



BID SPECIFICATION

**PROJECT DESCRIPTION: REQUEST FOR PROPOSAL
PROVISION OF SERVICES ON EMPLOYEE WELLNESS
PROGRAMME AT THE UNIVERSITY OF VENDA SERVICES FOR A
PERIOD OF THREE (3) YEARS
TENDER NO: HR/01/2021**

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

Xhanti Ben-Mazwi

EMAIL: xhanti.benmazwi@univen.ac.za

Date: 08 March 2021

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE #
1	Tender Notification	3
2	Background & Introduction	4
3	Company Details	5
5	Mandatory Submissions	6
6	Scope of work and deliverables	11
7	Technical Characteristics	11
8	Evaluation Procedure and basis for selection	15
9	Annexure A to E	24
10	Pricing Schedule	33
11	Document Submission	38
12	Conflict of Interest Declaration	64
13	Sworn Statement	65

1. Tender Notice & Invitation to Tender

The Companies /Service providers who are interested in rendering the development , implementation of employee wellness programme and render liaison service with professional bodies on behalf of the University of Venda as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

Tenders are available for download at the University website

A compulsory/mandatory non-refundable deposit of **R474.00** must be deposited into Univen bank account as follows:

Bank: Absa
Account Name: Univen Tender Deposits
Account Number: 1000000538
Reference: 0015615

Tender documents to be submitted at the Tender box situated at the University of Venda Main Gate

NO COMPULSORY INFORMATION SESSION:

No compulsory Information Session due to COVID 19 restrictions.

Tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Contact: Mr.X Ben- Mazwi
Email: xhanti.benmazwi@univen.ac.za

The closing date for the submission of tender documents is the 17 September 2021 at 12H00 Midday.

2. Background & Introduction and Objectives

In terms of strategic objective no. 3, of the University of Venda strategic plan 2021 – 2025, Human Resource Directorate is required to strengthen engagement of staff. This can be achieved by offering support programmes that promotes the health and wellness of the employees. Furthermore, in complying with the Public Service Regulations, the University of Venda has the responsibility to ensure that employees are offered a holistic wellness and support programme.

The Employee Wellness Programme (EWP) will be a full service for employees and their immediate family members. For this purpose, immediate family member means spouse, children and anyone who is residing and dependant financially and otherwise on the University employee.

The University of Venda has approximately 1000 staff members, which 800 are permanent staff members and 200 are staff members on fixed term contracts, part time and temporary staff.

The University of Venda wishes to appoint a suitable service provider who can develop, implement Employee Wellness Programmes and render liaison service with professional bodies and the University.

Interested service providers are hereby requested to submit proposals to the University of Venda for the provision of the above-mentioned services.

The fully managed employee wellness programme must offer:

- **Direct service that is independent aligned to Univen 2021-2025 strategic plan objectives**
- **Implementation of session and introduction of the services to the employees of the University of Venda**
- **Management and administration of EWP service to employees of the University of Venda through consultation, counselling and crises management**
- **Fully Accredited NQF trainings.**
- **Facilitation of wellness related educational workshops and lifestyle management programmes that potentially poses a risk on their job performance**
- **Regular policies and procedure reviews**

Objectives of The Tender

The primary operational objectives are as follows:

- ❖ **Appoint an experienced Employee Wellness services provider as indicated above**

- ❖ The service provider to be appointed must display an unquestionable track record and experience with positive feedback from their existing and previous clients;
- ❖ The Service Provider must be willing to partner with University of Venda by providing services as required by University of Venda, but must advise on and introduce the latest trends in the industry with the intention to improve services and to ensure that both companies stay ahead of the latest trends and abreast of the relevant regulations.

SERVICE PROVIDER'S TERMS OF REFERENCE

As part of Contract Management, it is compulsory for the University of Venda to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the University as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered between the parties.

Completion of Tender Documents

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity must be cleared with the contact person for the tender before the closing date of the tender.

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	

3. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only	Kindly Indicate Page No
1	Company Registration Certificate – CIPC			
2	Valid SARS Tax Pin			
3	Joint Venture (where applicable)			
4	Comprehensive Company Profile			
5	Valid Certified ID Copies of all Company Directors within 3 months old			
6	Proof of Business Address			
7	Fully Initialled & Completed all tender document pages			
8	Signed Declaration of Interest			
9	Board Resolution: Certificate for authority for signature			
10	Attach proof of Tender Document Purchase			
11	Audited Annual Financial Statement within 12 months (2019/2020)			
12	Completion of the Standard Bidding Forms (SBD 4, 8, 9)			
13	Governance and Performance Management Methodology			
14	Capabilities, Capacity and Competitive Advantage			
15	Professional Body valid registration			

All relevant sections complete and sign, and all pages of tender document initialled by authorized signatory. Proof attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....

.....

Name

Signature

Date

.....

.....

Capacity

Name of Firm

2. PROHIBITION OF RESTRICTIVE PRACTICES

2.1 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).

2.2 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.

2.3 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.

3. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

4. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

5. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.

6. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

7. CONSORTIUMS AND JOINT VENTURES

Only Consortiums and Joint Ventures legally formed and in existence for a minimum of three years will be considered

8. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Employee Wellness service provider to submit most recent Audited Annual Financial Statements (AFS) within 12 months. Certain Companies may not require Medical aid advisory services to submit Audited Annual Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Audited Annual Financial Statements are to be attested by a qualified Chartered Accountant (SA).

9. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

10. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

11. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, except for any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

12. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder 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 as far as may be necessary for purposes of such performance.

13. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide by the provisions of the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

14. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

15. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

15.1 LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

16. TERMS OF CONTRACT

The term of the contract will be for three (3) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the Human Resource Committee. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

17. TERMS & CONDITIONS OF TENDER

- A. The University reserves the right to reduce or increase the total quantity of items required in the tender.
- B. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
- C. The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- D. No sub-service providers/sub-contracting will be allowed.
- E. The price should be vat inclusive at 15%
- F. The tender submitted must remain Valid for 120 days after closing date
- G. The University promote rotation amongst suppliers /service providers.
- H. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
- I. Initials must be on all pages in the tender document
- J. All proposals are to be sealed. No open proposal will be accepted
- K. All proposals are to be clearly marked with the Project number and the name of the bidder
- L. Each bidder to submit 2 files i.e., Tender Document and List of Returnable Documents (clearly separated by file dividers)
- M. No tender will be considered after the closing date and time.
- N. Tender Box is located outside the main gate. There shall be no public tender opening due to Covid-19 however an opening register shall be displayed on the Univen website
- O. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- P. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- Q. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- R. No regret letters will be sent to unsuccessful bidders.
- S. Any enquiry regarding this bid invitation and specification shall be submitted in writing to xhanti.benmazwi@univen.ac.za with tender number as reference or subject.
- T. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- U. All documentation submitted in response to this tender must be in English
- V. Univen reserves the right to:
 - i. Extend the closing date through the same medium of communication used for invitation.
 - ii. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - iii. Verify any information contained in the tender proposal.
 - iv. Request any further documentary proof regarding any declaration
 - v. Award this tender as a whole or in part.
 - vi. Cancel or withdraw this tender as a whole or in part.

- W. The contract will be reviewed annually based on performance where applicable.
- X. The Service Provider will be required to provide proof that he/she has the necessary expertise, experience, and knowledge in the medical aid advisory services field.
- Y. The University reserves the right to reduce or increase the total quantity of items required in the tender.
- Z. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- AA. No sub-service providers/sub-contracting will be allowed.
- BB. It will be expected that the prices will be competitive and comparable with similar enterprises.
- CC. Service providers have a legal obligation or duty to comply with POPI Act when rendering services to the University of Venda, as such all service providers are expected to comply with the requirements of the POPI Act.

18. SCOPE OF WORK

GENERAL

The Employee Wellness programme offered must adhere to the prescribed minimum features and performance specifications as stipulated under the following

- A. General Requirements**
- B. Technical Specifications**

A. GENERAL REQUIREMENTS

- The employee wellness service provider must be a member of employee assistance professional association of south Africa
- The service must consist of a direct multilingual confidential and unlimited access to 24 hours, 7 days a week personal support service with all calls answered by fully qualified counsellors
- Up to 8 personal counselling sessions per person per year (per condition) close to his or her residence or place of work for each person entitled to use the scheme, and to those whom short term psychological counselling is appropriate. Each session will last approximately one hour. All counselling must be provided by fully qualified and registered clinician. All those requiring face to face counselling will be contacted by the clinician within 24 hours of referral and the first consultation will take place within one week of referral.
- There must be a direct, confidential and unlimited access to 24 hours, 7 days a week life management service with all calls answered by a life management specialist. The life Management service is comprised of legal, financial and family care services. The legal service should include telephonic legal advice, the provision of precedents and pro formas as well as referrals to appropriate legal services and bodies, the financial service must assist those employees who require assistance with the management of debt and financial concerns and family care service that must support employees to

cope with the pressures of caring for their family members including children with special educational needs and older or disabled relatives by providing information and guidance on a wide range of children care, eldercare and disability issues.

- A critical incident service offering prompt and professional individual and group trauma debriefing and counselling service to employees exposed to incidents of trauma. Critical incidents services must be provided within 12 to 48 hours of the traumatic incident.
- **Briefing and Training to managers and supervisors** /Team leaders. Comprehensive initial briefing and training for managers and HR specialists should be covered by the service.
- **Individual managerial consultancy for managers.** This is a flexible response service to give the depth support to managers existing relationship with employees. In addition to the service providers' consultancy function, the service should include a formal managerial referral service for employees whose performance is impaired by personal problems as well as the provision of conflict resolution and mediation services
- **Implementation and promotion of EWP**, Customer designed programmes which will ensure that all employees have an understanding and courage to use the EWP service. This must include: Consultancy to design appropriate communication materials (i.e. brochures, booklets and wallet cards.
- Organisational consultancy to ensure the effective implementation of the EWP.
- Promotion of the EWP at relevant sites and locations supplemented with leaflets and with other communication to encourage use and provide information. Provide proactive programme such as stress, financial management, depression, burnout, substance abuse and others
- **Management and Administration;** A dedicated EWP Account Manager and Clinical Case Management team will manage the EWP. Any calls to EWP service provider team or consultant will be answered within 12 hours.
- Ongoing liaison with the University of Venda co-ordinator/s for the EWP with regards to the performance of the EWP service provider in respect of its obligations under this agreement. This will include developing objectives for the EWP together with measurements for efficiency, quality and cost effectiveness.
- Involvement and consultation with relevant stakeholders within the University of Venda.
- Full Management of the EWP by the appointed service provider on behalf of the University of Venda.
- Comprehensive case management of all counselled employees by a dedicated internal case manager under the supervision of the Clinical Service Director. This is a significant part of the EWP service provider quality control procedure.
- **Regular Review procedure:** The EWP service provider must have data systems that will provide detailed information about every call received by the National Call Centre. This will be used to effectively and efficiently provide detailed non-confidential information which will be of great benefit to the EWP service provider in analysing the effective implementation programme. Data Provide should include the following
 - Biannual sets of uptake and utilisation data
 - Regular reviews with the University to discuss organisational trends
 - Quarterly add or ad hoc meetings with the designated official to discuss uptake of statistics
 - An annual management report

- An annual review to provide and overall review of the service and discuss organisational trends

Technical Specifications

- **Implementation:** Session will be implemented at the University of Venda to introduce the service to employees of the University. The Implementation sessions will fulfil a market role, by creating awareness and education about the service. The respective responsibilities will also apply to any re-implementation or post-launch marketing initiatives.
- **Planning:** Co-ordinate the project plan in consultation with the University.
- **Contractual Obligations:** Completion of implementation documents (general and technical specification must be adhered to)
- **Information:** Timeous request for relevant information, including company logo, choice of design, contact details, eligible employees etc.
- **Co-ordination:** Setting up the implementation sessions on consultation with the University of Venda designated employee/s.
- **Conduct Implementation:** Either co-ordinate a designated trainer or the induction sessions.
- **Content of implementation session:** The designated trainer will inform employees of:
 - I. Appointed EWP service provider
 - II. Services
 - III. Accessibility
 - IV. Eligibility
 - V. Confidentiality
 - VI. Toll Free Number
 - VII. Contact Person
 - VIII. Complaints
 - IX. Procedures

Feedback: Inform the University of Venda of any concerns or issues raised during the implementation.

Marketing: Quotations must be supplied for additional marketing should the need arise. The University of Venda must approve all materials.

19. Management and Administration **Account manager**

A dedicated EWP Account Manager must be allocated to University of Venda

The core functions of the accounts manager will include the following.

- Partnering with the University of Venda
- Implementation of the Programme
- To assist with the EWP Policy
- To offer Professional Line Support
- Provide face to face Counselling Services
- Referral services to Appropriate External Resources
- To provide HIV and AIDS Counselling, Education and Support
- To provide dependent services

- Managerial Consultancy, Referral and Training Services
- To provide Manager and Employee Orientation Services
- Communication consultancy and Health Promotions Services
- Contract Negotiation
- Liaison between the EWP service provider and the University of Venda
- Continuous assessment and analysis of statistical data
- Pro-active alerting of observed risks/threats to the University of Venda relevant to the EWP.
- Promotion of EWP (provide proactive programmes such as stress, financial management, depression, burnout, substance abuse and others)
- Focuses on awareness and education and promote health and wellness
- Monitor, report, consultation and evaluation services
- Ongoing feedback of themes and trends
- Complaints handling mechanism
- Optimize online assistance services

Mediation between the EWP service provider and the University of Venda.

Communicate all developments, issues, concerns, compliments and other information from the EWP service provider to the University of Venda and vice versa.

20. Review, Evaluation and change control procedures

Data will be collated with

- Quarterly sets of uptakes and utilisation
- Trends and themes
- Quarterly and ad hoc meetings with the University of Venda designated official/s
- Quarterly reporting
- Annual reporting
- Annual review

Reviews will be done with reports and will include any themes and trends observed by the EWP service provider

Reporting will include:

- Statistics and calculations
- Data analysis
- Uptake & Utilisation
- Themes and trends
- Value
- Benchmarking
- Training
- Conclusions and recommendations

Change control-If the EWP service provider decides to change the Account Manager, the following shall occur:

- Notify change within reasonable time 1 to 14 working days
- A formal and proper handover will take place.

21. Direct Service, Role and Responsibilities

Clinical and Life Management Services shall:

- Provide a direct, multilingual, confidential, unlimited access and 24 hours, 7 days a week service.

- Eight (8) personal counselling sessions per person per condition per year, per family member
- Only professional, qualified, registered clinicians and specialists will render service.

Critical Incidents

- To respond within 12 to 24 Hours
- To offer individual and group trauma

22. Monitoring and evaluation

Evaluate the impact of the EWP

The EWP Accounts Manager will determine the evaluation criteria, purpose and implementation in consultation with the University of Venda. An agreed criterion will determine the level and technique of evaluating the impact of the service.

Benchmarking

EWP service provider must use local and international benchmarking techniques as part of the evaluation of the programme.

Cost benefits analysis

Calculating how much the University of Venda has saved for every investment in the use of the service.

23. Complaints Handling Mechanism

The University of Venda will monitor complaints and the EWP Account Manager will be responsible for the following:

- Completion of the complaint form
- Acknowledgement of receipt of complaints
- Investigation of complaints
- Communication of findings to the University of Venda
- Handling of complaints within set standards

Internal Procedures by EWP service provider

The service provider must implement and exercise the necessary measures to address complaints procedures.

Action

In accordance with the complaints procedures the EWP service provider must have corrective measures that will apply internally.

Time frames

Findings and complaints to be handed to the University of Venda within 5 days.

24. HIV&AIDS Services

- Training to all staff, including management
- Annual HCT campaign and Testing at the University of Venda
- Counselling
- Support
- Referral
- Peer education support /training
- Promotion and marketing

25. Policy development

To assist in the development or reviewing of policies related to the wellness of employees within the University of Venda.

- Employee wellness policy
- Disability policy
- HIV& AIDS policy
- Occupational Health and Safety policy
- Substance abuse
- Covid-19 related incidents

26. Appointment and duration of contract

The prospective service provider is expected to be available for commencing the assignment from the date of signing of the agreement by the last party.

This is a 3 years Contract subject to annual performance reviews

PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

27. EVALUATION PROCEDURES

27.1. METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals based on Functionality and the BBBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first functionality will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will consider the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical capacity and ability to execute and maintain a contract.

Note: No proposal will be considered further unless the minimum qualifying score of 70 per cent for functionality has been achieved.

Stage 2 Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the minimum qualifying score of 70 per cent for presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis. The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$Ps = 80 (1 - Pt - Pmin / Pmin)$$

Where:

Ps = Points scored for comparative price of proposal or Proposal under consideration.

Pt = Comparative price of proposal or Proposal under consideration; and

Pmin = Comparative price of lowest acceptable proposal or Proposal.

Note: No proposal will be considered further unless the minimum qualifying score of 70 per cent for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the minimum qualifying score of 70 per cent shall be shortlisted for Presentation. Only shortlisted bidders who score a minimum of 70 per cent shall be considered for preferential points system (80/20 preference point system).

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 3 will be the *calculation of points for Price and B-BBEE* status level of contribution where 20 points will be awarded to a proposer for attaining the B-BBEE status level of 1, and lower points will be awarded to proposer with lower B-BBEE status levels as per table below:

BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Proposer being awarded zero (0) points for the preference point system.

The following evaluation method will be used:

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act (PPPFA) of 2005 and 2011 read with PPPFA of 2017 regulation (As amended).

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification, or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing.
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance.

- UNIVEN may shortlist Service provider and may request presentations from short-listed Service provider as part of the award objective.
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal.
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on four categories:

- (I) Functionality (technical content)
- (II) Presentation
- (iii) Price
- (iv) Rating of Company as per BBBEE criteria

Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for BBBEE criteria

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70 points and more will be evaluated further for price and BBBEE.

The Point's breakdown is as indicated below:

NO	CRITERIA	DOCUMENT REQUIRED	POINTS
	Capacity and experience		
	Positive contactable of the references (not older than five years)(Testimonial)on	Contactable list (minimum of the references not exceeding ten) of the contracts of similar size. The contact period must be for minimum period of two years (2) mandatory requirements is (3) at least two references of six (6) months (other than	30

	the letterhead of the Client.	<p>UNIVEN). These references should include name of the entity, level of professionalism/satisfaction conducted contract, contact person (contract manager), contract value,</p> <p>All reference provided should not be older than Five (5).</p> <p>Three positive contactable references = 30 points;</p> <p>Two positive contactable references = 20 points;</p> <p>One positive contactable references = 10 points</p>	
	Experience of management in the employee wellness programme industry	<p>Submission of a CV ,Certified Qualifications, and Professional Registration (within 3 Months) practising as a Clinical Psychologist, Internal Case Manager and Clinical Service Director allocated for this contract.</p> <p>5 and above Years =20 Points</p> <p>3 to 4 Years=16 points</p> <p>2 to 3 Years=10 points</p> <p>1 Years= 4 points</p>	20
	Company experiences in providing employee wellness programme	<p>Years of Experience in Employee Wellness Programme</p> <p>9 years and above = 10 points</p> <p>6 years to 9 years = 8 points</p> <p>2 years to 6 Years = 5 points</p> <p>2 Years = 2 points</p>	10
	Methodology plan to carry out the services	<p>Services Provider must submit a generic quality plan detailing the following:</p> <p>Detailed timeline for implementation.</p> <p>Procedures to be followed in the preparation for the commencement throughout the duration of the contract.</p>	10
	Proof of address	<p>Local infrastructure Limpopo province</p> <p>Proof local infrastructure essential (e.g. Utility bill or lease Agreement etc.)</p>	10

		1 Limpopo infrastructure =10 points 2 No Limpopo infrastructure =0 points	
--	--	--	--

Evaluation Criteria

- Total score is 80 points (100%) including where applicable
- If any item is not applicable to your company, indicate with "N/A". No blank box is allowed
- All Suppliers are expected to score 100% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- Points achieved at this shall not be carried to the next stage

FOR OFFICE USE ONLY

Evaluation Outcome

27.2 TECHNICAL CHARACTERISTICS

- Minimum score required to succeed to the next level is 70%
- All suppliers achieving the minimum requirement shall be invited to a technical presentation where all the above shall be tested/verified.

Suppliers achieving points below the set 70% shall be disqualified from further assessment

DECLARATION

I, in my capacity as,
declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

FOR OFFICE USE ONLY	
TOTAL SCORE	
TOTAL POINTS	100
%	

TOTAL EVALUATION

- The total (100%) score is points
- Minimum score required to succeed to the next level is 70%

- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

FOR OFFICE USE ONLY	
A	
TOTAL	
% score	
RECOMMENDATION	

FOR OFFICE USE

AUXILIARY REQUIREMENTS

21

EVALUATION PROCESS (Continued)

FUNCTIONALITY CRITERIA TO BE COMPLETED ANY INCOMPLETION/ BLANK SPACES WILL RESULT IN ZERO POINT ALLOCATION:

COMPANY REFERENCES

The reference must be current clients that have done business with your company for longer than three years. Additional points will be allocated if Tertiary Institution references are provided.

ATTACH FUNCTIONALITY CRITERIA RESPONSE

FUNCTIONALITY CRITERIA TO BE COMPLETED AND ATTACHED TO EACH ANNEXURE

ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:

ANNEXURE A1 (Capability, Experience and Capacity)

1st POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Employee Wellness Program in accordance with the Standards of the Professional Body. Evidence of the firm providing Employee Wellness Program Services .

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A2 (Capability, Experience and Capacity)

2ND POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Employee Wellness Program in accordance with the Standards of the Professional Body. Evidence of the firm providing Employee Wellness Program Services

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A3 (Capability, Experience and Capacity)

3RD POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Employee Wellness Program in accordance the Standards of the Professional Body. Evidence of the firm providing Employee Wellness Program Services

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE B

PERSONNEL TO BE ALLOCATED TO THE PROJECT

Tick box

Document for submission



List names of staff member(s) who will direct the overall assignment throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, executing and/or reporting on this engagement. Include the qualifications and years of experience and detailed resumes of all staff members names and professional membership held.

ANNEXURE C
PROOF OF LOCAL OFFICE

Tick box

Document for submission

☐

Attach proof of Lease Agreement or Utility Bill

ANNEXURE D
FIDELITY /PROFESSIONAL INDEMNITY

Tick box

Document for submission



Attach valid proof

EVALUATION PROCESS (CONTINUED)

PRICING SCHEDULE

The following requirements with regards to the pricing of the assignment must be adhered to.

- A fixed price per hour must be provided for the entire assignment. UNIVEN will negotiate with the successful bidder a service level agreement that will make provision for an annual CPI adjustment linked to the corresponding period CPI as determined by Statistics South Africa on the anniversary of the contract every year.
- The price should include Value Added Tax. The hours should be distributed between the different levels of staff that will work most efficiently for the service provider.
- The hourly rates used must not exceed the published rates for medical aid advisory services conducted on behalf of the Medical aid advisory services or General as applicable from time to time.
- Submissions must further clearly distinguish between interim medical aid advisory services and year-end medical aid advisory services.
- An indication must be given of estimated hours and estimated hourly rates of the different levels of staff for interim review and year-end medical aid advisory services.
- All assumptions made in drawing the budget, including all cost factors such as subsistence and traveling must be detailed.
- Indicate how the firm will actively prevent/manage overruns
- The service provider should include a breakdown of the hourly tariff applicable for any ad hoc projects that may be requested.
- Provide details of the firm's time management system to record time spent per area of the medical aid advisory services, and the processes in place to monitor and control hours and costs of all aspects of the medical aid advisory services on a timely basis.
- The Service Provider is expected to maintain an adequate level of Fidelity/Professional Indemnity Insurance for the duration of the assignment for services of this nature. The cost of the insurance shall be deemed to have been included in the proposed tender price.
- The service provider shall furnish such additional information that UNIVEN may reasonably require.

EVALUATION PROCESS (CONTINUED)

Pricing Schedule

The core EWP programme Services for UNIVEN includes:	Professional strategy and policy consultancy Unlimited 24/7/365 Care Centre counselling services for employees and family members Unlimited telephonic emotional / psychosocial counselling Unlimited telephonic legal and financial advice and assistance Unlimited telephonic health and wellness (including HIV/Aids) information and advice Face-to-face counselling services - up to eight (8) sessions per incident per employee Up to ten (10) group trauma debriefing sessions per annum Up to twenty (20) hours per annum of training, to be used as required. Orientation on the programme, training and consultation to managers and supervisors on health and wellness, and employee performance related concerns Clinical quality monitoring and management (quality management) Online Service: Service Provider Wellness Website and Portal Cross-referral between wellness partners to support the management of total wellness Dedicated Client Relationship Consultant and supporting regional team Monthly, Quarterly, annual, and ad hoc reporting (various levels) Complaints management Implementation plan including required Service Provider branded promotional and marketing material — wallet cards, posters, and brochures
--	--

The cost of the core Employee Wellness Programme for 1000 employees	Total cost per annum (Excl. VAT)	VAT	Total cost per annum (Incl. VAT)
First 12 months: Total cost @ R per employee per month: R per month (excl. VAT)			
Second 12 months: Total cost @ R per employee per month: R per month (excl. VAT)			

Third 12 months: Total cost @ R per employee per month: R per month (excl. VAT)			
Total cost for 36-month term			

Fees escalate annually in line with CPI.

Additional Fee for Service Offerings

These fees are fixed for the first 12-month period and escalate annually by %. Prices exclude vat.

Additional Group trauma debriefing Sessions:

Wellness Day and Health Risk Assessment Services: Fee per Service (first 12 months)			
Wellness Days can include a variety of clinical services including eye testing, nutrition talks, financial management talks, massage etc.			
Elements included in Wellness Day and Risk Screening services include Pre-event <ul style="list-style-type: none"> • planning • Promotional material to drive awareness and participation • Engage and brief testing staff • Setup of the environment at all sites • Access to information and advice by qualified healthcare worker during screening intervention Rapid screening solutions and safe disposal of medical waste Post event utilisation report(s)			
Health Risk Assessments (Fee for service)	Total Excluding VAT	VAT	Total Including VAT
• Health Risk Assessment— includes Blood Pressure, Glucose, Cholesterol and Body Mass Index per test			
• Voluntary HIV Counselling and Testing per test			
• All-in-One HRA and HCT test per test			
Group trauma debriefing Sessions: Fee for Service	Total Excluding VAT	Vat	Total Including VAT
• Per session			

Organisational Wellness Days & Health Risk Assessments:

NB: A minimum actual uptake of 70% (people screened at the event) as a percentage of predicted uptake for the wellness day, will be assured by UNIVEN Any shortfall below 70% of the actual uptake relative to the predicted uptake will be invoiced to UNIVEN

Other Training Interventions:

Additional Wellness Training: Fee for Service (first 12 months)		Cost excl. VAT	VAT	Cost Incl. VAT
Training Services	1-hour Wellness Awareness session			

	2-hour Wellness Information session			
	Half Day Wellness education session (08h00 to 12h00)			
	• Full Day Wellness education session (08h00 to 16h00)			
Education & VCT	Peer Education — 3 days • Employee Wellbeing Champions—2days Peer Education Learner support and evaluation — Half day			
Training Handbooks for Peer Education — (per book)				
Accommodation per night for out-of-town sites				
Road travel @ R per kilometre				

DETAILS OF PROPOSER

Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.

(N/A to be stated if not applicable).

Requirement		Response	
Registered name of company/proposer			
CIPRO Registration number			
VAT registration number			
UIF registration number			
Official telephone number		()	
Official fax number		()	
E-mail Address			
Physical Address			
		Code	

Official Postal Address																														
																					Code									
Director / Member (1)	Full Names and Surname																													
	Position in company/ proposer																													
	ID No.																				Income Tax No.									
Director / Member (2)	Full Names and Surname																													
	Position in company/ proposer																													
	ID No.																				Income Tax No.									
Director / Member (3)	Full Names and Surname																													
	Position in company/ proposer																													
	ID No.																				Income Tax No.									

FINANCIAL STATUS

Details of the specific parties utilised by the company/ proposer				
Bank	Name			
	Branch			
Bookkeeper	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
	Address			

Employee Wellness Program	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
	Address			

Please indicate if you will be willing to provide further details if UNIVEN considers these necessary to evaluate your capacity to offer the service or goods as detailed in this proposal.	Yes	No
---	-----	----

DELIVERY INSTRUCTIONS

ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:

Additional Information		
The service provider must furnish satisfactory evidence of its capability and capacity to provide professional and timely services paying due care to the initial demands of the services required. To meet this requirement the service provider must include at least the following information in the proposal		
Annexure Number	Description of Appendix	Requirement
Appendix A	Comprehensive Company Profile	Response attached to Appendix A
Appendix B	Governance and Performance Management Methodology	Response attached to Appendix B
Appendix C	Approach and strategy to deliver the University of Venda Employee Wellness Program	Response attached to Appendix C
Appendix D	Company Registration Certificate -CIPC	Response attached to Appendix D
Appendix E	Valid Certified ID Copies of all Company Directors	Response attached to Appendix E
Appendix F	Organogram	Response attached to Appendix F
Appendix G	Proof of Business Address	Response attached to Appendix G

Appendix H	Valid Tax Pin	Response attached to Appendix I
Appendix I	Valid BBBEE certification or Sworn affidavit	Response attached to Appendix J
Appendix J	Audited Financial Statements	Response attached to Appendix K
Appendix K	Resolution (Statement of Proxy)	Response attached to Appendix L
Appendix L	SBD 4	Response attached to Appendix M
Appendix M	SBD 8	Response attached to Appendix N
Appendix N	SBD 9	Response attached to Appendix O

RFP DOCUMENT REF. NO: HR /01/2021

Tick box

Document for submission



Each page of this RFP document must be initialled by a duly authorised representative and the declaration signed in full

Appendix A

Comprehensive Company Profile

Tick box

Document for submission



Provide a list of perceived strengths and weaknesses of the firm e.g. similar previous experience, in-house skills etcetera, thus providing information which will assist UNIVEN to assess its capabilities, capacity and competitive advantages etcetera .

Appendix B

Governance and Performance Management Methodology

Tick box

Document for submission



Methodology and approach to perform the Employee Wellness Program services assignment. Evidence of understanding the brief and UNIVEN's operations and Governance structure as reflected in aligning the methodology and approach to the environment.

Appendix: C

Approach and strategy to deliver the University of Venda Employee Wellness Program

Tick box

Document for submission



Methodology and approach to perform the Employee Wellness Program services assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP

Appendix D

Company Registration Certificate

Tick box



Document for submission

A copy of the Company Registration with CIPC must be attached.

Appendix E

Valid Certified ID Copies of all Company Directors

Tick box



Document for submission

Valid Certified ID Copies of all Company Directors must be attached.

Appendix F

Organogram

Tick box



Document for submission

Provide an organogram of the service provider

Appendix G

Proof of business address

Tick box

Document for submission



Proof of Business Address must be attached

Appendix H

VALID SARS PIN

Tick box



Document for submission

Please attach a valid SARS pin. Companies that foresee annual their annual turnover will exceed R2 million

Appendix I

BBBEE Certification

Tick box

☐

Document for submission

Please supply a valid BBBEE certificate

Appendix J

Audited Annual Financial Statements

Tick box



with

Document for submission

Please ensure that Audited Annual financial statements fall within 12 months comparatives, i.e. (most recent not older than 12months)

Appendix K

Board Resolution (Statement of Proxy)

Tick box



Document for submission

Include Board resolution for delegation of authority.

NB The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.

Failure to provide appropriate documentation as outlined above shall render your proposal invalid

Appendix L

SBD 4: Declaration of Interest

Tick box



Document for submission

Please ensure SBD 4: Declaration fully signed and attached

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person

connected to the bidder is employed:

Position occupied in the state institution:

.....

Any other particulars:

.....

.....
.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:
.....
.....
.....

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

the evaluation and or adjudication of this bid?

2.9.1If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1If so, furnish particulars:

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

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

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

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE UNIVERSITY MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF
THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix M

SBD 8: Declaration of Bidders Past Supply Chain Practises

Tick box

Document for submission



Please ensure SBD 8: Declaration of Bidders Past Supply Chain Practises fully signed and attached

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Appendix N

SBD 9: Certificate of Independent Bid Determination

<u>Tick box</u>	<u>Document for submission</u>
<input type="checkbox"/>	Please ensure SBD 9: Certificate of Independent Bid Determination fully signed and attached

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation.
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

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

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

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

18 CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

19 SWORN STATEMENT.

SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature: Position:.....

Business Address:

.....

.....

Office Telephone: Mobile:

Date:

COMPANY STAMP