



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	19/2024/2025	CLOSING DATE:	11 DECEMBER 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS TO BE A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE(3) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<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]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	MAKUNGO AG/NEVHUTANDA M	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7545	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER		
FACSIMILE NUMBER	015 962 4020		E-MAIL ADDRESS	makungoag@thulamela.gov.za	



MBD1

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 ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>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 ABOVE.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
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3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

APPOINTMENT OF SERVICE PROVIDERS WITH A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective pool/panel of service providers for provision of the following service:

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 19/2024/2025	Appointment of service providers to be a panel of professionals who render occupational health and wellness services for employee's wellness programme for a period of three (3) years	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mrs Makungo A.G. (015 962 7545) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system

Tender documents are obtainable from the Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **08 November 2024** at a non-refundable bid price of R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS** sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- Tax Compliance Status Letter or Tax Compliance Pin Number.
- Company registration documents (e.g. CK).
- Proof of registration on CSD.
- Certified copy of partnership or JV agreement (if tenderer is a partnership or JV).
- Proof of registration with relevant professional bodies in specific field(s).
- Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid). Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- List of similar projects completed in the last 5 years by the company with descriptions, client's contact details and contract values (Attach signed appointment letters and/or purchase orders).

NEGOTIATING A FAIR MARKET RELATED PRICE: A process for negotiating with preferred bidders after a competitive bidding process or price quotations will be considered for Bids where more than one (1) service provider is appointed.

This may include amongst others the following principles:

- Delegations and threshold values for negotiating by the accounting officer
- Negotiating may not allow any preferred tenderer a second or unfair opportunity
- is not to the detriment of any other tenderer
- Does not lead to higher price than the bid as submitted.

The award of the tender may be subjected to price negotiation with the preferred tenderers.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1.100% Black ownership	10
2.100% Women ownership	5
3.Youth	3
4.Disability (Medical certificate will be used to verify the disability status of the bidder)	2

Sealed bid documents must be submitted in envelopes clearly indicating "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to the Civic Centre, by no later than 11H00 on, 11 December 2024.

Administrative queries can be directed to Mr. Mudzili T.P. on 015 962 7629 and technical queries can be directed to Ms Makungo AG on 015 962 7545 or Mr Nevhutanda M on 015 962 7545, during office hours.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Please note that panelists shall be allocated jobs or purchase orders on a rotation basis as and when required.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.

MT MAKUMULE
MUNICIPAL MANAGER
Thulamela Municipality
Civic Centre
Old Agriven Building
Thohoyandou 0950

Ad designed by Zoutnet Publishers



THULAMELA MUNICIPALITY

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF ROADS MAINTENANCE MATERIALS, SMALL EQUIPMENT AND TOOLS FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective pool/panel of service providers for provision of the following service:

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 18/2024/2025	Panel of service providers for the supply and delivery of roads maintenance materials, small equipments and tools for a period of three (3) years	R4.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Mulaudzi R. (083 256 6671) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a Non-refundable bid price of R4.00 per page as from **08 November 2024** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The bidders should also download SCM forms that are found in the **SCM-FORMS** sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- Tax Compliance Status Letter or Tax Compliance Pin Number.
- Company registration documents (e.g. CK).
- Company profile.
- Valid Proof of registration on CSD.
- Proof of municipal rates and taxes or municipal service charges owed by the bidder and ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid). Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- All records of any additional information posted should be submitted as compulsory requirements and it is the responsibility of the bidders to check with the respective project engineer or client representatives (contact details as provided above) if there are any additional information before submission of the tender documents.

NEGOTIATING A FAIR MARKET RELATED PRICE: A process for negotiating with preferred bidders after a competitive bidding process or price quotations will be considered for Bids where more than one (1) service provider is appointed.

This may include amongst others the following principles:

- Delegations and threshold values for negotiating by the accounting officer
- Negotiating may not allow any preferred tenderer a second or unfair opportunity
- is not to the detriment of any other tenderer
- Does not lead to higher price than the bid as submitted.

Please note that the request for three (3) quotations will be done on a rotational basis.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1.100% Black ownership	10
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3.Youth	3
4.Disability (Medical certificate will be used to verify the disability status of the bidder)	2

Sealed bid documents must be submitted in envelopes clearly indicating "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou by no later than 11H00 on, 10 December 2024.

Please note that panelists shall be allocated jobs or purchase orders on a rotation or quotation basis as and when required.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.

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MUNICIPAL MANAGER
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Old Agriven Building
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THULAMELA MUNICIPALITY

INVITATION TO BID

APPOINTMENT OF SERVICE PROVIDERS WITH A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective pool/panel of service providers for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 19/2024/2025	Appointment of service providers to be a panel of professionals who render occupational health and wellness services for employee's wellness programme for a period of three (3) years	R4.00 per page or alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mrs Makungo A.G. (015 962 7545) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system.

BID No. 19/2024/2025: APPOINTMENT OF SERVICE PROVIDERS TO BE ON A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE YEARS

Tender documents are obtainable from the Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **08 November 2024 at a non-refundable bid price of R4.00 per page**. or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS sub folder** on the website and complete as part of the Bid documents.

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Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ **Tax Compliance Status Letter or Tax Compliance Pin Number.**
- ❖ **Company registration documents (e.g. CK).**
- ❖ **Proof of registration on CSD.**
- ❖ **Certified copy of partnership or JV agreement (if tenderer is a partnership or JV).**
- ❖ **Proof of registration with relevant professional bodies in specific field(s).**
- ❖ **Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid). Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.**

- ❖ **List of similar projects completed in the last 5 years by the company with descriptions, client's contact details and contract values (Attach signed appointment letters and/or purchase orders).**

NEGOTIATING A FAIR MARKET RELATED PRICE: A process for negotiating with preferred bidders after a competitive bidding process or price quotations will be considered for Bids where more than one (1) service provider is appointed.

This may include amongst others the following principles:

- (a) Delegations and threshold values for negotiating by the accounting officer**
- (b) Negotiating may not allow any preferred tenderer a second or unfair opportunity**
- (c) Is not to the detriment of any other tenderer**
- (d) Does not lead to higher price than the bid as submitted.**

The award of the tender may be subjected to price negotiation with the preferred tenderers.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80/20 preferential points system.**

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
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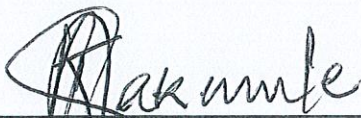
Sealed bid documents must be submitted in envelopes clearly indicating "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11:00 on, 11 December 2024**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Please note that panelists shall be allocated jobs or purchase orders on a rotation basis as and when required.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.



MAKUMULE M.T.

MUNICIPAL MANAGER

31 . 10 . 2024

DATE

**BID NUMBER 19/2024/2025: APPOINTMENT OF SERVICE PROVIDERS TO BE ON
A PANEL OF PROFESSIONAL WHO RENDER OCCUPATIONAL HEALTH AND
WELLNESS SERVICES FOR EMPLOYEE WELLNESS PROGRAMME FOR A
PERIOD OF THREE (3) YEARS**

The service providers will be appointed as and when required within the three (3) years period

The number of professionals to be placed on the database should be as follows:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE
1	Clinical and Counselling Psychologists Counselling, assessments, reviews, reports and transport	1	
2	Social Workers Assessments, counselling, follow-up sessions , reports and transport	1	
3	Occupational Medical Practitioners Consultation, evaluation of medical impairment, medical Surveillance, report and transport	1	
4	Physiotherapists Assessments, treatment requirements, medical reports	1	
5	Trauma management specialists Assessments, counselling, treatment requirements, follow-up, reports and transport	1	
6	Psychiatrists	1	

BID No. 19/2024/2025: APPOINTMENT OF SERVICE PROVIDERS TO BE ON A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE YEARS

	Consultation, review consultations, disability assessments and reports		
7.	Optometrists Consultations, reviews, treatment requirements and reports	1	
8,	Occupational Therapists Evaluation report, onsite rehabilitation and functional work capacity, review, screening, progress report, case management and transport	1	
9.	Occupational health and wellness education and training specialists Assessments, consultations, training requirements and reports	1	
10	Rehabilitation and wellness centres Consultations, in-patient rehabilitation, behaviour modification, reviews and reports	1	
11	Absenteeism and Incapacity Management consultants Assessments, consultation, training requirements and reports	1	
12	Health and Fitness Professionals Consultations, screening, training requirements and reports	1	
13	Team Building Facilitators Consultations, assessments, facilitation and reports	1	
14	Financial Wellness Assessors Consultations, assessments, follow-up and reports	1	

BID No. 19/2024/2025: APPOINTMENT OF SERVICE PROVIDERS TO BE ON A PANEL OF PROFESSIONALS WHO RENDER OCCUPATIONAL HEALTH AND WELLNESS SERVICES FOR EMPLOYEE'S WELLNESS PROGRAMME FOR A PERIOD OF THREE YEARS

15	Dieticians Consultations, treatment requirements and reports	1	
16	General Practitioners Consultations, reviews, treatment requirements and reports	1	
17	Ophthalmologists Consultations, reviews, treatment requirements and reports	1	
18	Legal advisors Consultations, training requirements and reports	1	
19	Occupational Health and safety consultants Assessments, consultation, follow-up and reports	1	
20	Emergency Medical Care specialists Consultations, treatment requirements, care and maintenance, response, reports and transport	1	
21	Radiographers Consultations, treatment requirements and reports	1	

CONSUMER PRICE INDEX (CPI)

Tenderers should quote their hourly rates (unit prices) for the provision of the above services. **Annual increase will be in accordance with consumer price index (CPI).**

PERIOD ONE (1)

Bids price(s) must be fixed for the first 12 months after the base month with the base month being one month prior to the bid appointment

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PERIOD TWO (2)

Bids price(s) are subject to escalation of CPI for the following 12 months with the base month being the 12th month of the period one (1)

PERIOD TWO (2)

Bids price(s) are subject to escalation of CPI for the remaining period with the base month being the 12th month of the period two (2)

Successful Service providers who are based outside Thulamela Municipality jurisdiction will be expected to establish fully equipped offices and consulting rooms within Thulamela Municipality within one month from the date of receiving the appointment letter.



**BID NUMBER 19/2024/2025: APPOINTMENT OF SERVICE PROVIDERS TO BE ON
A PANEL OF PROFESSIONAL WHO RENDER OCCUPATIONAL HEALTH AND
WELLNESS SERVICES FOR EMPLOYEE WELLNESS PROGRAMME FOR A
PERIOD OF THREE (3) YEARS**

This contract calls for the appointment of a service provider to render comprehensive Employee Wellness Programme (EWP) services to all the employees of Thulamela Local Municipality for a period of three (3) years.

1. BACKGROUND.

Employees are the most valuable and vulnerable assets in any organization and Thulamela Local Municipality is no exception. The Municipality cannot deliver on its mandate without committed employees who strive to work to their full potentials and through the internal Employee Wellness Programme of the municipality, the occupational health and wellness services are rendered to enhance the overall wellness of the municipality. Employees, Executive Management and Political Leadership of the Municipality are referred to external service providers as and when there is a need for further interventions. The Municipal staff are vulnerable because they are expected to cope with many challenges in an increasingly complex and challenging world of work as well as in their personal lives. Marital and family problems, conflict among co-workers and managers, depression, substance abuse,

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legal and financial issues, child and elderly care needs, emotional challenges, work performance issues, are some of the common presenting problems experienced by employees.

Some categories of employees, political and executive management of the Municipality are frequently exposed to stress and traumatic incidents in their line of work, i.e., exposure to dangerous and gruesome incidents, dealing with customers, long hours, shift work and work pressure are inherent to some of the jobs of the municipal employees. While employees, political and executive management staff cannot avoid working in stressful and sometimes high-risk environments, it is imperative to provide a conducive and supportive environment that assists them to cope with the demands of their work.

It is against this background that Thulamela Local Municipality adopts a comprehensive and integrated **Employee Wellness Programme** (EWP) Model through the appointment of professional service providers with capacity to provide a 24hours / 7 days a week / 365 days a year counselling and support services to compliment the internal EWP services for all employees.

2. THE FOLLOWING REQUIREMENTS MUST BE ADHERED BUT NOT LIMITED TO:

The Service Providers:-

- Must have a minimum of three years' experience in the field of EWP and three (3) recent contactable references on previous or current projects undertaken in other organizations, as confirmation that the bidder has the required experience and track record in similar projects.

- Must have qualified, registered, experienced and accredited multi-disciplinary team of health and wellness practitioners/professionals to carry out the various EWP services as outlined in the specifications.

- Clinical and Counselling Psychologists
- Social Workers
- Occupational Medical Practitioners
- Physiotherapists
- Trauma management specialists
- Psychiatrists
- Optometrists
- Occupational Therapists
- Occupational health and wellness education and training specialists
- Rehabilitation and wellness centres
- Absenteeism and Incapacity Management consultants
- Health and Fitness Professionals
- Team Building Facilitators
- Financial Wellness Assessors
- Dieticians
- General Practitioners
- Ophthalmologists
- Legal advisors
- Occupational Health and safety consultants
- Emergency Medical Care specialists
- Radiographers

- All professionals must have a minimum of three years' experience in their field of study.
- All professionals must provide certified copy of latest proof of valid registration with the Health Professional Council of South Africa (HPCSA) and/ or South African Council for Social Services Professionals (SACSSP) and/or Employee

Assistance Programme Association of South Africa(EAPA-SA) and other relevant professional bodies for key professionals that will be involved in the project.

A detailed Project / Execution Plan based on the specification provided for three years must be provided. Detailed project plan should entail the following aspects:

Organogram of key personnel, their roles, and a list of qualified affiliates within the stipulated professions.

Staff compliment documentation which includes skills, experience, competencies, curriculum vitae of each staff member and copies of the proof of registration with relevant professional bodies and Proof of partnerships entered by the bidder with all professionals.

3. THE APPOINTED SERVICE PROVIDER(S) MUST RENDER THE FOLLOWING SERVICES:

This project involves provision of EWP services to all employees of Thulamela local Municipality for a period of three (3) years

It is required that the bidder(s) carry out the project in terms of the specifications as indicated below.

3.1 Clinical services

- The mandatory clinical services are compulsory and not be modified or disregarded, should address the following constituent components but not limited to:
- Psycho-social counselling and other emerging clinical trends.
- Provision of individual and group debriefing services Critical Incident Stress Debriefing (Debriefing and Defusing) resulting from both work and personal relations Management Care and Support services.
- Provision of rehabilitation services and behavior modification, the service provider will conduct counselling, support and rehabilitation

3.2 Proactive occupational health and wellness

- Implement preventative and educational Programmes aligned with top four presenting problems on both telephonic and face-face counselling therapy services.
- Conduct presentations to management regarding the programme on request.
- Provide management consultation/coaching, referral and supervisory training services. Develop and market EWP services through presentations and promotional material that is Thulamela Municipality customized.
 - Offer specific care and support to all health and wellness functionaries as and when a need arises, e.g., Wellness committee, OHS representatives and First aiders.
- Facilitate the workshops, trainings and seminars on a topic and subject determined by the Municipality as and when required.
- Conduct and facilitate occupational health and safety trainings, workshops and accredited trainings for the committees, first aiders and employees on a topic and subject determined by the municipality as and when required.
- Support the Municipality during Wellness days and events on request (e.g. exhibition stall, screening and present on EWP services, and other wellness related topics).
- Provide psycho-social support and transference of skills to Thulamela Municipality internal EWP professionals.

3.3 Face to Face Counselling

- Service provider(s) must offer structured, short- term psychological interventions or therapy that aims to assist employees and their immediate families who are in crisis or who are facing challenges

in their lives for a maximum of eight sessions, per person, per problem.

- Face- to-face counselling services should be conducted close to the employee's residence or place of work or following on-site EWP counsellor referrals (as and when required on a fee per service basis).
 - Where the municipal employee or family member is outside Thulamela Municipality, the service provider(s) is/are expected to offer these services, should a need arise.
 - The service provider should have sufficient qualified and registered therapists

3.4 Critical Incident Stress Debriefing/ Trauma Debriefing.

- The service provider(s) shall offer Critical Incident Stress Debriefing (trauma debriefing) for individuals or groups who have encountered a traumatic event/incident as and when required.
- The service provider(s) shall have sufficient capacity to respond to trauma within twenty-four (24) hours after the traumatic incident and facilitate professional debriefing to affected employees as requested.
- Debriefing and defusing should be made available to employees exposed to either job and personal trauma associated with incidences such as serious accidental injuries or fatalities, violence or threat of violence, death or serious injuries of co-worker, natural disasters, or terrorist activities.
 - The service provider must have the capacity to reach all Thulamela Municipality sites and provide trauma debriefing as and when required.

3.5 Consultation, Reporting, Monitoring, and Evaluation of Services

The aspect of ongoing engagement is critical to sustain the programme. The EWP will offer a range of ongoing engagements which are designed to optimize behavioral change and intervention compliance.

The service provider(s) must outline the procedures (which will be agreed upon with the internal EWP team) for the following (and provide written documents):

- Provide the Municipality with an account manager to manage the service with the Municipality's internal EWP professionals.
- Account relationship management procedure.
- Referral procedures.
- Confidentiality policy in terms of dealing with the clients and providing feedback to the referring individuals, managers or members of EWP professional staff.
- Complaint's procedure.
- Provide the municipality with individual, group, progress, monthly, quarterly and annual reports with comprehensive, accurate analysis and interpretation of problem profiles, trends and interventions, within 5 working days from the month, quarter or year to which the report relates.
 - The invoice submitted at the end of the month in which the services were rendered, must be accompanied by the case and monthly report(s).
 - All invoices must be accompanied by the monthly report and client progress report signed by the therapist or any professional offered the service
 - Provide the Municipality with reports emanating from Managerial referrals to inform decision-making on psychological and physical fitness of employees to perform their duties, following significant events.

3.6 Occupational Health services

The service provider should render the following occupational health services:

The service provider should render all occupational medical services such as functional evaluations, medical impairments and provide reports.

Offer medical surveillance services such as pre-employment, periodic and exit medicals as and when required

Conduct medical surveillance and health risk assessment upon request by the municipality.

Offer emergency medical care services and transport the employees of the municipality involved in incidents at the workplace.

Provision of the first aid consumables and refill of the first aid kits to help the municipality address the regulatory requirements and improve health and safety practices for employees.

Site inspection

Prior appointments, shortlisted service providers' offices and consulting rooms will be inspected by the evaluation committee in line with the specification to establish the following: Business existence (where you are operating from), office tools and equipment (telephones, computers, printers, office furniture), consultation rooms.

Site inspection will be conducted at the physical address of the company as indicated in the bid document. The municipal representatives conducting site inspection will not be permitted to inspect any offices and consulting rooms which were not indicated as the physical address of the business.

The successful service providers must have all the items mentioned above during inspection and any of the items missing will eventually lead to disqualification of the same.

The following is a statement of similar work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed