

**Free State
Province**



**Vrystaat
Provinsie**

TENDER BULLETIN TENDERBULLETIN SPECIAL

NO. 38

27 JULY 2018 / 27 JULIE 2018

NO.	INDEX	PAGE
Bid Number 03/2018/19 Department of Economic, Small Business Development, Tourism and Environmental Affairs	Request for Proposals (RFP) to review the Free State Air Quality Management Plan (AQMP) Closing Date: 29 July 2018	2
Bid Number RFP: 05/2018/19 Department of Economic, Small Business Development, Tourism and Environmental Affairs	Request for Proposals (RFP) the appointment of a Service Provider to supply SMMES with automotive equipment on behalf of the Department of Economic, Small Business Development, Tourism and Environmental Affairs Closing Date: 29 August 2018	4
Bid Number RFP: 04/2018/19 Department of Economic, Small Business Development, Tourism and Environmental Affairs	Request for Proposals (RFP) for the appointment of a Service Provider to provide a comprehensive employee Health and Wellness Programme (EHWP) for a period of three (3) years Closing Date: 29 August 2018	9

THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:

REQUEST FOR PROPOSALS (RFP) TO REVIEW THE FREE STATE AIR QUALITY MANAGEMENT PLAN (AQMP)

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked “**REQUEST FOR PROPOSAL (RFP) TO REVIEW THE FREE STATE AIR QUALITY MANAGEMENT PLAN (AQMP)**” **BID NUMBER 03/2018/19** and placed in the **TENDER BOX** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Economic, Small Business Development, Tourism & Environmental Affairs
113 ST ANDREW STREET BUILDING
Ground Floor
Bloemfontein 9300

Postal Address: Private Bag X20801
Bloemfontein
9300

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

FUNCTIONALITY CRITERIA

BID EVALUATION STAGE – Mandatory Requirements

All Tenderers who submit responsive submissions and:

1) Mandatory Requirements:

- a) A valid Tax Clearance / Compliance Certificate, or a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors / Sub-consultants are involved, each party to the association must submit a separate Valid Tax Clearance / Compliance Certificate or a unique security personal Identification number);
- b) Bidding entity must submit a valid proof of registration of the National Treasury’s Central Supplier’s Database;
- c) Bidding entity who do not have any of their directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- d) Bidding entity who have not abused the Employer’s Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
- e) All standard bidding documents must be completed and attached to the proposal.
- f) **OFFICIALS PROHIBITED FROM SUBMITTING BIDS** - In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

2) All the following returnable schedules to be completed and signed by the bidding entity only:

- Form of offer and acceptance of offer
 - Pricing
 - schedule for professional Services
 - SBD 2
 - SBD 4
 - SBD 6.1
 - SBD 8
 - SBD 9
-

KINDLY NOTE THAT FAILURE TO SUBMIT AND OR COMPLETE THE REQUIRED DOCUMENTATION (AS PER PAR.1, 2 ABOVE including completion of SBD 2, 4, 6.1, 8 and 9) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

NB:
Supporting documentation to substantiate the above claims, e.g. recommendation letters from previous clients on similar projects completed must be attached to be considered for points claimed.

APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the bid documents, Specification and terms of reference.

THE BID SHALL CLOSE AT 11h00 ON THE 29 JULY 2018.

Contact Persons:

Departments have the right to appoint more than one service provider

Technical Enquiries may be directed to Ms. N. Mahase at 051-400-4818.

Bid Enquiries related to the bid may be directed to Mr. T. Kolobe at 051-400-4743.

The bid documents are available free of charge from e-tender website at www.etenders.gov.za.

Please note that the Department reserves the right not to accept any proposal in part or as a whole.

CRITERIA FOR FUNCTIONALITY			
QUALITY AND FUNCTIONALITY OF BIDS			
1	Bidders understanding of the brief: <ul style="list-style-type: none"> • Must be able to provide tender which has all the aspects of AQMP being covered: <ul style="list-style-type: none"> Strongly agree = 50 Agree = 30 Average = 25 Strongly disagree = 0 	50	
2	Detailed experience in work of this nature: <ul style="list-style-type: none"> 0 - years = 0 4 – 6 years = 3 points 7 – 9 years = 5 points >10years = 10 points 	10	
3	The methodology and approach to be used: <ul style="list-style-type: none"> • Consultants should be able to cover 	10	
4	Project team experience in the field of speciality:	10	
4.1.	This will be calculated in terms of the relevant qualification. <ul style="list-style-type: none"> National diploma = 2 points Degree and honours = 3 points Masters and above = 5 points 		
4.2.	Individual experience in the relevant field: <ul style="list-style-type: none"> 4 years = 2 points 5 years = 3 points 7 years = 5 points 	10	
5	Effective transfer of skills and knowledge (methodology should indicate how skills will be transferred.	10	
		100	

THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:

REQUEST FOR PROPOSALS (RFP) THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY SMMEs WITH AUTOMOTIVE EQUIPMENT ON BEHALF OF THE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked **"THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY SMMEs WITH AUTOMOTIVE EQUIPMENT ON BEHALF OF THE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS"** BID NUMBER RFP: 05/2018/19 and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Economic, Small Business Development, Tourism & Environmental Affairs
113 ST ANDREW STREET BUILDING
Ground Floor
Bloemfontein 9300

Postal Address: Private Bag X20801
Bloemfontein
9300

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

1. MANDATORY REQUIREMENTS:

a) Service Provider's Qualifications/ certificate

The Project Team Leader Members should have an experience working in automotive industry.

b) Service provider's experience and expectations

It is requested that the preferred service provider in the field of automotive sector or industry should adhere to all the supply chain processes.

The service provider is expected to install and provide training on delivery of the equipment

c) Presentations

As and when required DESTEA reserves the right to call any number of shortlisted potential service providers for a formal presentation and or project implementation update meeting. The costs for this exercise related to travel, accommodation and meals will be at invited service providers cost not the department cost.

d) Oversight

It should be noted by all applicants for this tender that accountability lies in the department (DESTEA) through the Office of the Integrated Economic Development and Small Business Development. The directorate will do the project oversight role, submit. Monthly progress reports and quarterly meetings will be held with the beneficiaries.

e) DESTEA Resources

The department (DESTEA) will provide quarterly oversight visitation to each beneficiaries and meetings facilities like workshops or training at own cost.

f) Stakeholder List

The department (DESTEA) will be in conjunction with the preferred service provider will determine the Stakeholder List.

2. SPECIAL CONDITIONS OF CONTRACT

2.1 Please take note that DESTEA is not bound to award to any of the firms submitting proposals. DESTEA reserves the right not to award any of the bid and not to award the contract to the lowest bidding price.

2.2 Bidders must score a minimum of 75% for stage 1 (functionality / technical) of the evaluation to qualify for stage 2 (price and B-BBEE) of the evaluation.

-
- 2.3 The proposal should include, amongst other, the following:
- A proposed plan of action;
 - A list of reference;
 - Ability to ensure continuing of staff on the project
- 2.4 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- 2.5 Certified copies of the Tax Clearance Certificate will not be acceptable.
- 2.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- 2.7 The bid proposals should be submitted with all required information containing technical information.
- 2.8 DESTEA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
- 2.9 Travelling costs and time spent or incurred between home and office of consultants and DESTEA office will not be for the account of DESTEA.
- 2.10 Intellectual property rights will belong to DESTEA.
- 2.11 Bidders must submit two identical proposals for each bid clearly marked "original" and "copy".
- 2.12 DESTEA reserves the right to award the contract to one or more than one service provider or only part thereof e.g. (per thematic areas in issues to be reviews)
- 2.13 Progress reports (signed soft copy) must be submitted monthly and quarterly.
- 2.14 Before any work can commence the service level agreement must be signed by both parties (DESTEA and the successful bidder) as well as the issue of an agreement, DESTEA reserves the right to cancel the contract with no cost implications for the Department.
- 2.15 The evaluation of Bids can only be done on the bases of information required by the department.
- 2.16 Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issues by verification agencies accredited by SANAS or registered auditors approved by IRBA or SWORN Affidavit certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.
- 2.17 Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 10 for B-BBEE.
- 2.18 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificates.
- 2.19 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 2.20 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
- 2.21 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- 2.22 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and ability to execute the sub-contract.
- 2.23 Prospective suppliers and / or public entities interested in pursuing opportunities with the Department and within the South African Government should be registered on the National Treasury Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the Department and the South African Government.
- 2.24 Prospective bidders must submit their bid proposals in two clearly marked envelopes:
- (a) One envelope with the technical proposal including the following:
- A valid and original Tax Clearance.
 - Entity registration Certificate (CK1)
 - A response to the Terms of Reference.
 - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project)
 - Profile of the company and description of similar work undertaken
 - Numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities.
 - Agreement between service providers in the case of a joint venture/Consortium
 - Letter of authority to sign documents on behalf of the company/joint venture/Consortium
 - financial proposal (pricing schedule (SBD3.3) or other spread sheets with all cost related items, cost breakdown) (original)
-

2.25 The following information must be endorsed on the envelope:

- Bid number
- Closing date
- Name of the Bidder
- Technical Proposal or Financial Proposal

2.26 Failure to comply with these conditions may result in a bid being disqualified.

3. **OFFICIALS PROHIBITED FROM SUBMITTING BIDS**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

4. **OTHER REQUIREMENTS**

- a) Joint Venture or Consortium submissions are eligible
- b) Sub-contracting and or Sub-consulting submissions are eligible
- c) Not appearing on the National Treasury's list of black listed entities
- d) Key personnel of each professional discipline must be registered with relevant council. Certified copies of valid professional registration certificates with the following or applicable bodies for all proposed key personnel for this project;

5. **ALL THE FOLLOWING RETURNABLE SCHEDULES TO BE COMPLETED AND SIGNED BY THE BIDDING ENTITY ONLY:**

- SBD 1
- SBD 3.3
- SBD 4
- SBD 6.1
- SBD 7
- SBD 8
- SBD 9

KINDLY NOTE THAT FAILURE TO SUBMIT AND OR COMPLETE THE REQUIRED DOCUMENTATION (AS PER PAR.1, 2 ABOVE including completion of SBD 1,3.3, 4, 6.1, 8 and 9) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

6. **REPORTING AND ACCOUNTABILITY**

- All team members must be available for the duration of the project and the service department.
- During the execution of the project, the service provider will be required to submit progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.

7. **EVALUATION CRITERIA**

THE FIRST STAGE ON EVALUATION WILL BE IN TERMS OF FUNCTIONALITY AND THEN THE PREFERENCE POINTS (80/20)

ALL BIDS THAT HAVE OBTAINED A MINIMUM OF 75 POINTS OUT OF 100 WILL QUALIFY TO THE NEXT EVALUATION STAGE WHERE BIDS WILL BE EVALUATED ON PREFERENCE POINTS.

NB: BIDDERS THAT HAVE FAILED TO OBTAIN 75 POINTS ON FUNCTIONALITY WILL NOT QUALIFY FOR THE SECOND STAGE OF EVALUATION

7.1 FUNCTIONALITY (CAPACITY, EXPERIENCE AND METHODOLOGY)

STAGE 1			
No	Category	Points	Score
1	<p>Capability and experience in supplying and delivery of automotive equipment at least to the value of R100 000.</p> <p>TRACK RECORD ON:</p> <ul style="list-style-type: none"> ▪ 01 reference letters ▪ 02 reference letters ▪ 03 reference letters with a value from/above R 100 000 	<p>30</p> <p>(5)</p> <p>(15)</p> <p>(30)</p>	
2	<p>Methodology: A proposed roll out plan to achieve the objectives. (<i>Refer to 7.1.1 on the bottom</i>)</p>	50	
3	<p>Confirmation of funds from the financial institution: The letter from the financial institution confirming the credit rating EXCELLENT: (767 – 999)</p> <p>GOOD: (681 – 766)</p> <p>AVERAGE: 583 – 613</p> <p>BELOW AVERAGE: 527 – 582 UNFAVOURABLE: 487 – 526 POOR: 0 – 486</p>	<p>20</p> <p>(20)</p> <p>(15)</p> <p>(10)</p> <p>(5)</p> <p>(0)</p>	
	FUNCTIONALITY	100	

7.1.1 METHODOLOGY: Proposed roll out plan after the service provider has been appointed

Service Provider	First Month	Second Month and Third Month		
	Sourcing of the equipment by the service provider	Delivery	Installation	Training
		<p>During this phase the service provider will deliver the equipment to the beneficiaries' addresses; install and offer them training. In the process the DESTEA trade officer will monitor the process based on the following requirements:</p> <ul style="list-style-type: none"> • Is the equipment delivered to the correct address • Has been installed • Is the beneficiary offered training by the distributor or manufacture • Does the equipment have the 12 months guarantee • Does the service provider have the electric certification for installation of electric equipment 		

NB:
Supporting documentation to substantiate the above claims, e.g. Qualification certificates and trade test certificates of qualified personnel, and organogram/structure of the company must be attached

7.2 EVALUATION IN TERMS OF 80/20 PREFERENCE POINTS

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system

7.3 CALCULATION OF POINTS FOR PRICE

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis

7.4 CALCULATING OF POINTS FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids, to substantiate their B-BBEE claims. The Exempted Micro
- Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.
- **NB:** Bidders who do not submit B-BBEE Status Level Verification Certificate or are Non-compliant contributors to be B-BBEE do not qualify for preference points for

8. PUBLICATION

- 21 days advertisement.
- Government Tender Bulletin
- National Treasury E-Tender

THE BID SHALL CLOSE AT 11h00 ON THE 29 AUGUST 2018.

CONTACT PERSONS

Technical Enquiries: Mr. G. Sehularo
Contact number: 051-400-4924.
Email address: sehularom@destea.gov.za

Bid Enquiries: Mr. T. Kolobe
Contact Number: 051-400-4743.
Email address: kolobet@destea.gov.za

THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:

REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A COMPREHENSIVE EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP) FOR A PERIOD OF THREE (3) YEARS.

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked **“REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER, TO PROVIDE A COMPREHENSIVE EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP) FOR A PERIOD OF THREE (3) YEARS”** and **BID NUMBER RFP: 04/2018/19** and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Economic, Small Business Development, Tourism & Environmental Affairs
113 ST ANDREW STREET BUILDING
Ground Floor
Bloemfontein Central
Bloemfontein 9300

Postal Address: Private Bag X20801
Bloemfontein Central
Bloemfontein
9300

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

FUNCTIONALITY CRITERIA

BID EVALUATION STAGE – Mandatory Requirements

All Tenderers who submit responsive submissions and:

1) Mandatory Requirements:

- a) The bidder should have at least five (5) years' experience in providing a Comprehensive Employee Health and Wellness Programme (EHWP) in the public sector.
- b) The bidder shall submit curriculum vitae of the members who will be available for the duration of the project, including those of the professionals/affiliates to be used for counselling services and their proof of professional annual registration with the relevant bodies, a plan of action and methodology, a list of references, strategy and ability to deliver on the project.
- c) The copyright of the end product will vest in the Department of Economic, Small Business Development, Tourism and Environmental Affairs and be presented with its logo and it will be at liberty to use the report and results as deemed necessary.
- d) The names of all the members of the service provider team must be disclosed for the project prior approval of the Department.
- e) Any changes, replacements and or additions should be submitted for prior approval of Department of Economic, Small Business Development, Tourism and Environmental Affairs.
- f) All members will have to sign a non-disclosure agreement before project commencement, and may be required to undergo security screening and tests as the Department deems necessary.
- g) Bidding entity who do not have any of their directors/shareholders listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- h) Bidding entity who have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
- i) Attendance of the compulsory clarification meeting.
- j) **OFFICIALS PROHIBITED FROM SUBMITTING BIDS** - In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

2) Other Requirements

- a) Joint Venture or Consortium submissions are eligible
- b) Sub-contracting and or Sub-consulting submissions are eligible
- c) All Entities Registered with the Companies & Intellectual Property Commission (CIPC)
- d) Not appearing on the National Treasury's list of black listed entities
- e) Team leader and team members must have a minimum of a Bachelor's Degree a in the field related to Social Science, Health and Environment/ Occupational Hygiene such as Psychology, Medicine, Nursing, etc.
- f) All professionals must be registered with the relevant professional bodies for the current year, such as but not limited to:
 - South African Council of Social Service Professions (SACSSP),
 - Health Professional Council of South Africa (HPCSA).

3) All the following returnable schedules to be completed and signed by the bidding entity only:

- Form of offer and acceptance offer
- Pricing schedule for construction and professional Services
- SBD 2
- SBD 4
- SBD 6.1
- SBD 8
- SBD 9

KINDLY NOTE THAT FAILURE TO SUBMIT AND OR COMPLETE THE REQUIRED DOCUMENTATION (AS PER PAR.1, 2 ABOVE including completion of SBD 2, 4, 6.1, 8 and 9) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

4) Additional Information Required:

- Originally certified copy of BBBEE Verification Certificate obtained from an entity registered with SANAS or ABVA preferable Level Four Contributor and above. *(In the case of a consortium and Joint venture, a Joint BBBEE certificate is required, but where sub-contracting or sub-consulting only the BBBEE of the bidding entity is required).*
- Company Profiles of the proposed professional team
- Company profile of the contractor

5) EVALUATION CRITERIA

5.1 Bids will be evaluated on 80/20 preference point system as outlined in the PPPFA of 2017. The proposals will be evaluated in two phases:

5.1.1 Phase 1:

Bidders will be evaluated on functionality. The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

NO	CRITERIA	TOTAL WEIGHT
1	<p>Company History, relevant experience & resources:</p> <ul style="list-style-type: none"> • Service provider should have at least five (5) years' experience in providing a Comprehensive Employee Health and Wellness Programme (EHWP) in the public sector. • Demonstrable ability to provide a comprehensive employee health and wellness programme. • An understanding of Comprehensive Employee Health and Wellness Programme (EHWP) in the public sector. • An understanding of public sector related legislative and accountability framework. • Proof from three (3) contactable references indicating that similar project was executed should be attached. 	15 7 2 2 2 2
2	<p>Team leader and team members experience:</p> <ul style="list-style-type: none"> • Team leader must have at least eight (8) years' experience in providing a Comprehensive Employee Health and Wellness Programme (EHWP) in the public sector. • Team members must have at least five (5) years' experience in providing a Comprehensive Employee Health and Wellness Programme (EHWP) in the public sector. • CV's with three (3) contactable references must be attached. 	10 5 3 2

3	Qualification: <ul style="list-style-type: none"> • Team leader and team members must have Bachelor's Degree in the field related to Social Science, Health and Environment/ Occupational Health and Safety, Occupational Hygiene such as Psychology, Medicine, Nursing, etc. All professionals must be resisted with the relevant professional bodies for the current year. • Attach certified copies of qualifications. 	10 5 3 2
4	Project Plan <ul style="list-style-type: none"> • A project proposal and methodology that demonstrates comprehension and competence to deliver on what it is required. • A project plan outlining key activities, time frames, milestones and budget breakdown. • A schedule of resources to be committed to the project. • Proposed methodology 	45 20 10 5 10
5	Skills Transfer: <ul style="list-style-type: none"> • Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project. 	10 10
6	Locality (Free State)	10
	TOTAL	100

For the purpose of evaluating functionality, the following values will be applicable:

0 =	Very Poor	Do not meet the requirements
1 =	Poor	Will not be able to fulfil the requirements
2 =	Average	Will partially fulfil the requirements
3 =	Good	Will be able to fulfil the requirements
4 =	Very Good	Will be able to fulfil better in terms of the requirements adequately
5 =	Excellent	Will fulfil the requirements exceptionally

5.1.2 Phase 2: Bids evaluated in terms of the 80/20 preference system.

Evaluation criteria	Weight
Price	80
B-BBEE compliance	20

- 6) **Supporting documentation to substantiate the above claims, e.g. recommendation letters from previous clients on similar projects completed must be attached to be considered for points claimed.**

APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the bid documents, Specification and terms of reference.

THE BID SHALL CLOSE AT 11h00 ON THE 29 AUGUST 2018.

Contact Persons:

Technical Enquiries may be directed to Ms. L.G.B Molefe at 051-400-9566.

Bid Enquiries related to the bid may be directed to Mr. T Kolobe at 051-400-4743.

COMPULSORY BRIEFING SESSION:

**08 AUGUST 2018 (FRIDAY)
113 ST ANDREW STREET
BLOEMFONTEIN CENTRAL
TIME: 10H00**

The bid documents are available free of charge from e-tender website at www.etenders.gov.za.

Please note the following T&Cs:

The Department reserves the right to extend or cancel the contract as it deems fit.

The Department reserves the right not to accept any proposal in part or as a whole.

The Department reserves the right to arrange contracts with more than one service provider.

The Department reserves the right to withdraw or amend these terms of reference/specification by notice in writing to all parties who have received the terms of reference/specification prior to the closing date.

FREE STATE TENDER BULLETIN

(Published every Friday)

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Free State Tender Bulletin, P.O. Box 517, Bloemfontein Tel.: No. 051 403 3139. Free Voucher copies of the Free State Tender Bulletin or cuttings of advertisements are NOT supplied.

Subscription Rates (payable in advance)

The subscription fee for the Free State Tender Bulletin (including all Extraordinary Free State Tender Bulletins) are as follows:

Subscription: (Over the Counter / E-Mail)

Price per copy **R 5.50**

All Tender Bulletins are available (**Free of Charge**) on the eTender Portal.

www.etenders.gov.za

Queries:

Email: eTenders@treasury.gov.za

Telephone: 012 406 9012

Closing time for acceptance of adverts

All advertisements must reach the Officer in Charge of the Provincial Gazette **not later than 08:00 (Tuesday), three working days** prior to the publication of the Gazette. Advertisements received **after 08:00 on the Tuesday of the publication week**, will be held over for publication in the issue of the following week, or if specifically requested by the advertiser, will be published as a "Special Publication". In such cases, the advertisement must be delivered to the Officer in Charge **not later than 12:00 on the Thursday** preceding the publication of the Gazette and double rate will be charged for that advertisement. No advertisements will be received and published on the same day, unless accompanied by a direct instruction from the top levels of the management of that department / institution.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

Advertisement Rates

Notices required by Law to be inserted in the Tender-bulletin: **R 36.00** per centimetre or portion thereof, single column.

NUMBERING OF TENDER BULLETIN

You are hereby informed that the numbering of the Provincial Gazette /Tender Bulletin and notice numbers will from 2010 coincide with the relevant financial year. In other words, the chronological numbering starting from one will commence on or after 1 April of every year.

VRYSTAAT TENDERBULLETIN

(Verskyn elke Vrydag)

Alle korrespondensie, advertensies, ens. Moet aan die Beampte Belas met die Vrystaat Tender Bulletin, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Vrystaat Tender Bulletin óf uitknipsels van advertensies word NIE verskaf nie.

Intekengeld (vooruitbetaalbaar)

Die intekengeld vir die Vrystaat Tenderbulletin (insluitend alle Buitengewone Vrystaat Tender Bulletins) is soos volg:

Intekengeld: (Oor die Toonbank / E-Pos)

Prys per eksemplaar **R 5.50**

Alle Tenderbulletins is verkrybaar (**Gratis**) op die eTender Portaal.

www.etenders.gov.za

Navrae:

Epos: eTenders@treasury.gov.za

Telefoon: 012 406 9012

Sluitingstyd vir die Aannee van Advertensies

Alle advertensies moet die Beampte belas met die Provinsiale Koerant bereik **nie later nie as 08:00 (Dinsdag), drie werksdae** voordat die Koerant uitgegee word. Advertensies wat na **08:00 op die Dinsdag van die publikasie week** ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit geplaas word in 'n "Buitengewone Koerant". In sulke gevalle moet die advertensie aan die Beampte oorhandig word **nie later nie as 12:00 op die Donderdag** voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word. Geen advertensies sal gepubliseer word op die selfde dag as ontvangs, indien daar nie 'n skriftelike versoek van die topbestuur van daardie departement / instansie ontvang is nie.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanige geplaas word nie.

Advertensietariewe

Kennisgewings wat volgens Wet in die Tenderbulletin geplaas moet word: **R 36.00** per sentimeter of deel daarvan, enkelkolom.

NOMMERING VAN TENDER BULLETIN

U word hiermee in kennis gestel dat die nommering van die Provinsiale Koerant / Tender Bulletin en kennisgewingnommers vanaf 2010 met die betrokke boekjaar sal ooreenstem. Met ander woorde, die kronologiese nommering beginnende met een, sal op of na 1 April van elke jaar begin.