.10 The individual reports are confidential and will be used to monitor the health status of individuals, providing them with a history of their results.

## 7.3 **Specific Deliverables**

- 7.3.1 All dates to be scheduled in agreement between the EHW component and service provider per quarter. There will be four (4) quarterly Wellness Screening Sessions per financial year. Dates should coincide with the Department's quarterly reporting periods and in line with the financial year.
- 7.3.2 All services carried out by the service provider should be analysed to find emerging trends per disease profile as well as the frequency per catchment area (District Office).
- 7.3.3 A scientific method of analysis should be implemented to allow for accurate reporting and should reflect trends based on previous analysis of data.
- 7.3.4 Under no circumstances should any client's names be published in any form of reporting and all data collected during the screening sessions shall not be divulged to any other organisation or person for research purposes or marketing purposes.
- 7.3.5 Due to the POPPI Act, all medical information obtained from the screening sessions will remain with the service provider due to patient – doctor confidentiality.
- 7.3.6 All results should remain confidential and should not be divulged to any person other than the client in question. The client is at liberty to divulge such information on their own accord having signed an agreement with the service provider.

- 7.3.7 A comprehensive report should be forwarded to the EHW component by no later than 14 days after the last screening session.
- 7.3.8 The report should focus on trends per site as well as a holistic trend within the Department. The information should be in the format of a soft copy and an A4 bound file.
- 7.3.9 All reports should be printed in colour.
- 7.3.10 The results of each screening session should be interpreted with the EHW component to ensure clarity in a PowerPoint format each quarter.
- 7.3.11 The Service provider will provide information that is required in specific for the completion of the DPSA's quarterly implementation review report on dates to be discussed with the EHW Programme.
- 7.3.12 The Service Provider will engage with the EHW Unit in planning, implementing and reviewing the Annual AIDS Day Event that will be hosted at any of the COGTA Offices within the Province. The costs of which will be borne by the Service Provider
- 7.3.13 The Service Provider will use the health statistics to determine and implement wellness classes hosted by professional instructors at all COGTA Offices.
- 7.3.14 The Service Provider must use medical staff and therapists that are registered and to also adhere to medical aid rates when selecting the above-mentioned personnel in order to ensure professionalism and quality service.

#### **7.4 Logistics:**

- 7.4.1 The EHW component together with Office Managers will provide the necessary venues required for screening.
- 7.4.2 The Service provider will provide medical screening tents at sites that constitute a larger number of clients (e.g. 16 medical screening tents, fold up tables and chairs where necessary).
- 7.4.3 The Service provider will provide all necessary clinical apparatus, consumables and other resources required during the screening process that is in line with standard medical screening procedures.
- 7.4.4 The service provider will be responsible for the removal and disposal of medical waste and hazardous items from the COGTA premises at the conclusion of the consultations. Such items will be disposed of according to medical protocols.

#### **7.5 Service Provider Staff**

- 7.5.1 The Service Provider, through the EHW component, will verify the approximate number of clients per Cogta site and allocate clinical staff accordingly as per the tabulation in Point 7.5.6 below.
- 7.5.2 An approximate time of 30 minutes should be allocated to each client though it is common for clients taking up fewer services to be completed prior to the 30 minutes elapsing.
- 7.5.3 All staff members providing a service to COGTA clients must be professional nurses and should be registered as professional nurse under South African Nursing Council (SANC certified in the most recent nursing qualifications by an accredited Institution.
- 7.5.4 The Head of the team should be a highly advanced Nurse who will be able to make clinical decisions if and when required.
- 7.5.5 Number of Nurses per site is based on 30 minutes per client and a maximum of 6 hours spent at a site. Each site must be completed within the date set out by the Departments EHW Component.
- 7.5.6 Approximately 900 employees may attend wellness screening during any single quarter.
- 7.5.7 This includes:
  - 7.5.7.1 CDW's –300
  - 7.5.7.2 Other Staff –600 (inclusive of intern, in service staff and Municipal interns who possess a PERSAL number and is being remunerated by the KZN Department of COGTA

Office	Approximate No. of clients per Site	Approximate No. of minutes / hours per Site	Approximate Number of Nurses per Site
Natalia, Pmb	130	3900 min / 65 hours	11 Nurses
Southern Life Plaza, Pmb	120	3600 min / 60 hours	10 Nurses
Wadley House, Pmb	30	2040 min / 34 hours	6 Nurses
Mayville, Durban	20	2400 min / 40 hours	7 Nurses
Queensburgh, Durban	12	360 min / 6 hours	1 Nurse
Port Shepstone	30	450 min / 7.5 hours	3 Nurse s
Kwadukuza	29	540 min / 9 hours	3 Nurses
Ulundi	24	1200 min / 20 hours	4 Nurses
Mkuze	25	300 min / 5 hours	3 Nurses
Richards Bay	60	1800 min / 30 hours	5 Nurses
Dundee	35	360 min / 6 hours	3 Nurses
Ladysmith	32	360 min / 6 hours	3 Nurses
Newcastle	18	450 min / 7.5 hours	3Nurses
Ixopo	22	600 min / 10 hours	2 Nurses
Mkondeni	13	600 min / 10 hours	2 Nurses
Public Participation - Pmb	300	7200 min / 120 hours	20 Nurses

## 7.6 SKILLS, EXPERTISE AND EXPERIENCE REQUIRED

### 7.6.1 Wellness Screening

7.6.1.1 The Human Capital Development Directorate requires support from a specialist and experienced Service Provider who has considerable expertise in the health field and possesses the knowledge, skills and values pertaining to health issues. The service provider should possess:

- a) A health-related qualification

- b) Proven to have worked with Psychotherapists and possesses an EAPA affiliation.
- c) An understanding of current health trends and practices.
- d) A track record of successful and timeous performances of similar assignments (relevant references should be provided);
- e) Expertise in conducting a wellness screening project and developing reports with a focus on each COGTA Office as well as the Department in its entirety.
- f) A practical commitment to the empowerment of historically disadvantaged firms/professionals in respect of the distribution of work and the transfer of skills under the assignment.

## 7.6.2 The Counselling Therapist

### 7.6.2.1 The psychologist shall.

- a) Be in possession of a legitimate qualification that is recognised by the Health Professions Council of South Africa.
- b) Must be registered with EAPA
- c) Develop, maintain and encourage high standards of professional competence to ensure that clients are protected from professional practices that fall short of international and national best practice standards.
- d) A psychologist shall be accountable for professional actions in all domains of his or her professional life.

### 7.6.2.2 The psychiatrist shall:

- a) Be in possession of a legitimate qualification that is recognised by the Health Professions Council of South Africa.
- b) Must be registered with EAPA.
- c) Inform the client that all prescribed medication will not be billed to the department but to their medical or paid in cash if the client does not have medical aid.
- d) Furnish a written report with an invoice of no more than two (2) sessions held.

### 7.6.2.3 The Social Worker shall:

- a) Be in possession of a legitimate qualification that is recognised by the South African Council for Social Service Profession.
- b) Be proficient in spoken and written English and IsiZulu languages.
- c) Furnish a report at the end of all sessions.

### 7.6.2.4 Rehabilitation Centres shall:

- a) Be legitimate and registered with a statutory body
- b) Have a conducive environment for in-house treatment
- c) Offer aftercare services to monitor the patient

## 7.6.3 Delivery by counselling therapists:

- a) An appointed therapist will be expected to offer six (6) sessions to their Cogta client and motivation for more sessions must be communicated to the referring practitioner.
- b) In a case where a referral to the psychiatrist is made, only two (2) sessions are payable.
- c) An invoice must be submitted within one week of concluding each case and this must be accompanied by a written report from the service provider.

- d) In a case where a referral to a psychiatrist is made, the service provider must communicate this referral to the practitioner immediately for consent to proceed.
- e) All therapists are expected to consult COGTA employees in a clean and conducive environment.

## 8. **COSTING**

8.1 The costing per client is billed into the comprehensive plan. This includes:

- 8.1.1 Accommodation
- 8.1.2 Transportation
- 8.1.3 equipment/apparatus during consultations
- 8.1.4 transportation of blood samples and specimens to health laboratories at the service providers costs
- 8.1.5 flu vaccinations during peak flu seasons \
- 8.1.6 pap smears
- 8.1.7 prostate testing
- 8.1.8 laboratory tests
- 8.1.9 meals for the nursing staff.
- 8.1.10 Gazebos for larger sites
- 8.1.11 Reporting to the Wellness Committee on health trends in the department as well taking care of logistical needs such as catering for the quarterly meetings.
- 8.1.12 Provision of supplements to all clients that will last 30 days. The strength should vary for adults over 50 years old.
- 8.1.13 The number of nurses that are accommodated at each site is based on the number of clients at each site at an average of half an hour per consult. Refer to the table in Point 7.5.7.2 above.

### 8.2 **Wellness Classes**

8.2.1 Providing wellness classes through a professional instructor at each of the District Offices as per the Provincial Work and Play Policy. Cost should be charged per site per session.

### 8.3 **World AIDS Day Wellness Screening**

8.3.1 The World AIDS Day Screening will require the Service Provider to conduct extended HIV wellness screening to all present.

### 8.4 **Women's Day Wellness Screening**

8.4.1 To provide wellness screening for all women that attend the Women's Day event in August and only if wellness screening is included in the session.

### 8.5 **Exit Interview Referrals**

8.5.1 The disinterest in employees exiting the Department to complete an exit interview has resulted in insufficient information being made available to be used as one of the tools to gauge employee satisfaction in the department.

8.5.2 Exiting a workplace can be for several reasons and can include promotion, bullying, workload, insufficient training and development, stressful working hours etc.

8.5.3 All of the aforementioned deals with one's emotions by either being happy, sad or angry.

8.5.4 This has resulted in the Department using an external service provider to make use of a psychotherapist to conclude exit interviews and to ascertain the true reflection of the exiting employee.

8.6 **Costing per Item (Pricing Schedule) – Vat must be included per Item.**

8.6.1 **Psychosocial Referrals**

Psychosocial Service	Approximate number of Clients per Year	Maximum Sessions / Visit per Casefile	Rate per Session / Visit		Amount per Year	Percentage Increment in Year 2 and 3
<b>A. Psychologist</b>	40 per Year	6		Year One		
				Year Two		
				Year Three		
<b>Sub-Total</b>						
<b>B. Psychiatrist</b>	10 per Year	2		Year One		
				Year Two		
				Year Three		
<b>Sub-Total</b>						
<b>C. Social Worker</b>	10 per Year	6		Year One		
				Year Two		
				Year Three		
<b>Sub-Total</b>						
<b>D. Rehabilitation</b>	2 per Year	Visit (21 Days)		Year One		
				Year Two		
				Year Three		
<b>Sub-Total</b>						
<b>E. Exit Interview Referral</b> The amount should be inclusive of logistics eg. Tel calls, report etc	60 per Year	1 session per client		Year One		
				Year Two		
				Year Three		
<b>Sub-Total</b>						
<b>TOTAL FOR ALL PSYCHOSOCIAL SERVICES OVER 3 YEARS (A+B+C+D+E)</b>						



**8.6.2 Wellness Screening**

Type of Wellness Screening	Number of Quarters	Approximate Number of Heads	Rate per Head	Amount per Year		Percentage Increase for Year 2 and 3
				Year One	Year Two	
F. Quarterly Wellness Screening	12 (4 Per Financial Year)	900 per Quarter		Year One		
				Year Two		
				Year Three		
<b>Sub Total</b>						
G. Womens Day Wellness Screening	3 (1 Per Financial Year)	300 Per Year		Year One		
				Year Two		
				Year Three		
<b>Sub Total</b>						
<b>TOTAL FOR ALL WELLNESS SCREENING SERVICES OVER 3 YEARS (F+G)</b>						

**8.6.3 Wellness Classes**

H. Approximate Number of Sites	Number of Weeks	Sessions per Week	Rate per session	Amount per Year		Percentage Increase for
				Year One	Year Two	
12	52	2		Year One		
				Year Two		
				Year Three		
<b>TOTAL FOR ALL WELLNESS CLASSES (H)</b>						

**8.6.4 GRAND TOTAL OF SERVICES**

SERVICE	TOTAL
PSYCHOSOCIAL SERVICES OVER 3 YEARS (A+B+C+D+E)	
WELLNESS SCREENING SERVICES OVER 3 YEARS (F+G)	
WELLNESS CLASSES (H)	
<b>GRAND TOTAL OVER THREE YEARS</b> Carried over to the Price Page Section H	

## **9 CONTRACT CONDITIONS**

### **9.1 Agreement**

9.1.1 The service provider will be required to enter into a contract with the department of Co-operative Governance and Traditional Affairs, which shall take form of a Memorandum of Agreement or Service Level Agreement (MOA/SLA).

9.1.2 The department shall have the right to terminate such contract in the event of unsatisfactory performance.

### **9.2 Accountability**

9.2.1 The service provider will be accountable to and under the direction of the Deputy Director: Employee Health and Wellness - Human Capital Development Directorate, in the performance of the project management duties.

### **9.3 Project Limitations**

9.3.1 All types of Wellness Screening and Psychosocial Services are limited to those stipulated in this document.

9.3.2 If the need arises to expand on Wellness Screening and Psychosocial Services, then the appropriate forms of variations must be approved by the Accounting Officer before being implemented to comply with the PFMA regulations and financial prescripts.

### **9.4 Contract and Project Timeframes**

9.4.1 The project shall from the period of appointment of the service provider up to and including completion; a duration of 3 years.

## **10 FEES AND DISBURSEMENT**

### **10.1 Basis of remuneration**

10.1.1 The appointment of the service provider will be at a firm price that is market related. The total value has been summarized over the three-year period.

10.1.2 All rates should include VAT.

10.1.3 Rate of increase per year should be considered based on CPI +

10.1.4 The Department will assume that the expenditure relating to the project is anticipated by the service provider and is consolidated accordingly. The service provider agrees to render services to the Department as per the objectives of the project and shall submit a tax invoice to the Department for work completed and invoiced in accordance with project milestones set out and agreed in the MOA/SLA.

## **11 PERFORMANCE REQUIREMENT**

11.1 The service provider will be required to provide a quarterly work plan at least one month prior to commencement of each provincial screening sessions / consultations for approval by the Senior Manager: Human Capital Development and or delegated person, in terms of scope of work as mentioned herein.

## 12 THRESHOLD FOR QUALIFICATION

12.1 Only service providers who meet all requirements in the administrative criteria will qualify for evaluation.

### 12.2 Administrative Criteria

MINIMUM REQUIREMENT	YES/ NO	PROOF TO BE PROVIDED
<b>Organizational Capacity</b>		
1	<p>Director of Company must be registered with recognized health professional bodies and possess relevant certification for carrying out health related duties.</p> <p><b>*Submit certified copies of certificates (copies of certified copies will not be accepted)</b></p> <p><b>*Submit Registration Numbers for verification with HPCSA and EAPA)</b></p> <p><b>*Submit supporting reference for the minimum of 2 years' experience as a Wellness Company.</b></p>	<ul style="list-style-type: none"> <li>• Director must be registered with the HPCSA as a Medical Doctor.</li> <li>• Minimum 2 years' experience.</li> <li>• Must be registered with EAPA.</li> <li>• Medical Waste Management and Incineration Certificate / license or letter from the recognised conglomerates e.g. Buhle, Compass or Makhathini</li> <li>• Department of Health Dispensing License</li> <li>• COID and Certificate of good standing,</li> </ul>
<b>Professional Nurse: capability qualifications, expertise &amp; experience</b>		
2	<p>Registration with SANC</p> <ul style="list-style-type: none"> <li>• 3 X Professional Nurses</li> <li>• 2 X Enrolled Nurses</li> </ul> <ul style="list-style-type: none"> <li>• <b>Submit original certified copies of certificates (copies of copies will not be accepted)</b></li> <li>• <b>Submit Registration Numbers for verification with SANC)</b></li> <li>• <b>include the CVs of all 5 Nurses.</b></li> </ul>	<p>Proof of Registration with SANC</p>
<b>Counselling Therapists and Social Worker</b>		
3	<p>Registration with Health Professional bodies</p> <p>The following health professionals must</p>	<p>The Psychiatrists and Psychologists that are on 24 Hour call must be registered with HPCSA</p>

MINIMUM REQUIREMENT		YES/ NO	PROOF TO BE PROVIDED
	<p>be available on call 24 hours a day.</p> <p>1 X Psychiatrist 2 X Psychologists 1 X Social Worker</p> <p>It must be further noted that besides the professionals listed above, it is compulsory for the service provider to also submit the department with a database of a minimum of:</p> <p>2 X psychologists (Ethekewini, Ugu, Ilembe Cluster) 2 X psychologists (Zululand, King Cethswayo, Umkhanyakude Cluster) 2 X psychologists (Amajuba, Umzinyathi, Uthukela Cluster) 2 X psychologists (Umgungundlovu, Harry Gwala Cluster)</p> <p>All of the above health professionals must be registered with the HPCSA and have a minimum of 3 years' experience.</p> <p>Moreover, religion, culture and language must be taken into consideration as our employees come from different settings and backgrounds.</p> <p>Submit original certified copies of certificates (copies of certified copies will not be accepted)</p>		<p>and EAPA with a minimum of three years' experience.</p> <p>Social worker must be registered with the South African Council for Social Service Profession (SACSSP) with a minimum of three years' experience.</p> <p>CVs to be submitted to determine years of experience.</p> <p>All psychologists in each of the Clusters must be registered with the HPCSA and EAPA.</p> <p>Submit CVs for years of experience</p>
<b>Project Leader</b>			
4	<p>Must be a Medical Doctor</p> <p>Submit original certified copies of qualifications. (copies of certified copies will not be accepted).</p>		<p>HPCSA registration Minimum 5 Years of experience Proof of 30 CPD points for 2023/24 (Continuing Professional Development) - 25: clinical - 05: ethical (Certificates to be</p>

MINIMUM REQUIREMENT		YES/ NO	PROOF TO BE PROVIDED
			submitted) Practice Number Dispensing Liscence

**DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION**

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

**EXAMPLE FORMAT**

<b>FRONT SIDE OF ENVELOPE</b>	
<b>Name and address of bidder:</b>	XYZ Consultants, PO Box 1234, Durban 4000
<b>Bid/Quotation Number:</b>	<b>ZNT 2048/2023 LG</b>
<b>Description:</b>	
	<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTEGRATED DISASTER MANAGEMENT PLAN</b>
<b>Closing date:</b>	<b>10 MAY 2024</b>
<b>Closing time:</b>	<b>11:00</b>

<b>REVERSE SIDE OF ENVELOPE</b>	
<b>Department's details and address:</b>	
	The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 <sup>th</sup> Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201

RETURNABLE DOCUMENTS

BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:

PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
<b>PDF COPY OF PROPOSAL (COMPLETED TENDER DOCUMENT AND ATTACHMENTS) SCANNED ON A DISC/MEMORY STICK (COMPULSORY)</b>

**ANNEXURE “B”**

**GENERAL CONDITIONS OF CONTRACT<sup>3</sup>**

**THE NATIONAL TREASURY  
Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT  
July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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<sup>3</sup> A copy of the complete document set containing the General Conditions of Contract is available on [www.kzncogta.gov.za/bids](http://www.kzncogta.gov.za/bids)



## GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

July 2010

#### NOTES

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## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

July 2010

### NOTES

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In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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#### General Conditions of Contract

##### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product

results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the 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 obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Bulletin. The Government Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a

person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause

5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## 6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 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 analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery and documents



10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

#### 11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

#### 12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

#### 13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (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 such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## 16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## 18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written

amendment signed by the parties concerned.

#### 19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

#### 20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

#### 21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the 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 cancelling 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 person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### 24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which 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.

28.1 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

## 28. Limitation of liability

## 29. Governing language

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.

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## 30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## 31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or

certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### 32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### 33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### 34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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)