a world class African city

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: **18 NOVEMBER 2026**

NON-COMPULSORY BRIEFING DATE: **26 NOVEMBER 2026** TIME :**10H00 – 11H00**
VENUE: Ms. Teams virtual platform link **(Click the link below to join the meeting)**
https://teams.microsoft.com/meet/3381606709868262?p=Zvm38fKk02xVRZXDWh

TENDER CLOSING DATE: **21 DECEMBER 2026** TENDER CLOSING TIME: **12H00**

BID DESCRIPTION: **RFP – PROVISION OF INTEGRATED EMPLOYEE ASSISTANCE/WELLNESS PROGRAMME SERVICES FOR JDA FOR A PERIOD OF 36 MONTHS**

BID NUMBER: **JDACOP/EAP/11/2026**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (formerly known as President Street), The Bus Factory, Newtown, Johannesburg, 2000.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below) 1 □ MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution with in the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Département :	Procurement	**Contact Person :**	Mr. T. Kgaphola
Tel :	011 688 7851	**Fax :** 011 688 7899	**E-mail:** TKgaphola@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department:	Human Resources	**Contact Person:**	Mrs. Barbra Maimela
Tel:	011 688 7802	**Fax:** 011 688 7899	**E-mail:** BMaimela@jda.org.za

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.

OFFER

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER ……

BID DESCRIPTION ……

……

BID NUMBER ……

POSTAL ADDRESS ……

……

STREET ADDRESS ……

……

CONTACT PERSON ……

TELEPHONE NUMBER CODE …… NUMBER ……

CELLPHONE NUMBER ……

FACSIMILE NUMBER CODE …… NUMBER ……

E-MAIL ADDRESS ……

COMPANY REGISTRATION NUMBER ……

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER ……

VAT REGISTRATION NUMBER ……

TAX VERIFICATION PIN NUMBER ……

SUB TOTAL BID PRICE…… excluding Value Added Tax

15% VAT……

TOTAL BID PRICE…… including Value Added Tax

TOTAL BID PRICE in words ……

……

…… excluding Value Added Tax/ including Value Added Tax (please circle the relevant one)

SIGNATURE OF BIDDER ……

CAPACITY UNDER WHICH THIS BID IS SIGNED ……

DATE ……

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline. All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfis
- Management Request and referrals: Various Departments and Entities



Let's join hands to take up the Fight against Fraud and Corruption in our society.

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

JOHANNESBURG DEVELOPMENT AGENCY

ADVERT DATE: **18 NOVEMBER 2026**

NON-COMPULSORY BRIEFING DATE: **26 NOVEMBER 2026** TIME :**10H00 – 11H00**

VENUE: Ms. Teams virtual platform link (Click the link below to join the meeting)

https://teams.microsoft.com/meet/338160709868262?p=Zvm38fKk02xVRZXDWh

TENDER CLOSING DATE: **21 DECEMBER 2026** TENDER CLOSING TIME: **12H00**

BID DESCRIPTION: **RFP – PROVISION OF INTEGRATED EMPLOYEE ASSISTANCE/WELLNESS PROGRAMME SERVICES FOR JDA FOR A PERIOD OF 36 MONTHS**

BID NUMBER: **JDACOP/EAP/11/2026**

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: **RFP – PROVISION OF INTEGRATED EMPLOYEE ASSISTANCE/WELLNESS PROGRAMME SERVICES FOR JDA FOR A PERIOD OF 36 MONTHS**

BID NUMBER: **JDACOP/EAP/11/2026**

The Johannesburg Development Agency is requesting proposals from experienced Employee Assistance/Wellness Programme service providers to render integrated EAP services to the JDA for a staff complement of around 107 employees and their loved ones for a period of 36 months.

Queries relating to procurement matters may be addressed to **Mr. T.Kgaphola** at tel: (011) 688 7851; or e-mail: TKgaphola@jda.org.za

Technical queries or queries relating to the project may be addressed to **Ms. Barbra Maimela** at tel: (011) 688 7802; or n e-mail: BMaimela@jda.org.za

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **18 November 2026.** Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

A non-compulsory briefing meeting with representatives of the employer will take place via Ms. Team virtual platform and the link will be provided on the actual tender document. **Meeting Date** – **26 November 2026 Time:** 10H00 – 11H00.

The **closing time and date** for receipt of tenders is **12H00 pm on 21 December 2026.**

Telegraphic, telephonic, telex, facsimile, e-mailed, and late tenders will not be accepted.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any tender and correspondence will be entered into with successful tenderer.

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"

1. Introduction

The wellbeing of JDA employees is very important in ensuring that they are fully engaged and function at their optimum levels while fulfilling the many roles they fill in their lives. To assist with supporting our organisation and employees' wide range of wellness needs the JDA is requesting proposals from experienced Employee Assistance/Wellness Programme service providers to render integrated EAP services to the JDA for a staff complement of around 107 employees and their loved ones.

2. Purpose

The Purpose of this Document is to define the Scope of the EAP services required for the Employee Wellness programme of the JDA.

3. Objective

The JDA is requesting proposals from experienced Employee Assistance/Wellness Programme service providers to render integrated EAP services to the JDA for a staff complement of around 107 employees and their loved ones.

This benefit will contribute to a happy, engaged and a productive workforce.

4. Project Deliverables

The EAP services must be comprehensive and address the complete integrated workplace wellness programme. The EAP services should be easily accessible to employees and their loved ones, cost effective as well as of the best quality, the service provider must implement best wellness management practices in all aspects of the service delivery. The following deliverables are expected but not limited to:

- Provide confidential professional counselling support services both telephonically and face to face consultations with registered professionals;
- 24/7 direct, unlimited and confidential first line access and assistance to multilingual, toll-free psychological, relationship, life management and general counselling service;
- Face-to-face counselling sessions with registered counsellors, psychologists, wellness practitioners for each person who are assisted via the EAP system at a time and place that is most suitable to them;
- Comprehensive trauma response services and On-site support following workplace incidents
    - Monthly and quarterly utilisation reports
    - Trends and risk analysis
    - Recommendations based on identified organisational challenges
    - Executive management reports while maintaining employee confidentiality

- Provide health screening and wellness education through up-to-date monthly newsletters with guidance on trending health issues and training programmes;

    - Annual wellness programme plan
    - Mental health campaigns
    - Financial wellness campaigns
    - Physical wellbeing initiatives

- Coordinate and manage the JDAs Wellness Day biannually (twice a year);
- Conduct and provide assistance on Occupational Health assessment when required;
- Provide medical assistance support in the event of any medical intervention required such as chronic illness management;
- Provide legal advice when required;

The proposed EAP service provider must comply with the following:

- Have over 10 years of experience in the Workplace Health industry.
- Their network of counsellors and psychologists must be registered with the relevant Health Professional bodies as regulated.
- They should have a national footprint and/or network to ensure service is available to our employees and their loved ones at any time and place closer to their homes, place of work and/or anywhere when trauma support is needed.

5. The requirements

5.1. Proof of end-to-end EAP Programme implementations that they have completed.
5.2. Completed similar projects in the past 5 years with contactable reference letters in a letter head of the client, with a bid description, the duration of the project, the value of project and must be signed.
5.3. A detailed proposal and approach should be attached.
5.4 Must demonstrate the functionality of the complete solution with a presentation to us.

6. PRICING TABLE

Detailed below is information upon which costs must be based on.

YEAR 1 - Estimated Annual Costs (The annual costs must include the annual increases)

Service	**Basis of around 107 employees**		**Amount excluding VAT**
		Rate	
Core Program Management fees	Per employee x12 months	R	R
Monthly usage report	Per report x12 months	R	R
4 Quarterly and 1 Annual Reports (Total of 5 reports per annum)	Per report	R	R

Wellness Days including screenings x2 per annum	Per event Per employee	R	R
Subtotal amount exclusive for year 1			**R**

YEAR 2 - Estimated Annual Costs (The annual costs must include the annual increases)

Service	**Basis of around 107 employees**		**Amount excluding VAT**
		Rate	
Core Program Management fees	Per employee x12 months	R	R
Monthly usage report	Per report x12 months	R	R
4 Quarterly and 1 Annual Reports (Total of 5 reports per annum)	Per report	R	R
Wellness Days including screening (x2 per annum)	Per event Per employee	R	R
Subtotal amount exclusive for year 2			**R**

YEAR 3 - Estimated Annual Costs (The annual costs must include the annual increases)

Service	**Basis of around 107 employees**		**Amount excluding VAT**
		Rate	
Core Program Management fees	Per employee x12 months	R	R
Monthly usage report	Per report x12 months	R	R
4 Quarterly and 1 Annual Reports (Total of 5 reports per annum)	Per report	R	R
Wellness Days including x2 per annum	Per event Per employee	R	R
Subtotal amount exclusive for year 3			**R**

Subtotal amount exclusive of VAT for year 1+2+3	**R**
15 % VAT	**R**
Total amount (Inclusive VAT) for year 1+2+3	**R**

Bidders are to transfer the total amount correctly and be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

The Johannesburg Development Agency is requesting proposals from experienced Employee Assistance/Wellness Programme service providers to render integrated EAP services to the JDA for a staff complement of around 107 employees and their loved ones for a period of 36 months.

The bidders are to ensure that they have all the relevant skills (proposed key personnel), experience and capacity to deliver the scope of work within the required timelines.

6.1. Notes

6.1.1 Bidders are to ensure that they have adequate resources to undertake the work under stringent timeframes.

6.1.2 Bidders are required to ensure that project team leader has the leadership capacity and capability to independently handle and manage project challenges (if any) in order to ensure successful completion of the project. The team proposed must be the one executing the services.

6.1.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.

6.1.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.

6.1.5 Bidders must note that they may be required to present final report to the JDA's Executive Corporate manager and the Senior Manager: HC Operations if deemed necessary.

6.1.6 Bidders must note that they will be required to provide weekly project progress reports to the Executive Corporate manager and the Senior Manager: HC Operations.

6.1.7 Bidders must also note that all documents and information gathered are to remain the property of JDA and should not be used or shared with any external party without prior consent by the Executive Corporate manager and the Senior Manager: HC Operations.

6.1.8 The bidder is to provide the indicated / required resources and corresponding cost that he/she proposes for the delivery on the project requirements.

6.1.9 The bidder is expected to include on the pricing for all the reasonable activities, and disbursements fees.

6.1.10 The bid is advertised inline with the POPI Act.

6.1.11 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

6.1.12 No tender will be awarded to a bidder who is not registered on CSD.

6.1.13 The tender will be evaluated in terms of the PPR of 2022.

A bidder who fails to complete the Offer page and pricing table in full will be disqualified

Notes

- Any fee proposals must include for anticipated and standard disbursements which are to include typing, reproduction, copying, binding of documents, telephonic/electronic and facsimile communication, courier, local travel and any other cost for the client costs.
- The payment of fees will not exceed the apportionment amount per appointment letter.
- Tenderers must ensure that the final fee proposals on the pricing table is correctly carried over to the "**OFFER**" page.
- The amounts recorded on the offer page will be deemed to be the tendered amounts.

- Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.

7. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable JDA to make a sound and fair evaluation of the proposal.

It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project.

The proposal should **use the same item numbers as below**. **The proposal must be clearly marked and indexed.**
The following minimum documentation must be provided:

7.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED**. **Any bidder who fails to do so will be disqualified.**

7.2 **Tenderers are required to submit a fee proposal based on the requirements set out in item 6 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**

7.3 A valid / or certified BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.

OR
An EME must submit a sworn affidavit confirming the following:
- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

7.4 Company registration documents

7.5 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.

7.6 Audited financial statements for the past three financial years.

7.7 Details of directors / partners / members and shareholders with certified copies of their identity documents.

7.8 The bidding entity's certificates of membership/s to industry bodies.

7.9 A detailed approach and methodology statement wherein the approach to be followed in each stage of the assessment process is outlined with clear identification of the deliverables.

7.10 This section should show the tenderer understands of the process, input required towards the completion of the required services and the expected outputs and outcomes.

7.11 The forms A to I annexed hereto, must be scrutinized, completed in full, signed and submitted together with your proposal.

7.12 A corporate brochure alternatively a brief summary of the entity's background.

7.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:

- Organogram of the project team
- Role/s and responsibility/ies of the project team on this project
- Relevant qualifications, professional registration (where required) and attach proof thereof
- Number of years of relevant experience in EAP Programme projects implementation services as a company
- Detailed CV's for each member of the team noting their specific relevant project experience [**qualifications, role, membership certificates where applicable, Numbers of years of experience**]
- Individual memberships to professional associations (where required) and attach proof hereof if available.
- **The appointed bidder must bring to the JDA the same team proposed as per this tender document and failure to do so will result in the cancellation of the contract**.

7.14 A schedule of completed contracts of a **similar** nature to this project i.e. EAP Programme projects implementation in the past five years. The following details **must** be included on the schedule:

- Description of the project
- Type of Service rendered
- Name of employer / client and their representative's contact details
- Start and Date of completion
- Singed letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.
- Contact details of referees.

7.15 Tenderers are to submit 1 x original proposal and 1 x soft copy in a usb.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 8 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE AND NEGATIVELY SCORED ON TECHNICAL ASSESSMENT.

7.16 Note for joint ventures

- **EACH** party to a joint venture is to submit the requisite documents and / or information as requested in item 6 – 8.

- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

8. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

8.1 Compliance

Bidders will be disqualified for the following cases:

- If any of its directors are listed on the National Treasury register of defaulters.
- A bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory or the contract was terminated.
- Who did not complete, in full, the tender offer page and pricing table (i.e., priced, all registration numbers provided and signed).
- Who failed to transfer correctly the total price from item 6 (**Pricing table**) to the offer page.
  Bidders whose tender document has been completed in pencil.
- Bidders whose tender document has been faxed and or e-mailed.
- Who directors are/is in the employment of the state.
- Bidders whose tender document have been received after the closing date and time.
- Who did not comply with any other requirement as set out in the tender specifications
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

8.2 Technical

The technical assessment is based on the criteria set out below namely:

(a) Key Returnable Documents,
(b) Capability of the Proposed Key Team Members (i.e., experience, qualifications,),
(c) Company experience (i.e., EAP Programme projects, and references) and
(d) Contactable references in line with item (c) above.
.
Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criterion.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

Total points = 125 and service providers are required to score a minimum (70%) which translate to 87.5 (Rounded off to 88) points for them to proceed to the next phase of evaluation (price and BBBEE).

"A" Key Returnable document	**Total Points**	**Criteria**	**Description of Criteria**	**Points**
		Current municipal account		N/A
		Valid BBBEE status level certificate		N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R 2m		N/A
		Certified copies of directors / partners identity documents		N/A
		3 years of audited financial statements		N/A
		Company profile and background in Business continuity management review		N/A
		Detailed methodology for the project		N/A
		Annexure A to I completed in full and signed		N/A

"A" Capability of the Proposed Key Team Members	**Total Points**	**Criteria**	**Description of Criteria**	**Points**

- t

Capability of the Proposed Key Team Members	**60**	1. **Project Lead/Account Manager:** with minimum of 10 years of experience in the Workplace EAP Programme management implementation with an undergraduate qualification (Diploma/ degree) in similar and relevant environment and certified qualification to be attached. *(The organogram on **annexure "G"** should clearly indicate the team leader)*	**If any of the following information is not provided, zero points will be awarded**: • Detailed CV of the project team leader. • The project leader track record • Contactable references • Information provided is not in line with the organogram	**30**
		2. **Health/Wellness/EAP Specialist:** with minimum of 5 years in Workplace EAP Programme implementation and an undergraduate qualification (Diploma/ degree or higher) **in similar and relevant environment and certified qualification to be attached.** *(The organogram on **annexure "G"** should clearly indicate the team leader)*	**If any of the following information is not provided, zero points will be awarded**: • Detailed CV of the Health/Wellness/EAP Specialist • The Health/Wellness/EAP Specialist track record • Contactable references • Information provided is not in line with the organogram	**30**
"C" Company experience	**Total Points (15 points)**	**Criteria**	**Description of Criteria**	**Points**
C2 EAP Programme Management Projects		**Five (5) or more** EAP Programme Management Projects on provision of the integrated wellness EAP projects completed and conducted in the past five (5) years.	List the projects on **Annexure D** to obtain points **If projects are not listed on Annexure D, then Zero Points will be awarded**	**15**
		Three (3) to Four (4)EAP Programme Management Projects on provision of the integrated wellness EAP projects completed and conducted in the past five (5) years.		**10**

(Complete Annexure D)		**One (1) to Two (2)** EAP Programme Management Projects on provision of the integrated wellness EAP projects completed and conducted in the past five (5) years.		**5**
"D" Contactable references	**Total Points (50 points)**	**Criteria**	**Description of Criteria**	**Points**
	50	**Five (5) or more** satisfactory references letters on experience specifically on provision of EAP Programme Management implementation projects completed and conducted in the past five (5) years.	• **Description of Criteria** **If any of the following information is not provided, zero points will be awarded:** **References must be on client letterhead and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.** If any of the required information is not contained in the reference, then zero points will be awarded	**50**
		Three (3) to Four (4) satisfactory references letters experience on provision of EAP Programme Management implementation projects completed and conducted in the past five (5) years.		**30**
		One (1) to Two (2) satisfactory references letters experience on provision of EAP Programme Management implementation projects completed and conducted in the past five (5) years.		**10**

8.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- For tenders up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 5.3.1

➢ Points scored will be rounded off to the nearest 2 decimal places

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

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and 20 including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Preference points shall be based on the Specific Goal as per below:

Awards up to 50mil (VAT Inclusive)

The specific goals allocated points in terms of this RFP	**Number of points Allocated (80/20 system) (To be completed by the organ of state)**	**Evidence**
Business owned by 51% or more – **Black People**	**5**	• Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • Certified copy of ID of owners
Business owned by 51% or more - **Women**	**10**	• Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
SMMEs (**An EME or QSE**)	**5**	• Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
Total Points	**20**	**Failure to attach evidence will lead to scoring zero points**

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9. RISK TOLERANCE

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider.
In terms of the number of contracts awarded to a single Contractor/service provider, the risk exposure identified as being excessive for professional consultants in instances where the value or number of contracts is either:

- The greater of R8 million or four contracts/projects within a particular financial year or;
- The greater of R12 million or six contracts/projects over two financial years (current year and proceeding financial year)

11.CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

"RFP – PROVISION OF INTEGRATED EMPLOYEE ASSISTANCE/WELLNESS PROGRAMME SERVICES FOR JDA FOR A PERIOD OF 36 MONTHS".

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 17H00.

The Tender closes at 12h00 on 21 December 2026.

Envelopes will be stamped on receipt. There will be a public opening of tenders.

NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

The tender offer validity period for this tender is **120 days**.
Queries can be addressed in writing to:
Ms. Barbra Maimela e-mail: BMaimela@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number: ……

Tender/RFQ Description: ……

Name of Company: ……

Contact Person: …….....

Postal Address: ……..……..

……..…….…….....

Physical Address: …….....

…….....

Telephone Number: …….....

Fax Number: …….…….....

Cell Number: …….……....

E-mail Address: ……..……

Company/enterprise Income
Tax Reference Number: …….....
(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number: …..……...…….....

Company Registration Number: ……...

1. Type of firm

- ❑ Partnership
- ❑ One person business/sole trader
- ❑ Close corporation
- ❑ Public company
- ❑ Private company

(Tick one box)

2. Principal business activities

……..……..…….
……..…….…….……
……..……

3. Total number of years company has been in business: ……..…….

4. Detail all trade associations/professional bodies in which you have membership

……
…..……
…….....……
……..……
……..……...

5. Did the firm exist under a previous name?

❑ Yes
❑ No

(Tick one box)

If yes, what was its previous name? …….……..

6. How many permanent staff members are employed by the firm:

Full Time : …….

Part Time : …….

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : …….

Part Time : …….

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

R ……. Year: .....

R ……. Year: .....

R ……. Year: .....

9. List all contracts of similar nature which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving 30 days’ notice in writing.

BANK : ……

BRANCH : ..……..

BRANCH CODE : …….

ACCOUNT NUMBER : …..……..……

ACCOUNT HOLDER : …….

TYPE OF ACCOUNT : …….

CONTACT PERSON : …….

CONTACT NUMBER : …….

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE : ……...…

NAME IN FULL : ……..…….

CAPACITY : ……..……..…

DULY AUTHORIZED TO SIGN ON BEHALF OF: ……...

DATE : ……...……

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: ……

3.2 Identity Number: ……

3.3 Position occupied in the company (director, trustees, shareholder**)

……

3.4 Company Registration Number: ……

3.5 Tax Reference Number: ……

3.6 VAT Registration Number: ……

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* YES / NO

If yes, furnish particulars

……

……

3.9 Have you been in the service of the state for the past twelve months? YES / NO

If yes, furnish particulars

……

……

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

If yes, furnish particulars

……

……

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

If yes, furnish particulars

……

……

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

If yes, furnish particulars

……

……

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

If yes, furnish particulars

……

……

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? YES / NO

If yes, furnish particulars

……

……

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

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 Position

……. …….
Name of Bidder Date

* MSCM Regulations: “in the service of the state” means to be –
(a) a member of –
(i) any municipal council.
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces.
(b) a member of the board of directors of any municipal entity.
(c) an official of any municipality or municipal entity.
(d) an employee of 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);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

** “Stakeholder’ means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the *audi alteram partem* rule was applied).**	Yes	No
4.1.1	If so, furnish particulars:		
4.2	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)? **(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).**	Yes	No
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.7.1	If so, furnish particulars:		

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 Position

....

Name of Bidder Date

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS

In the event of insufficient space, kindly attach documentation

EMPLOYER	EAP Programme Management	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS

In the event of insufficient space, kindly attach documentation

EMPLOYER	EAP Programme Management	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- a) a national or provincial department:
- b) a municipality;
- c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- d) Parliament;
- e) a provincial legislature;
- f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the Minister by notice in the *Government Gazette* as an institution or category of institutions to which this Act applies

…… ……..……..

Signature Position

(of person authorised to sign on behalf of the organisation)

……. …….

Name of Bidder

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

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

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

---

1. **GENERAL CONDITIONS**

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

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

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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

Were

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P min = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Were

Ps = Points scored for price of tender under consideration

Pt = 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.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more - **Black People**	N/A	5	N/A	
Business owned by 51% or more — **Black Women**	N/A	10	N/A	
SMMEs (An EME or QSE)	N/A	5	N/A	
TOTAL POINTS	N/A	20	N/A	

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.

	……..……..……
	SIGNATURE(S) OF TENDERER(S)
	SURNAME AND NAME:
	…….
DATE:	……
ADDRESS:	……
	……
	……
	……

ANNEXURE F: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFP – PROVISION OF INTEGRATED EMPLOYEE ASSISTANCE/WELLNESS PROGRAMME SERVICES FOR JDA FOR A PERIOD OF 36 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

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 consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraph 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.

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 **Position**

....

Name of Bidder **Date**

ANNEXURE G: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder: .....

ii. Registration Number: .....

iii. Municipality where business is situated .....

iv. Municipal account number for rates: .....

v. Municipal account number for water and electricity: .....

vi. Names of all directors, their ID numbers and municipal account number.

1.

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are

attached to this form: .....

ANNEXURE H : ORGANOGRAM **THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 8.2 HEREIN**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 8.2 above herein.

TABLE 1: PROJECT LEAD/ ACCOUNT MANAGER

Key Resource Information	
Designation:	**Project Lead/ Account Manager**
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

TABLE 2: HEALTH/WELLNESS/EAP Specialist

Key Resource Information	
Designation:	**Health/Wellness/EAP Specialist**
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

ANNEXURE I: POPI ACT

Form B14: CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Johannesburg Development Agency hereinafter referred to as "JDA", as required by the Protection of Personal Information Act. The use of the words "the individual" for the purposes of this document shall be a reference to any individual (bidder) communicating with JDA and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JDA requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JDA is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above and as may be directed by our POPI manual/Policy. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JDA process personal information?

JDA will only collect personal information for the purpose as stated above and for such specific purpose. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to JDA;
- from JDA's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of JDA's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JDA to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JDA being unable to perform its functions and/or any services or benefits I may require from JDA.

- Where I shared personal information of individuals other than myself with JDA, I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.

- To this end, I indemnify and hold JDA not responsible in respect of any claims by any other person on whose behalf I have consented, against JDA should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JDA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate.
  The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed

personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JDA,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

- Please submit queries relating to the breach of personal information to the JDA's information officer and SCM in writing as soon as the breach is discovered.

Bidder Signature:	Date**:**