



## TENDER NOTICE

Notice No: 2017/2018-94

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
MATAT 2017/2018-29	APPOINTMENT FOR A SERVICE PROVIDER TO PROVIDE EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMME SERVICES TO THE MATATIELE LOCAL MUNICIPALITY EMPLOYEES AND MEMBERS OF COUNCIL.	08 DECEMBER 2017	9 JANUARY 2018 @ 12h00

Bid Documents will be obtainable at the **New Budget and Treasury Office, MATATIELE LOCAL MUNICIPALITY, Mountain View** for a **non – refundable tender fee of R500.00** payable between the hours of 08h00 and 16h00 as from **06 DECEMBER 2017**.

### **Bidders shall take note of the following bid conditions / Compulsory Submissions**

- All bids submitted should remain valid for a period of **90 days** after the bid closing date.
- Copy of Original Valid Tax Clearance Certificate, or code from SARS
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD 6.1 whereby bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. **Failure to do so will result in zero points score for BBBEE status level.**
- **Certified copies of original company registration and certified ID documents of members.**
- Joint Venture agreement (where applicable)
- **Failure to complete all supplementary information returnable schedules like MBD 4, MBD8 and MBD 9 will result in the tender being eliminated, Invalid or non-submission of the documents listed in the Terms of Reference will lead to a disqualification.**
- Bids must only be submitted on documentation provided by the municipality. Late, emailed, faxed and telegraphic bids will not be considered and photocopies of the document will not be accepted.
- All prospective service providers of goods and services and infrastructure procurement are required to apply on **Central Supplier Database** in order to do business with all organs of state in the Republic of South Africa at <https://secured.csd.gov.za/>. Matatiele Local Municipality is using CSD to verify supplier's registration, therefore, you are required to please register on the CSD .
- Bidders are required to submit rates clearances certificates from municipality

**The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2017), as well as the Matatiele Local Municipality's Supply Chain Management policy. 80/20 preference point system will be used. The bids will be evaluated in two stages, namely:**

- Stage 1- Functionality
- Stage 2-Price and BBBEE Points

Price	(80)
BBBEE Points	(20)

With regard to functionality the following criteria will be applicable and the maximum points.

Proven experience in the provision of the EAWP with traceable references <b>(Please attach proof in this regard in a form of a letter reference from current or previous clients serviced in the last three years)</b>	<b>(30)</b>
4 years and above	= (30)
2 ó3 years	= (20)
1 year	= (10)
Proof of Registration with Employee Assistance Professionals Association ( EAPA-SA)	= (20)
Proof of partnership with two relevant Professional Employee Assistance Programmes i.e. Psychologist and Debt Counselling.	= (20)
A minimum of one year experience Registered Social Worker/Psychologist (attach CV and Certificates of registration)	= (20)
Proof of partnership with other Professional Related Employee Assistance Programmes ( e.g; Medical practitioner, physiotherapist)	= (10)
<b>TOTAL</b>	<b>100</b>

PLEASE NOTE WELL THAT THE MINIMUM NUMBER OF POINTS TO BE ACHIEVED BY A BIDDER IN ORDER TO BE EVALUATED FOR PRICE AND B-BBEE IS 80 POINTS, ANY BID THAT FAILS TO MEET THE MINIMUM THRESHOLD FOR FUNCTIONALITY WILL BE DISQUALIFIED.

Bids must only be submitted on the bid documentation provided by the municipality. Two envelopes system will be used - Each bid must comprise of a Technical offer and a financial offer, each of which must be submitted separately and both offers must be clearly marked the name of the bidder, failing which will lead to disqualification.

Bids must be submitted in a sealed envelope clearly marked “APPOINTMENT FOR A SERVICE PROVIDER TO PROVIDE EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMME SERVICES TO THE MATATIELE LOCAL MUNICIPALITY EMPLOYEES AND MEMBERS OF COUNCIL.” Notice No: 2017/2018-94” must be deposited in the Bid Box located at the New Budget and Treasury Offices, Mountain View, Matatiele 4730.

*Matatiele Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted.*

Technical enquiries should be directed to Ms. Z. Mbhele (Human Resources Manager) at 039 737 8100 and SCM enquiries to Ms. O Mgwebi: SCM at 039 737 8192 during office hours.

DR D.C.T NAKIN

MUNICIPAL MANAGER

