



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA:26/19/CS/HO

INVITATION TO BID

SOUTH AFRICAN SOCIAL SECURITY SERVICES AGENCY HEREBY INVITES SERVICE PROVIDERS FOR THE PROVISION OF SPECIALISED HEALTH RISK MANAGEMENT SERVICES FROM A NATIONAL VENDOR TO THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA), HEAD OFFICE AND NINE (9) REGIONS FOR THE PERIOD OF THREE (3) YEARS.

A NON-COMPULSORY BRIEFING SESSION WILL BE HELD AS FOLLOWS:

DATE : 31 JANUARY 2020
TIME : 10:00
**VENUE : SASSA HEAD OFFICE,
501 PRODINSA BUILDING,
CNR STEVE BIKO AND PRETORIUS STREET,
ARCADIA, PRETORIA**

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**VENUE : SASSA HEAD OFFICE, 501 PRODINSA BUILDING, CNR
STEVE BIKO AND PRETORIUS STREET, ARCADIA,
PRETORIA**

CLOSING DATE : 14 FEBRUARY 2020
TIME : 11:00 AM

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

CONTACT : MS PRISCILLA PHAHLAMOHLAKA
TEL : 012 400 2062

SUPPLY CHAIN ENQUIRIES CAN BE DIRECTED TO:

CONTACT : MR JOHNNY MABASO/MR STANLEY KHUMALO
TEL : 012 400 2128/012 400 2220

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*paying the right social grant, to the right person,
at the right time and place. NJALO!*

**South African Social Security Agency
Head Office**

**SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 •
www.sassa.gov.za**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SASSA GAUTENG REGION					
BID NUMBER:	SASSA: 26/19/HCM/HO	CLOSING DATE:	14 FEBRUARY 2020	CLOSING TIME:	11:00
DESCRIPTION	South African Social Security Services Agency hereby invites services providers for the provision of specialized Health Risk Management Services from a National Vendor to the South African Social Security Services Agency (SASSA), Head Office and nine (9) Regions for the period of three (3) years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA HEAD OFFICE ,501 Prodinsa Building,Cnr Steve Biko (Beatrix) and Pretorius street, Arcadia, Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR Johnny Mabaso		CONTACT PERSON	MS Portia Mazizi	
TELEPHONE NUMBER	012 400 2128		TELEPHONE NUMBER	012 400 2514	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jonnym@sassa.gov.za		E-MAIL ADDRESS	PortiaMaz@sassa.gov.za	
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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, 2017, 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 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:



**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: SASSA: 26/19/HCM/HO
Closing Time: 11:00	Closing date: 14 February 2020.

OFFER TO BE VALID FOR...90...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

SBD 4

DECLARATION OF INTEREST

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

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

2. **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, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

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

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(e) Parliament

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 attach 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 no, 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 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 **YES / NO**

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the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

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

YES/NO

2.10.1 If so, furnish particulars.

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

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

YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

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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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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

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 this bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2

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

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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 PREFERENCE POINT SYSTEMS

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 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, 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 80 =(maximum of 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"/>
-----	--------------------------	----	--------------------------

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 least 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 BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether 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

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SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁹ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

⁹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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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

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Stamp out social grants fraud and corruption
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THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

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

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

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)



PROVISION OF SPECIALISED HEALTH RISK MANAGEMENT SERVICES FROM A NATIONAL VENDOR TO THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA), HEAD OFFICE AND NINE (9) REGIONS FOR THE PERIOD OF THREE (3) YEARS.

1. BACKGROUND

- 1.1 In 2006, the Minister for Public Service and Administration determined the implementation of a Policy on Incapacity Leave and Ill-Health Retirement (PILIR), within the General Public Service.
- 1.2 SASSA – a Government Entity is responsible for implementing PILIR; thereby aligning its internal processes of incapacity leave and ill-health retirement management to those ascribed to by the Public Service.
- 1.3 The implementation of PILIR aims to support the below-mentioned objective, and, implementing the latter involves among others, obtaining of the services of a single suitable service provider specializing in health risk management (Health Risk Manager).

2. OBJECTIVE OF THE BID

- 2.1 To appoint a service provider in the form of a National vendor, to provide specialised Health Risk Management services to the South African Social Security Agency.

3. SCOPE OF WORK

3.1 The Service Provider will be expected to set up structures and processes, which will ensure that:

3.1.1 Intervention and management of incapacity leave in the work place accommodate temporary or permanently incapacitated employees; and

3.1.2 Develop recommendations for SASSA to facilitate rehabilitation; re-skilling; re-alignment and retirement of temporary or permanently incapacitated employees where appropriate.

3.2 SASSA Structure

3.2.1 SASSA consists of a National Office (situated in Pretoria) as well as nine (9) Regional Offices (situated in each Province), together with a range of Districts and Local offices spanning the entire country; with a staff compliment of around 8308 employees.

3.2.2 The contract will be coordinated by the Human Capital Management Department which is based in Pretoria.

3.2.3 The services should be provided directly to nine (9) Regions and Head Office.

3.2.4 The bidder's key contact person/s must be available to provide face-to-face services to SASSA Head Office/Regions as and when required.

3.3 Project Period

3.3.1 The project is for a period of three (3) years and it would be expected of the successful service provider to assume duty immediately after the award and signing of the Service Level Agreement (SLA).

4. EXPECTED DELIVERABLES

4.1 Specific Roles and Responsibilities of the bidder

- 4.1.1 To manage SASSA's account centrally, through a dedicated Key Account Manager, although the Agency will have a range of users nationally who will interface directly with the bidder;
- 4.1.2 To render services through a multi-disciplinary medical experts (such as but not limited to Occupational Therapist, Psychiatrist, Physician), who will assess and advice the Employer on the applications for temporary incapacity leave and applications for ill-health retirement within specified timeframes.
- 4.1.3 Medical referrals initiated by SASSA for second opinions, costs incurred in relation to applications for long period temporary incapacity leave and ill-health retirement shall be for the account of the Agency and shall be payable by the Agency on presentation of invoices by the Health Risk Manager (subject to prior approval of service by SASSA).
- 4.1.4 To utilize employees who are registered with Health Professions Council at all time.
- 4.1.5 To provide a list of networks for referrals of applications in nine (9) Provinces.
- 4.1.6 To sign the Services Agreement and Service Level Agreement (within 30 days from date of the awarding of the tender).
- 4.1.7 To provide information to staff, and training of practitioners, managers and relevant stakeholders who are responsible for the processing and approval of sick leave and ill-health retirements in SASSA, on the application of the PILIR for Public Service Employees. The estimated minimum number of two (2) training sessions per annum (Head Office and Regions).
- 4.1.8 To provide systems and technical staff with the required medical knowledge and experience to do incapacity leave and ill-health retirement assessments, refer employees to accredited assessors and other health professionals for further opinions and provide professional assessments and advise on employee applications for temporary incapacity leave and ill-health retirement, within

specified timeframes (with due consideration to the guidelines in certain high incidence illnesses), to enable the effective and efficient taking of decisions regarding such applications.

4.1.9 To provide help desk services and regular communication between the service provider and HR Users at Head Office and Regions.

4.1.10 To provide assistance during legal proceedings and hearings, etc; and

4.1.11 The service provider must be able to provide an invoice and a statement on a monthly basis, accompanied by a usage report which reflects the HR Users' particulars and the details of the services rendered.

4.2 Project Management

4.2.1 To provide comprehensive project implementation plan which addresses approach, activities, implementation / process monitoring and evaluation support through the regular submission of detailed project management, and management information reports including trend analysis (quarterly, annually and ad-hoc reports), to SASSA.

4.2.3 The Bidder must demonstrate ability to render the required services, in line with SASSA's business needs, at exceptional standards, in full compliance with specified turn-around-times;

4.2.4 Quality of project comprehension demonstrated in the proposal, for implementation and evaluation of services rendered;

4.2.5 Training plan in line with the requirements; and

4.2.6 The project must include contingency plan.

4.3 Data Management System

4.3.1 The Provider must demonstrate ability to maintain systems to receive high volumes of applications from various National users at a central point, and dispatch original applications, assessments and advise directly back to various National users, through various document management enablers (courier services, fax and web-based facilities);

- 4.3.2 Ensure electronic case load - and information management (including but not limited to electronic case load databases, electronic document management systems for reporting, electronic project management systems, etc.), as well as the systems to explore the data and undertake trend analysis;
- 4.3.3 Systems to ensure proper data security, integrity, and archiving of employees information;
- 4.3.4 Ensure available / accessible /help desk services;
- 4.3.5 Systems to ensure regular communication between the Provider and Users / SASSA; and
- 4.3.6 The bidder must put systems in place to ensure compliance with POPIA (Protection of Personal Information Act, 2013).

4.4 Turnaround Times

- 4.4.1 The turnaround times will be required to be adhered to, from the time of receipt of completed applications from the Employer, until full completion of the assessment and submission of final advise, for:
- 4.4.2 Short incapacity periods (assessment of requests for additional sick leave, for periods less than 30 days) – 12 working days;
- 4.4.3 Long incapacity periods (assessments of requests for additional sick leave, for periods of more than 30 days), where a secondary assessment is not required - 12 working days;
- 4.4.4 Long incapacity periods (assessment of requests for additional sick leave, for periods of more than 30 days), where a secondary assessment is required – 30 working days;
- 4.4.5 Ill-health retirement assessments (full assessment) and advice – 90 working days; and
- 4.4.6 Failure to adhere to the above-mentioned turnaround times will result in SASSA implementing penalties as per the Service Level Agreement.

4.5 Supporting Structures

- 4.5.1 Key Account Manager with administrative support staff must be made available to coordinate the contract and ensure that the service is appropriately managed at all times.

5 SASSA'S RESPONSIBILITIES

- 5.1 Notify Health Risk Manager of all applications for incapacity leave or ill-health retirement as required of PILIR and the directive.
- 5.2 Deliver all prescribed and other relevant documentation received from the employee, including any and all medical reports, medical certificates and sick leave records in a coherent and legible form to the Health Risk Manager within the specified time frames.
- 5.3 SASSA will request medical referrals for second opinions and pay for the costs incurred in relation to applications for long period temporary incapacity leave and ill-health retirement on presentation of invoice by the Health Risk Manager (subject to prior approval of service by SASSA).
- 5.4 Provide reasonable access to the employment records of the employee for the purpose of considering and investigating the application.
- 5.5 Procure any and all necessary and required consents and releases for the reasonable disclosure of any confidential medical information or other records from the employee in connection with any of the consultancy services.
- 5.6 Make available information pertaining to the PILIR case and personnel as may be reasonably required for considering any application.
- 5.7 Manage the contract in a professional manner.
- 5.8 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 5.9 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

- 5.10 SASSA will only make monthly payments upon receipt and verification of the usage report and invoice from the service provider.
- 5.11 The Agency will ensure that the service provider will be provided with all data required to perform its duty.

6 MONITORING AND EVALUATION

- 6.1 The appointed service provider will –
 - 6.1.1 Submit quarterly reports to the General Manager: Human Capital Management and or General Managers: Corporate Services in the Regions. In addition, information must be provided as and when required.
 - 6.1.2 Attend to meeting requests from the Human Capital Management Units as and when required.
 - 6.1.3 Attend to quarterly Steering Committee Meetings.

7 REQUIRED SKILLS

- 7.1 The bidder should demonstrate the following skills set and qualifications:

7.1.1 Skill-Set and Qualifications

- 7.1.1.1 The bidder must have a minimum of three years' experience in projects of a similar nature supported by written references from clients (**Complete Annexure A**).
- 7.1.1.2 Knowledge of relevant legislations (PILIR and related), the Public Service and SASSA; and experience in managing projects of a similar nature including the development of the Service Level Agreement; and
- 7.1.1.3 The availability of the required skilled staff (experience, qualifications and professional registration); the approach to ongoing training and development of the service provider's staff; sufficient and suitable networks for referrals of applications; and the ability to provide qualitative assistance during hearings / litigation.

7.1.1.4 The Project Manager must have:

- ✓ Minimum of five (5) years' experience in the field of health profession;
- ✓ Bachelor of Medicine (MBChB); and
- ✓ Proof of valid registration with Health Professions Council.

7.1.1.5 Key Accounts Manager must have:

- ✓ Minimum of three (3) years' experience in health related field;
- ✓ A three year tertiary qualification in health related field; and
- ✓ Proof of valid registration with Health Professions Council.

7.1.1.6 The assessment must be provided by professionals with appropriate medical qualifications and experience in their respective fields and registered with Health Professions Council.

8 SPECIAL BID CONDITIONS

- 8.1 The bidder must have a minimum of three (3) years' experience in projects of a similar nature (**complete Annexure A**).
- 8.2 The Project Manager must be qualified in Bachelor of Medicine (MBChB) with a minimum of five (5) years' experience in the field of health profession; and be registered with Health Professions Council (provide a certified copy of qualification, proof of valid registration and a CV of the Project Manager with two (2) contactable references).
- 8.3 The Key Accounts Manager must have a qualification and a minimum of three (3) years' experience in health related field; as well as be registered with the Health Professions Council (provide a certified copy of qualification, proof of valid registration and a CV of the Key Accounts Manager with two (2) contactable references).
- 8.4 Bidders must submit declaration confirming the use of qualified and registered staff in line with section 7.1.1 above (**complete Annexure B**).

Note: Failure to comply with the above will automatically disqualify your proposals.

9 BID EVALUATION CRITERIA

The evaluation process will be carried out in terms of the following two (2) Stages:

The bid proposals shall be evaluated in accordance with the 80/20 principle and shall be conducted as follows:

STAGE 1: Administrative Compliance & Functionality Evaluation

- ✓ **Phase One:** Administrative Compliance
- ✓ **Phase Two:** Functionality Evaluation

STAGE 2: Price & BBBEE points

- ✓ **Phase One:** Price and Preference Points

9.1 STAGE ONE

9.1.1 PHASE ONE: ADMINISTRATION COMPLIANCE

Bidders must provide the following:

NO	REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE
9.1.1.1	Proof of registration with Central Supplier Database
9.1.1.2	Tax compliance verification pin
9.1.1.5	Fully completed and signed Standard Bidding Documents (SBD's)
9.1.1.6	Written appointment / referral letters from clients supporting information provided in Annexure A.

Failure to submit the above mention documents may result in your proposal being disqualified.

9.1.2 PHASE TWO: FUNCTIONALITY CRITERIA

9.1.2.1 Prospective bidders will be evaluated for functionality as stipulated in the Terms of Reference. Only those bidders who score a minimum of **70 points out of 100 points** on functionality will be considered and proceed to be evaluated further on Price and B-BBEE level contributor and **80/20** principle will apply.

9.1.2.2 Bidders will be evaluated in terms of the following values:

1=Poor, 2=Average, 3= Satisfactory, 4 Good, 5 Excellent

CRITERIA	Weight
<u>Project Management Plan (Refer to paragraph 10.1)</u>	60
Approach (10)	
Activities (assessment process) (15)	
Implementation Plan (15)	
Monitoring and Evaluation (10)	
Training Plan (5)	
Contingency Plan (5)	
<u>Data Management System</u>	40
Ability to facilitate high volume of applications (10)	
Information Systems (20)	
Helpdesk Services (10)	
<i>NB: Refer to paragraph 4.3</i>	
Total	100

9.2 STAGE TWO

PHASE ONE: PRICE AND B-BBEE POINTS

CRITERIA	WEIGHT
Price	80
B-BBEE Status level contributor	20
Total	100

- 9.2.1 Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulation will apply in terms of awarding points. Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points. Calculations of points for B-BBEE status level contributor.

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor 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 a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a sworn affidavit signed by Emerging Micro Enterprise (EME) representative and attested by the Commissioner of Oaths.

Failure to submit a certificate from accredited verification agency or sworn affidavit substantiating the BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

11. FINANCIAL PROPOSAL

11.1 The proposal should include:

11.2 A detailed cost estimate indicating a breakdown of the activities and associated resources per case, total cost for training sessions, and time allocated per activity item described in the deliverables (**complete Annexure C**).

11.3 The cost must be inclusive of VAT and include disbursements.

12. SUBMISSION

12.1 The bid submission must be clear, concise, factual, and must respond to all information required;

12.2 The bid submission must provide details on the Staffing numbers (Administrative and Technical), Functional structure of the Company, Location (Head Office) as well as that of all Offices / Branches stationed elsewhere, particulars of how service delivery will be maintained during times of industrial action (etc.); as well as address the Provider's ability to manage SASSA's account centrally, through a dedicated Key Account Manager, although the Agency will have a range of users Nationally who will interface directly with the Provider;

- 12.3 The bid submission must provide full details regarding the Provider's knowledge and understanding of the Public Sector, SASSA and prescribed relevant legislation (including PILIR);
- 12.4 The bid submission must provide full details of the skills set of all staff that will be responsible for the management of this contract, as well as the assessment of applications, with reference to their nature and years of experience, qualifications and professional registration / accreditation, etc. Also, it must provide an indication of how the service provider ensures that these staff members remain fully trained regarding developments in their areas of expertise, and Networks for medical examination referral purposes across the country;
- 12.5 The bid submission must provide a full reference list of the clients in respect of whom the service provider has rendered the same services (PILIR implementation), the details of the exact services rendered, the monthly volumes managed per client, the commencement and duration of the contract, as well as contact details for reference checking purposes;
- 12.6 The tender submission must list each individual service, the activities attached to the service, the service standards (performance measures) and how the service provider will ensure that these standards are consistently achieved, turn-around times, and must provide VAT inclusive quotes for each tendered service;
- 12.7 The tender submission must provide a detailed project implementation and monitoring plan, covering all major project start-up and project maintenance matters which are regarded as necessary to address, as well as skills transfer to SASSA employees. This must include the details of staff which must be dedicated to the start-up phase, and how regular communication between the Provider and Users / SASSA will be facilitated and particulars of how to absorb into the process, existing applications;

12.8 The bid must provide full details on the necessary systems to -

12.8.1 Receive high volumes of applications from various National users at a central point, and dispatch original applications, assessments and advice directly back to various National users, through various document management enablers (courier services, fax and web based facilities);

12.8.2 Ensure electronic case load - and information management (including electronic case load databases, electronic document management systems for reporting, electronic project management systems, etc.), as well as the systems to explore the data and undertake trend analysis; and systems to ensure proper data security, integrity, and archiving of employees information, and ensure available / accessible call centre / help desk services;

12.8.3 The bid submission must include details of how comprehensive assessment reporting, management information reporting will be undertaken, as well as how the quality assurance related to these will be managed; and

12.8.4 The bid submission must include detailed information regarding litigation, hearings, etc. in which the Provider has assisted its clients, as well as the outcomes thereof.

12.9 The Service Provider is to provide the following fee break-down in the bid:

- Temporary Incapacity Leave for short periods per case.
- Temporary Incapacity Leave for long periods per case.
- Ill Health Retirement Assessment per case.
- Training cost per session (including training material).
- Price must be inclusive of VAT.

12.10 The bidder must submit all SBD documents.

12.11 Prospective bidders must submit an original proposal.

13. PRICING

- 13.1 Prospective bidders must clearly provide price per item as stipulated in the attached **Annexure C**.
- 13.2 The onus is upon the prospective bidder(s) to take into account all costs for the duration of the contract period and to **CLEARLY** indicate the price.
- 13.3 The price offer by the prospective bidders should be firm and inclusive of Value Added Tax (VAT).
- 13.4 All price offered should be in South African rands.
- 13.5 Contract price will be adjusted in line with the Consumer Price Index (CPI) after the anniversary of the contract as determined by STATSSA.
- 13.6 The bid provided must be for a fixed fee per professional service/case.

14. DELIVERY OF BID DOCUMENTS

- 14.1 It is the responsibility of the bidder(s) to ensure that his/her proposal(s) are submitted in the bid box before closing date and time of the bid as stipulated in the bid document.

15. BID CONDITIONS

- 15.1 The prospective bidder must have the ability to render services in all nine (9) Provinces through a multi-disciplinary medical experts (such as but not limited to Occupational Therapist, Psychiatrist, Physician), who will assess and advice the SASSA on the applications for temporary incapacity leave and applications for ill-health retirement within specified timeframes.
- 15.2 The Agency reserves the right to award the bid in whole or partially or not to award.
- 15.3 The prospective bidder shall have to treat all available data provided by the Agency in the process as strictly confidential. Such data becomes the property of the Agency and should not be utilized for any other purpose outside the contract.

- 15.4 The bidder must ensure that there are systems put in place to protect SASSA's personal information in terms of Protection of Personal Information Act, 2013.
- 15.5 To coordinate and ensure that any outstanding cases are professionally managed and appropriately handed over to SASSA or its nominee prior / up on termination of contract.
- 15.6 All pending cases should be completed with recommendations and submitted to SASSA thirty (30) days prior to the end of the contract.
- 15.7 The service provider should not accept new cases on the last month of the contract.
- 15.8 The appointed bidder will be required to invoice the Agency after delivery of the service on a monthly basis, quoting the bid number, with full description of the actual services received by the Agency and the order number.
- 15.9 Conduct a compulsory vetting / screening process for the short-listed bidders.
- 15.10 Bidders are required to submit technical proposal separately from financial proposal.
- 15.11 The Bid will be subjected to general conditions of contract as set out by the National Treasury.
- 15.12 No advance payment will be made. Payment would be made in terms of the deliverables or unless otherwise agreed upon by SASSA and the successful bidder.
- 15.13 The bidder will be required to sign a declaration of secrecy with SASSA.
- 15.14 The bidder will be required to sign a service level agreement with SASSA prior the commencement of the contract.
- 15.15 SASSA reserves the right to appoint more than one bidder(s).
- 15.16 SASSA reserves the right not to award the bid.
- 15.17 Bids must be submitted in line with specifications.
- 15.18 Non-compulsory briefing

ANNEXURE A

NB: SASSA shall verify the contents of this list directly with the bidders' clients. Bidders are required to complete this table in full as it shall be the ONLY ONE used to evaluate bidders experience and capability in rendering the specialized Health Risk Management Services.

TABLE OF EXPERIENCE

CURRENT AND PREVIOUS CONTRACTS (CLIENT BASE)

A list of current and previous contracts accompanied by appointment letters and referral letters, which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full. **Failure to complete the table correctly shall invalidate the bid.**

Indicate all the current and previous contracts accompanied by appointment letters and referral letters which should be for the clients indicated in the table below and **ONLY** those relevant to the specialized Health Risk Management services required in the bid specifications.

Name of client / organization where Health Risk Management services / or similar nature has been rendered/implemented	Contract period (indicate start and end dates) e.g. 1 April 2013 to 31 March 2014	Nature of services provided Specialized Health Risk services (e.g. PILIR)	Contact persons and telephone numbers of your client

ANNEXURE B: DECLARATION TEMPLATE

[bidder company letterhead]

DECLARATION OF USE OF APPROPRIATELY QUALIFIED AND REGISTERED STAFF AND AFFILIATES RENDERING PROFESSIONAL HEALTH SERVICES

We hereby declare that [name of Bidder] use skilled and qualified staff/ affiliates registered with the Health Professions Council to render medical and health related services who will advise the Employer on the applications for temporary incapacity leave and applications for –ill health.

Name of Bidder Representative: _____

Designation of Representative: _____

Signature of Person authorized to sign the Proposal: _____

Date: _____

ANNEXURE C: PRICING SCHEDULE

	Type of Assessment	Unit Price	Turnaround time
Items	❖ Temporary Incapacity Leave for short periods per case (<29 days).	R.....	12 working days
	❖ Temporary Incapacity Leave for long periods per case (>30 days).	R.....	12 working days
	❖ Ill Health Retirement Assessment per case	R.....	90 working days
	❖ Training cost per session	R.....	As and when required
	TOTAL PRICE EXCL VAT	R.....	
	VAT	R.....	
	TOTAL PRICE INCL VAT	R.....	