

BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: PROVISION OF AN EMPLOYEE WELLNESS PROGRAMME TO BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF THREE (03) YEARS.

RFQ NUMBER:	221124
RFQ ISSUE DATE:	22 November 2024
RFQ CLOSING DATE:	28 November 2024 @ 12:00
RFQ VALIDITY PERIOD:	30 days (COMMENCING FROM THE RFQ CLOSING DATE).
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	REQUEST FOR QUOTATION: PROVISION OF AN EMPLOYEE WELLNESS PROGRAMME TO BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF THREE (03) YEARS.
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management – Commercial Department Email: Lerato.Segomotso@infraco.co.za
ENQUIRY: NAME:	Lerato Segomotso

Bidders must acknowledge receipt of this RFQ on the above contact details.

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHSA and regulations and therefore it is important for the bidders to include OHSA compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambits of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.

17. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.
18. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the given specification.

DECLARATION BY BIDDER

I, the undersigned (NAME) certify that:

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

Signature

Date

.....

Capacity

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	221124	CLOSING DATE:	28 NOVEMBER 2024	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR QUOTATION: PROVISION OF AN EMPLOYEE WELLNESS PROGRAMME TO BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF THREE (03) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lerato Segomotso		CONTACT PERSON		
TELEPHONE NUMBER	011 235 1847		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Lerato.segomotso@infraco.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

DECLARATION OF INTEREST FOR TENDERS (SBD 4)

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1. If so, furnish particulars:

.....

.....

2.2.2. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not

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

they are bidding for this contract? **YES/NO**

2.3.1. If so, furnish particulars.

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. 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.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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.

- 3.7. 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date.....

Position.....

Name of bidder.....

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Entity		6		
Women Owned Entity		4		
Youth Equity Ownership		4		
People With Disability		3		
Military veterans		3		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNA TURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DA TE:	
ADDRESS:	
	
	
	

1. BACKGROUND

- 1.1. Broadband Infraco SOC Limited ("Broadband Infraco") BBI a state-owned company ("SOC") has been given the mandate by the Government of South Africa to support the availability and affordability of broadband access as part of the country's effort to meet the goals of the National Development Plan, within a financially sustainable manner.
- 1.2. BBI is particularly intended to support improvements in the market efficiency in the long-distance connectivity segment by increasing available long-distance network infrastructure and capacity to stimulate private sector development and innovation in telecommunications services and content offerings, as well as to support the rollout of long-distance national and international connectivity to previously under-served areas.
- 1.3. BBI is dedicated to prioritising its employees, consistently offering opportunities for support to help them thrive both personally and professionally. Issues such as poor job performance, absenteeism, tardiness, substance abuse, and accidents often signal underlying personal, work-related, or environmental challenges. BBI understands that identifying and addressing these issues early can prevent or reduce negative impacts on performance and well-being. To support this, the organisation has implemented an Employee Wellness Programme (EWP) designed to equip employees with the skills needed to manage life and work challenges, ensuring their performance remains unaffected.

2. PURPOSE

- 2.1. The purpose of the Employee Wellness Programme is to enhance BBI performance by supporting employees and their families in managing personal and work-related challenges, providing managers with guidance to address performance issues early, and ensuring a healthy work-life balance. BBI recognises the importance of family support in employees' lives and therefore offers the program to immediate family members. It provides additional assistance to help employees manage personal issues before they affect their work.

3. INVITATION FOR QUOTATION

Proposals are hereby invited for the Provision of the Employee Wellness Programme to BBI for a period of three (3) years.

4. PROPOSAL SPECIFICATION

All proposals are to be submitted as specified in this document.

5. TECHNICAL PROPOSAL

The technical proposal must include the following items:

- A cover letter.
- A company profile detailing the number of years of experience in providing similar services.
- At least three (3) contactable references from previous clients for comparable work.
- A sample incidence report and documentation of service usage.
- A project methodology addressing the aspects outlined in the scope of service.

6. SCOPE OF THE SERVICE-RETAINER OFFERING

Service offering is for approximately one hundred and eighty (180) employees including permanent staff, fixed-term contracts, insourced employees, interns, and trainees.

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
SERVICES 1: COUNSELLING SERVICE	
Toll free telephonic supportive Counselling (24/7/365) for employees and families. The Service shall be available in 11 official languages, with the national network matching country's provincial spread.	Professional Support Line Service Through a 24/7/365 Call Centre. A 24-hour multilingual psychological counselling service to be available to all eligible employees and immediate family members.
Personal Face to Face Counselling Model of 6-8 counselling sessions per employee per incident per year with additional two sessions at the discretion of the service provider. Face to face counselling for employees and family members	6 (six) Personal Counselling (face to face) - sessions per person per year (per condition/incident) close to employee/family member residence or place of work. Support and counselling relating to sexual harassment incidents Rehabilitation and counselling relating to sexual harassment Support and counselling relating to unfair discrimination e.g disabilities, homophobic, xenophobia e.t.c. Support and counselling relating to workplace trauma, abuse, harassment etc.
Critical Incidence Services (Trauma debriefing)	A Critical Incident service - offering prompt and professional trauma debriefing and counselling services to employees and family members exposed to incidents of trauma.
Electronic advisory services	Access to a comprehensive Electronic Wellness Programme. The programme includes an integrated suite of email and web-based health management applications including interactive disease management tools; a selection of health and wellness information; a medical encyclopaedia; quizzes, and calculators; as well as personalised information on a range of employee wellbeing related topics such as stress management, substance abuse, and trauma management. Printable resources
Management consultancy, referral and support program	Service provider will provide: -A managerial consultancy programme. -Employee referral service to BBI managers in support of their employee management responsibilities

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
SERVICE 2: LIFE MANAGEMENT SERVICES	
Life management services: • Debt management and Advocacy • Money management (Budgeting) • Legal advice and guidance • Family Care	Life Management Services • A legal wellbeing service that provides BBI employees with detailed practical information, education, counselling, resources and referrals on a broad range of legal matters, consumer affairs and social benefits. • Assistance on labour law matters is excluded from the service. • Financial wellbeing: This component of the service offering will assist employees who have queries relating to finances and debt. • A debt mediation process will be available to all employees who present with a negative cash flow situation in those geographies where such mediation is legislatively available. • Family care support: ○ It will focus on the provision of information and guidance on a broad range of family related issues such as: parental guidance, disability benefits, educational and community resources, special needs placement, dependent care, child support, immigration, expatriate adjustment, alternative work arrangements, wills and estate planning, basic contract draft and advise.
SERVICE 3: MARKETING AND COMMUNICATION	
Marketing and communication	• Custom-designed and continuing communication programmes to correctly position the EWP to ensure understanding and encourage all employees to use the service. • The service provider must adopt BBI Employee Wellness Programme branding and design • The service provider shall utilise BBI Employee Assistance Programme telephone number (as agreed)
SERVICE 4: PROGRAMME MANAGEMENT	
Programme Management: Client services	• A dedicated Client Relationship Manager will manage EWP.

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
	The EWP to BBI includes service promotion and marketing, EWP liaison with BBI's EWP custodians, reporting etc.
Reporting Services – quarterly reporting	- Reporting: - Statistics and calculations - Data Analysis - Engagement Rate - Themes and trend - Value - Benchmarking - Other relevant aspects or as agreed - Conclusions & recommendations.
Complaints Management	The service provider will address all complaints received from BBI
SERVICE 5: UNFAIR DISCRIMINATION AND SEXUAL HARRASMENT SUPPORT PROGRAM	
Sexual harassment, Unfair discrimination (Gender, Race, Disability etc.)	- Provide trauma counselling and victim empowerment - Mandatory counselling for perpetrators - Value added services

7. SCOPE OF THE SERVICE-ANNUAL OFFERING

The wellness testing will be done on +/- 180 employees that will be tested in a period of 1 OR days, with all assessments completed within 30 days of programme commencement or as per agreement with client.

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
SERVICE 1: ANNUAL EMPLOYEE HEALTH SCREENING -	
Wellness Screening	- The service offering will include determining the following: - Weight - Height - Body Mass Index - Blood Pressure & Pulse readings - Full Lipid Screening - Glucose levels - Provide appropriate health action recommendation based upon the results of each employee's screening results. - The service provider will be responsible to fully manage the following; - Employee registration; - Data capturing of each employee's results directly after their assessment; - Wellness assessment activities; - Stock control; - Staff provisioning and comfort

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
	- breaks; ○ Storing and transporting of stock after issuing, ○ Management of any issues that may arise during the assessments and ○ A full report on the wellness results of employees must be provided to BBI Management to include results per region but not limited to the following: ○ Demographics of the employees tested ○ Health overview of the employees tested ○ Breakdown of medical schemes employees belong to per region ○ Quantum of employees per region not covered by a medical scheme

8. SCOPE OF THE SERVICE AD-HOC

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
SERVICE 2: OTHER TESTS PER PERSON	
Other Tests	● Breast Cancer ○ Cervical cancer ○ Testicular cancer ○ Eye Tests ○ Hearing tests ○ Oral health ○ VCT-HIV ○ (PPrice PP per test)

9. GENERAL PROVISIONS.

Service providers will be expected to hand over any employee files and any other relevant information as and when requested by the BBI as per the Electronic Communications & Transactions Act 25 of 2002.

10. EVALUATION CRITERIA

10.1. Proposals will be evaluated in four (04) phases as follows:

10.1.1. Phase 1 – Administrative Requirements

Bidders are required to fully complete and sign all the SBD documents. In addition, bidders are required to provide all the supporting documents listed in this phase.

Table 1: Phase 1 – Administrative Requirements.

Completion and submission of SBD 1	Comply	Not comply
Bidders must provide completed and signed SBD 1 – “Invitation to Bid”.		
Substantiate/Comment		
Completion and submission of SBD 4	Comply	Not comply
Bidders must provide completed and signed SBD 4 – “Declaration of interest”.		
Substantiate/Comment		
Completion and submission of SBD 6.1	Comply	Not comply
Bidders must provide completed and signed SBD 6.1 – “Preference Points ClaimForm in terms of the preferential procurement regulations 2022”		
Substantiate/Comment		
(Please indicate if the portion of the contract will be subcontracted and the %)		
National Treasury Central Supplier Database (CSD)	Comply	Not comply
With effect from 1 April 2016, Accounting Officers and Accounting Authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury’s Central Supplier Database. Please attach the full report of the Central Supplier Database (CSD) from the National Treasury to the bid response. Please provide proof of registration with National Treasury.		
Substantiate/Comment		
South African Revenue Services Certificate	Comply	Not comply
Bidder is required to submit an authorisation PIN as provided by the tax authority as verification information to be used by Broadband Infraco to validate SARS matters on the website.		
Substantiate/Comment		
B-BBEE Certificate or Sworn Affidavit	Comply	Not comply
Bidder is required to submit the B-BBEE certificate or Sworn Affidavit		
Substantiate/Comment		
Company registration documents	Comply	Not comply
Bidder is required to submit company registration documents		
Substantiate/Comment		

Phase 2 – Mandatory Requirements (Gatekeepers)

Bidders must submit the following mandatory documents. **Failure to submit the following mandatory documents will result in immediate disqualification.**

- Proof of registration with the Employee Assistance Professionals Association of SA (EAPA-SA). A valid membership certificate must be provided.
- Proof of registration of key staff with the Health Professional Council of SA (HPCSA).

Valid certificates must be provided.

Table 3: Phase 3: Technical Evaluation

Bidder/s will be evaluated in accordance with the evaluation criteria as stated below:

Bidder/s must achieve a minimum threshold of **70 points** to proceed to the next phase of evaluation, Phase 4– Price and Specific Goals.

Bidder/s who fail to achieve the minimum threshold of **70 points** will be disqualified and will not be evaluated further.

Criteria	Scoring Guide	Weight
Company Experience	Number of years the tenderer has been rendering the services	10
Client references	• The service provider must have dealt with medium-sized organisations of at least 200 employees. • At least three references (3) to be supplied • Must have dealt with large organisations (Generic)	20
Sample Feedback Reporting.	Provide a sample report of incidence report and usage of the service	30
Company expertise	The service provider must demonstrate their understanding of the key requirements and expectations of BBI as outlined in this document. A detailed approach, methodology and tools on how they will assist BBI in achieving purpose of this programme.	40
TOTAL POINTS		100

ANNEXURE A: DETAILED TECHNICAL EVALUATION CRITERIA

Functional Factors	Proof Required	Weighting	0	7	10
Company Experience Number of years the company has been rendering conflict resolution services.	The company profile clearly indicating the number of years in business providing employee wellness services	10	Less than 5 years	8 years	More than 8 years
Client references. The service provider must have dealt with medium sized organisations of at least 200 employees	At least three references (3) to be supplied Must have dealt with medium-sized organisations (Generic)	20	Less than 3 references provided, or references are not for large organisations	3 – 5 Positive References provided	More than 5 positive references were provided
Sample Feedback Reporting	Provide a sample report of incidence report and usage of the service	30	Did not provide any sample report or did not understand requirements	Report provided but not relevant to service requirements. Poor content in the reporting	Report provided fully meets the requirements.
Methodology and Approach	The service provider must demonstrate their understanding of the key requirements and expectations of BBI as outlined in this document. A detailed approach, methodology, and tools on how they will assist BBI in achieving the objectives of this request must be provided.	40	Non-submission or poor methodology and approach submitted.	Approach is specifically tailored to suit the requirements and will meet the needs. The tools that will be used for the project are indicated.	The approach is innovative and well-articulated. The tools that will be used for the project are indicated.

10.2. **Phase 4 – Price and Specific Goals Evaluations**

Bidder/s who have met the threshold of **70 points** in phase 2 will be evaluated for price and specific goals in terms of PPR, 2022.

PRICE EVALUATION

The 80/20 preference point systems will be applied:

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

Table 3: Specific Goals Evaluations

Specific goals	80/20	Acceptable Evidence
Black Owned Entity	6	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
Woman Owned Equity	4	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
Youth Equity Ownership	4	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
People With Disability	3	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners + Medical Letter Confirming Disability
Military Veterans	3	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners + Certified Personal Registration (CPR) Number
Total Points	20	

SCOPE OF SERVICE – Retainer offering service offering is for 200 employees

Service component	Year 1 Excl VAT	Year 2 Excl VAT	Year 3 Excl VAT
Counselling services			
Life Management Services			
Marketing and Communication			
Programme Management			
Sub-total			
VAT			
Total			

14.2. Scope of Service-Annual offering

Service component	Year 1 Excl VAT	Year 2 Excl VAT	Year 3 Excl VAT
Annual Employee Health Screening (200 employees)			
Sub-total			
VAT			
Total			

14.3. Scope of Service- ADHOC

Service component	Year 1 Excl VAT	Year 2 Excl VAT	Year 3 Excl VAT
Per requested service			
Sub-total			
VAT			
Total			

- Pricing schedule must reflect a detailed cost breakdown, and any indirect costs associated with rendering required service.
- Please indicate delivery lead time.

11. PROCEDURE FOR SUBMISSION.

- 11.1. All proposals must be submitted electronically to Lerato.segomotso@infraco.co.za
- 11.2. Respondents must use the RFQ number as the subject reference number when submitting their proposals.
- 11.3. The closing date to submit your proposals is on **28 November 2024 at 12:00.**
- 11.4. All documents submitted electronically via-email must be clear and visible.
- 11.5. All proposals, documents and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.