



REQUEST FOR QUOTATIONS (RFQ)-Preference Points System

<p>You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD</p>		
RFQ number:	RFQ/IR/010/2020	
RFQ Issue Date	22 January 2021	
Closing date and Time	28 January 2021 At 13:00pm	
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None	
Briefing Session Date and Time: (IF APPLICABLE)	None	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OCCUPATIONAL HEALTH AND WELLNESS SERVICES TO ALL SAFCOL EMPLOYEES FOR A PERIOD OF ONE (1) MONTH	
RFQ responses must be emailed to :		Zwelakhe Fakude
	Or	
E-mail address		Zwelakhe.Fakude@safcol.co.za

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Quotations must be submitted in the **company letterhead**.
- Quotations should be mailed or hand delivered to our offices placed in an envelope clearly marked with RFQ Number and submitted to the above-mentioned address
- All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Evaluation criteria: 80/20 Preference Points System as presented in the preferential procurement regulations of 2017; for this purpose SDB 6.1 should be scrutinized; completed and submitted together with other forms and your quotations.
- All copyright and intellectual property herein vests with the SAFCOL.
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent.
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT)
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain bidding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with SARS's e-Filing/ CSD
2. Failure to complete and return the SBD forms
3. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
4. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
5. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
6. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

DESCRIPTION OF GOODS/SERVICE REQUIRED: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OCCUPATIONAL HEALTH AND WELLNESS SERVICES TO ALL SAFCOL EMPLOYEES FOR A PERIOD OF ONE (1) MONTH

SAFCOL is a state owned forestry company listed as Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry industry according to accepted commercial management practice in South Africa. It has operations in Mozambique through an interest held by its wholly owned subsidiary Komatiland Forest (Pty) Ltd in Industrias Florestais De Manica Sarl (“IFLOMA”).

1. Objectives

The bid is aimed at appointing an Occupational Health and Wellness Programme (OH&WP) service provider that will attend to the Health and Wellness needs of the employees. The objective is to establish a partnership with reputable OH&WP service providers to further the objectives of SAFCOL in line with its strategic goals.

2. Occupational Health & Wellness Programme (OH&WP)

The goal of an Occupational Health Programme aims to promote and maintain the highest possible level of health among the gainfully employed, upon whom the economic welfare of the community depends” - World Health Organization. SAFCOL requires an establishment of an OH&WP that will address the above.

SAFCOL is an organization with a total staff compliment of approximately 1511 permanent and 255 fixed term employees.

Employee location breakdown is as per table below:

Regions	Business Units	Total Number of Permanent Employees
Mpumalanga Spitskop Clinic in Sabie	KLF Head Office	67
	Bergvliet	103
	Witklip	33
	Brooklands	51
	Tweefontein	101
	Uitsoek	13
	Ecotourism	19
	Research:Sabie	52
	Nursery	14
	Mechanised Harvesting	33
	Technical Services	12
	Platorand/Training	194
	Blyde	67
	Wilgeboom	60
Roads	17	
TOTAL		830
Highveld service	SAFCOL Head Office	119
	Belfast	32
	Berlin	65
	Jessievale + Roads	107
	Lakenvlei	17
	Nelshoogte	62
	Ngome	42
	Roburnia	75
	Mthubathuba Palmridge Nursery	6
TOTAL		525
Limpopo serviced by Timbadola Clinic in Levhubu	Timbadola Sawmill	178
	Entabeni	149
	Roads	13
	Woodbush	71
TOTAL		411

3. Quality control:

Human resources:

- Qualifications
- Registration
- Continuous Professional Development

Services and infrastructure

- Equipment
- Calibration

Customer – Related Processes

- Audits
- Service provider's
- Company Internal Audits
- Corrective Action Request

4. Scope of Work

- The appointed service providers will be required to sign and adhere to Service Level Agreement (SLA)
- On appointment of the service provider, SAFCOL will brief the appointed company and provide full details of the Hygiene Survey results.
- On appointment, the service provider will be required to immediately commence with fully fledged OH&WP services at the one or two equipped fixed clinic in Sabie (Mpumalanga), Timbadola Process Plant in Levhubu (North) and Highveld services (Mpumalanga & Kwa Zulu Natal).

5. CONTRACT PERIOD AND COMPULSORY OCCUPATIONAL HEALTH MEDICALS REQUIRED

The approved OH&WP services will be engaged by SAFCOL to provide services on an ongoing basis for a period of one (1) month. The service provider will be expected to render the following services:

a. RISK BASED MEDICAL SURVEILLANCE

Medicals:

- Pre-employment
- Periodic
- Transfer
- Exit
- Audiometry

- Lung Function Test
- Vision Screening

b. RISK BASED TESTING

Tests:

- Physical Assessments
- Questionnaires
- History
- A physical examination
- A blood pressure / weight / height
- Urine / glucose and other tests deemed as necessary

c. COMPENSATION FOR OCCUPATIONAL INJURIES and DISEASES ACT

(AMENDED IN 1994) COMPLIANCE.

- Injuries on duty
- Occupational diseases eg., Noise Induced Hearing Loss

d. INCAPACITY MANAGEMENT – DUE TO ILL HEALTH / INJURY

- Initiation, management, follow ups and documentation completion as per insurer requirement.

6. HIV/AIDS MANAGEMENT PROGRAMME

- HIV/AIDS Awareness sessions
- HIV Counselling and Testing (HCT)
- Annual World AIDS Day activities

This programme is to be done using the Private Public Partnership (PPP)

e. PRIMARY HEALTH and CHRONIC CONDITION CARE utilizing Private Public Partnership

- Blood pressure
- Diabetes
- Epilepsy
- HIV anti-retroviral
- Asthma
- TB
- Cancer

f. OTHER OCCUPATIONAL HEALTH SERVICES

- First Aider's Kit Monitoring and Refresher Training
- IOD's / OCD's
- Walk through plantations, Offices and Process Plant
- Consultancy Services where required
- Ensure Adherence to Policies in respect of Health and Safety
- Individual and group health education as per National Health Calendar

7. EMPLOYEE ASSISTANCE PROGRAMME: YOUR WELLNESS IS SUPPORTED CONFIDENTIALLY

- Telkom Toll free telephone access line
- Cell phone please call me number

TELEPHONE COUNSELLING - 24 hours/7/365

- Telephonic counselling for any problems, including work related, that you may experience personally, drinking problems, drug problems, smoking cessation needs, bereavement, assault etc.
- Counselling initiated or arrangements are made for appropriate assistance with registered psychologists or social workers.

FACE TO FACE COUNSELLING

- Should there be a need, after several telephonic counselling sessions.

TRAUMA DEBRIEFING (Critical Incident Stress Management)

Individual

Group: Group counselling to team members is arranged in cases where an employee suffers a traumatic incident or a fatality

MANAGEMENT CONSULTATION

EAP upon, written request where a form is completed, can assist managers, receive written feedback, confirm a plan of action, make recommendation and send feedback.

LIFE MANAGEMNET SERVICES

- **Financial Guidance**
- Legal Expertise
- Family Guidance

8. IMPLEMENTATION PLAN

The appointed service provider will be expected to produce the following documents:

- Design of one (1) month implementation plan
- Monthly, quarterly and annual reports
- SAFCOL and Service Provider monthly management meetings

9. KEY ROLE PLAYERS

SAFCOL

- Senior Manager: ER&IR
- Wellness Consultant
- Intern: Wellness

SERVICE PROVIDER’S TEAM (NINE (9) PROFESSIONALS OUTLINED BELOW)

- Three (3) Occupational Medical Practitioner
- Three (3) Occupational Health Nurse Practitioners: Sabie & Timbadola Clinic and Highveld Services
- Three (3) Technicians/Nursing Assistant

10. EVALUATION CRITERIA

10.1 The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on Broad Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

10.2 The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

- **All bidders who score less than 70 out of 100 points for functionality will not be considered further.**
- Evaluation will be conducted in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2017 .

10.3 This bid will be evaluated on 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print) Signature

.....
Capacity Date

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2017; the bid evaluation process shall be carried out in three (3) phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Functionality Evaluation

Phase 3: Price and B-BBEE Evaluation

PHASE 1 : Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or certified copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non- allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award.

Phase 2: Functionality Evaluation

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
(1) Company Experience (30 points) Bidders must demonstrate that they have relevant experience in the Occupational Health and Wellness Programme (OH&WP) services	1-2 reference letters in proving Occupational Health and Wellness Programme (OH&WP) services	0
	3 - 4 reference letters in providing Occupational Health and Wellness Programme (OH&WP)	20

<p>Bidders must attach letter of reference from previous clients confirming provision of Occupational Health and Wellness Programme (OH&WP) services:</p> <p>Letters must be duly signed and on the letter head of the company that is providing the reference of the bidding company</p>	<p>5 and more reference letters in providing Occupational Health and Wellness Programme (OH&WP)</p>	<p>30</p>
<p>(2) Detailed Project Plan (20 points)</p> <p>The Service Provider must demonstrate a thorough understanding of the project brief, and clearly articulates its alignment with the scope of work/terms of reference. A detailed project plan and well-articulated proposal detailing the covers all (8) eight aspects as per the scope of work provided below:</p> <ol style="list-style-type: none"> 1. Risk Based medical Surveillance 2. Risk Based Testing 3. Compensation for Occupational Injuries and diseases act - Facilitate referrals to other medical service providers for treatment eg. Pharmacy prescription for medication, Physiotherapy assessment and treatment, Occupational Therapy assessments and treatment, Radiology tests, Psychologist therapy, referrals to Specialist etc. 4. Incapacity Management-Due ill Health/Injury 5. HIV/AIDS Management Programme 6. Other Occupational health services 7. Primary Health and Chronic condition care utilizing private public partner 	<p>Detailed project plan including the all the aspects as per the scope of work</p>	<p>20</p>
	<p>No project plan provided or incomplete project plan provided</p>	<p>0</p>

8. Employees Assistance programme your wellness supported confidentially		
(3) Occupational Medical Practitioner Qualifications (25 Points) Attach copies of qualifications with the proof of registration with HPCSA	No qualification	0
	Qualification in MBChB with a Degree in Occupational Medicine qualification.	25
	Qualification in MBChB with a Diploma Occupational Medicine Qualification	15
(4) Occupational Medical Practitioner Experience (25) Points The Occupational Medical Practitioner must at least have 3 years' experience Occupational Health and Wellness Programme (OH&WP) Service providers provide their CV's and proof of registration with the relevant health professional body.	1-3 Years	0
	3 Years and more	25
	Total	100

N.B: Bidders who will score a minimum of 70 points for functionality will be considered for further evaluation

Phase 3: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score for Functionality, Evaluation and Price will be evaluated further for price and preference points B-BBEE Evaluation.

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

SBD 6.1

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

1..1.1

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

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

1 GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2 DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3 POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5 BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8 DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

Declaration of Interest SBD 4

1 Declaration of interest

1.1 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:

1.1.1 The bidder is employed by the state; and/or

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

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.

2.1 Full name of bidder or his or her representative: _____

2.2 Identity number: _____

2.3 Position occupied in the company (director, trustee, shareholder) _____

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.

“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 presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution: _____

Any other particulars:

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

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

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

2.7.2.2 If not, furnish reasons for non-submission of such proof:

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

2.8.1 If so, furnish other particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish other particulars:

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

YES/NO

2.10.1 If so, furnish other particulars:

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

YES/NO

2.11.1 If so, furnish other 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 State may reject the bid or act against me in terms of paragraph 23 of the GCC should this declaration prove to be false.

Signature

Date

Position

Name of bidder

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Standard Bidding Document (SBD) must form part of all Bids¹ invited.

1. 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.
2. 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:
 - 2.1 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.
 - 2.2 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.
3. 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.
4. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

the undersigned, in submitting the accompanying bid:

(Bid number and description)

in response to the invitation for the bid made by:

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.

(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 authorised 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 authorised 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 organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
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

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.

(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.
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

**Pricing Structure for the APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE
OCCUPATIONAL HEALTH AND WELLNESS SERVICES TO ALL SAFCOL EMPLOYEES FOR A
PERIOD OF ONE (1) MONTH**

Description / Activities (Wellness Services)	Number of employees	Amount	Total Cost (1month) VAT inclusive
1. No. 5 (a) on as per scope of work: Occupational Health Medicals (pre-employment, periodic, transfer, exit) Risk based and to include risk based tests.	1766		
No. 5 (c) on as per scope of work: Compensation for Occupational Injuries and Diseases Act This service is managed by a service provider	Follow up by OMP for Injuries on duty, Occupational diseases eg. Noise Induced Hearing Loss, Complicated cases, Temporary incapacity	No charge. To be done during OMP's 2 hour visit to clinic	
No. 5 (d) on as per scope of work: Incapacity Management –Due to ill health/Injury	Initiation, management, follow ups and documentation completeion as per insurer requirement	No charge. To be done during OMP's 2 hour visit to clinic	
No. 6 on as per scope of work: HIV/AIDS Management Programme	HIV/AIDS awareness sessions, HIV Counselling and Testing (HCT), Annual World AIDS Day activities	No charge utilise PPP with Department of Health/NGO	
No. 6 (e) on as per scope of work: Primary Health and Chronic Disease care using Private Public Partnership (PPP)	All	No charge utilise PPP with Department of Health/NGO	
No. 6 (f) on as per scope of work: Other Occupational Medical practioner services: <ul style="list-style-type: none"> • First Aider's Kit Monitoring and Refresher Training • IOD's / OCD's • Walk through plantations, Offices and Process Plant 			

<ul style="list-style-type: none"> • Consultancy Services where required • Ensure Adherence to Policies in respect of Health and Safety • Individual and group health education as per National Health Calendar 			
No. 7 on as per scope of work: A direct, confidential and unlimited access to a 24 hour, 7 days a week, 365 personal support service and life management telephonic counselling	Estimated at 20% of total work force of 1776		
Personal counselling Face to face – up to 6 sessions per person	Estimated at 10% of total work force of 1776		
Critical incident service offering prompt and professional individual and group trauma debriefing and counselling services to employees exposed to incidents of trauma	Estimated at 20 sessions of employee groups of 20		
Management Consultation formal referrals and reporting , monthly reports			