

Name of Bidder: .....

Bid No.: .....

**Request for Proposals: Provision of Comprehensive Employee Health and Wellness Services to The Office of the Chief Justice for a Period of Thirty- Six (36) Months**

SBD 3.3

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: <b>OCJ2024/10</b>
CLOSING TIME <b>11:00AM</b>	CLOSING DATE <b>25 OCTOBER 2024</b>

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

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**A: PER CAPITA SERVICES**

NO.	PER CAPITA SERVICES	YEAR 1	YEAR 2	YEAR 3
		Monthly Costs per Service (Excl. VAT)	Monthly Costs per Service (Excl. VAT)	Monthly Costs per Service (Excl. VAT)
1.	Telephonic Counselling – unlimited sessions for both employees and family members in all official languages (Service provider to ensure that their call centers has infrastructure and capacity)	R.....	R.....	R.....
2.	Dedicated Accounts Manager	R.....	R.....	R.....
3.	Interactive APP (24/7 access to a website from which employees can obtain information and unlimited articles videos on any topic related to Employee Health and Wellness)	R.....	R.....	R.....
4.	Provide monthly desk drops on information aligned with the National Health Calendar or any National Disaster (Marketing and Communication)	R.....	R.....	R.....
5.	Marketing services and material (Flyers, banners etc)	R.....	R.....	R.....
6.	Monitoring and evaluation by providing monthly, quarterly and annual reports on clients' usage and organizational health trends with recommendations on interventions to improve the health and wellbeing of the OCJ employees.	R.....	R.....	R.....
<b>Total Cost per Annum (Year 1, Year 2 &amp; Year 3) (Excluding VAT)</b>		R.....	R.....	R.....
<b>VAT</b>		R.....	R.....	R.....
<b>Total Cost per Annum (Year 1, Year 2 &amp; Year 3) (Including VAT)</b>		R.....	R.....	R.....
<b>Grand Total (Incl. VAT) for Per Capita Services over a period of thirty-six (36) months</b>		R.....		

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**B: ADDITIONAL SERVICES**

NO.	ADDITIONAL SERVICES (FEE FOR SERVICES)	PRICE PER HOUR – YEAR 1	PRICE PER HOUR – YEAR 2	PRICE PER HOUR – YEAR 3
	<b>Counseling Services and Trauma Debriefing</b>			
1.	Telephonic, Virtual and Face-to-Face (CISD)	R.....	R.....	R.....
2.	Group Counseling (CISD)	R.....	R.....	R.....
	<b>Awareness Education Training</b>			
1.	Awareness sessions on related topics (Stress Management, Anxiety Management, Workplace bullying).	R.....	R.....	R.....
2.	Team interventions which would include assessment, identifying of challenges and actual intervention.	R.....	R.....	R.....
	<b>Health, Wellness &amp; Risk Management</b>			
1.	Behavioural risk assessments.	R.....	R.....	R.....
2.	Conduct quarterly Health Risk Assessments during wellness days.	R.....	R.....	R.....
3.	Conduct chronic disease assessment twice per annum.	R.....	R.....	R.....
4.	Management support services for employees with substance abuse challenges.	R.....	R.....	R.....
5.	Support process for employees with psychiatric conditions/mental illnesses.	R.....	R.....	R.....
6.	Conduct screening of TB prevalence and refer employees to health facilities.	R.....	R.....	R.....
	<b>Managerial Consulting</b>			
1.	Managerial care and support	R.....	R.....	R.....
2.	Managerial training (conflict management, mediation, EI, Time management)	R.....	R.....	R.....

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NO.	ADDITIONAL SERVICES (FEE FOR SERVICES)	PRICE PER HOUR – YEAR 1	PRICE PER HOUR – YEAR 2	PRICE PER HOUR – YEAR 3
	<b>Advice and information on Lifestyle Management Services</b>			
1.	Financial management	R.....	R.....	R.....
2.	Legal advisory services on employees’ personal issues (Legal information on Labour Law issues is excluded)	R.....	R.....	R.....
<b>Total incl. VAT</b>		R.....	R.....	R.....
<b>Grand Total Incl. VAT for Additional Services over a period of thirty-six 36 months</b>		R.....		

**SUMMARY OF THE TOTAL COST**

SERVICE TYPE	TOTAL COST INCLUDING VAT
<b>A: Per Capita Services over a period of thirty-six (36) months</b>	R.....
<b>B: Additional Service (Fee for Service) over a period of thirty-six (36) months</b>	R.....
<b>Grand Total Incl. VAT</b>	R.....

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

4. Period required for commencement with project after acceptance of bid .....

5. The pricing provided by the bidder shall be firm for the contract period and shall not be subject to any price adjustments (such. CPI, ROE, etc.).

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Bid No.: .....

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Any enquiries regarding bidding procedures may be directed to the –

**OFFICE OF THE CHIEF JUSTICE**  
**188 14<sup>th</sup> Road Noordwyk**  
**Midrand**  
**Johannesburg**

Or for technical information –

**Email: [BidEnquiries@judiciary.org.za](mailto:BidEnquiries@judiciary.org.za)**  
**Tel: 010 493 2500**

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Company Representative: Name

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Position in Company

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Signature

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Date



## **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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



- 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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.

***(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.)***





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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME (EME/QSE)		4	
Enterprise with ownership of	51% or more by black person/s	4	
	34% to 50% by black person/s	3	
	17% to 33% by black person/s	2	
	1% to 16% by black person/s	1	
	0% by black person/s	0	
Enterprise with ownership of	51% or more by persons /s who are woman	4	
	34% to 50% by persons /s who are woman	3	
	17% to 33% by persons /s who are woman	2	
	1% to 16% by persons /s who are woman	1	
	0% by persons /s who are woman	0	
Enterprise with ownership of	51% or more by persons /s who are youth	4	
	34% to 50% by persons /s who are youth	3	
	17% to 33% by persons /s who are youth	2	
	1% to 16% by persons /s who are youth	1	
	0% by persons /s who are youth	0	
Enterprise with ownership of	51% or more by persons /s with disability	4	
	34% to 50% by persons /s with disability	3	
	17% to 33% by persons /s with disability	2	
	1% to 16% by persons /s with disability	1	
	0% by persons /s with disability	0	
<b>TOTAL PREFERENCE POINTS CLAIMED OUT OF 20</b>			



## 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.



188, 14th Road, Noordwyk, Midrand, 1685  
Private Bag X10, Marshalltown, 2107  
**Tel:** +27 10 493 2500 (Switchboard)  
**E-mail:** info@judiciary.org.za  
www.judiciary.org.za

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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