

**Free State
Province**



**Vrystaat
Provinsie**

**TENDER BULLETIN
TENDERBULLETIN**

SPECIAL

NO. 75

11 DECEMBER 2015 / 11 DESEMBER 2015

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TEE: 05/2015/2016 State Department of Economic, Small Business Development, Tourism and Environmental	Request For Provision Of An Employee Health And Wellness Programme Closing Date: 22 January 2016	2

The Free State Department of Economic, Small Business Development, Tourism and Environmental Affairs hereby requests the following tender:

REQUEST FOR PROVISION OF AN EMPLOYEE HEALTH AND WELLNESS PROGRAMME

All tenders must be submitted with a fully completed bid document in original ink and must be submitted in a sealed envelope marked **"PROVISION OF AN EMPLOYEE HEALTH AND WELLNESS PROGRAMME"** and **Bid Number TEE: 05/2015/2016** and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Tourism, Environmental and Economic Affairs
34 Markgraaf Street
Bojanala Building
Bloemfontein 9300

Postal Address: Private Bag X20801
Bloemfontein
9300

Elements of Functionality	Score
Number of related projects done by the bidder Successful completion of similar projects in the last five years - This must be supported by the submission of a list of all projects successfully completed, and letters of completion and/or references from current/previous clients must be included with the proposal. - Number of similar projects = 0; One similar project completed = 5 points; Two similar projects = 10 points; Three similar projects = 15 points; Four similar projects = 25 points, and Five and more similar projects completed = 30 points. (The maximum score which can be awarded is 30)	30
Technical Expertise – Detailed CV's Profiles indicating technical expertise in Employee Health Wellness and Support Programme 0 years in Employee Health Wellness and Support Programme = 0 points 3-5 years in Employee Health Wellness and Support Programme = 5 points 5-9 years in Employee Health Wellness and Support Programme = 10 points 10-14 years in Employee Health Wellness and Support Programme =15 points 15 and above years in Employee Health Wellness and Support Programme = 20 points	20
Financial Capacity – Bidders must attach original/certified copies of bank statement or letter of guarantee from the bank/financier indicating availability of an amount equal to at least R1 million (one million rand)	20
Project Plan/methodology - The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various work flow items/tasks required for this project must be submitted. - Understanding of Terms of Reference - Problem Conceptualisation	30

Any bid not meeting the minimum percentage score of 75% (75 points) on functionality will be discarded, and the bid will not be considered for further evaluation.

Briefing/Clarification Session: Ground Floor, Bojanala Building, 34 Markgraaf Street, Bloemfontein. 12h00. 18 December 2015.
Failure to attend will not result in disqualification of bid.

The bid shall close at 11:00 on the 22 January 2016.

Contact Person: Technical enquiries may be directed to Ms. Bontleng Molefe at 05-400-9566, email: molefeb@detea.fs.gov.za

Contact Person: Bid enquiries may be directed to Mr. Molefi Machela at 051-400-4743, email: machelam@detea.fs.gov.za

Bid Documents are obtainable at Office 125, Bojanala Building, 34 Markgraaf Street, Bloemfontein.
Each bid document is obtainable at non-refundable fee of R200.00.

Please note that the Department reserves the right not accept any proposal in part or as a whole.

FREE STATE TENDER BULLETIN

(Published every Friday)

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Free State Tender Bulletin, P.O. Box 517, Bloemfontein Tel.: No. 051 403 3139. Free Voucher copies of the Free State Tender Bulletin or cuttings of advertisements are NOT supplied.

Subscription Rates (payable in advance)

The subscription fee for the Free State Tender Bulletin (including all Extraordinary Free State Tender Bulletins) are as follows:

Subscription: (Over the Counter / E-Mail)

Price per copy	R 4.70
Half-yearly	R 118.00
Annually	R 236.00

Subscription (Post)

Price per copy	R 14.00
Half-yearly	R 340.00
Annually	R 685.00

Closing time for acceptance of copy

Stamps are not accepted

All advertisement must reach the Officer in Charge of the Free State Tender Bulletin **not later than 16:00, three working days** prior to the publication of the Bulletin. Advertisements received after that time will be held over for publication in the issue of the following week, or if desired by the advertiser, will be inserted in the current issue as a "Late Advertisement". In such case the advertisement must be delivered to the Officer in Charge **not later than 08:00 on the Tuesday** preceding the publication of the Bulletin and double rate will be charged for that advertisement.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

Advertisement Rates

Notices required by Law to be inserted in the Tender-bulletin: **R29.50** per centimetre or portion thereof, single column.

NUMBERING OF TENDER BULLETIN

You are hereby informed that the numbering of the Provincial Gazette /Tender Bulletin and notice numbers will from 2010 coincide with the relevant financial year. In other words, the chronological numbering starting from one will commence on or after 1 April of every year.

VRYSTAAT TENDERBULLETIN

(Verskyn elke Vrydag)

Alle korrespondensie, advertensies, ens. Moet aan die Beampte Belas met die Vrystaat Tender Bulletin, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Vrystaat Tender Bulletin of uitknipsels van advertensies word NIE verskaf nie.

Intekengeld (vooruitbetaalbaar)

Die intekengeld vir die Vrystaat Tenderbulletin (insluitend alle Buitengewone Vrystaat Tender Bulletins) is soos volg:

Intekengeld: (Oor die Toonbank / E-Pos)

Prys per eksemplaar	R 4.70
Halfjaarliks	R 118.00
Jaarliks	R 236.00

Intekengeld: (Pos)

Prys per eksemplaar	R 14.00
Half-yearly	R 340.00
Jaarliks	R 685.00

Sluitingstyd vir die Aannee van Kopie

Seëls word nie aanvaar nie

Alle advertensies moet die Beampte Belas met die Vrystaat Tenderbulletin bereik **nie later nie as 16:00, drie werksdae** voordat die Bulletin uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit in die Bulletin wat op die pers is as 'n "Laat Advertensie" geplaas word. In sulke gevalle moet die advertensie aan die Beampte oorhandig word **nie later nie as 08:00 op die Dinsdag** van die week voordat die Bulletin gepubliseer word en dubbeltarief sal dié advertensie gevra word.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanig geplaas word nie.

Advertensietariewe

Kennisgewings wat volgens Wet in die Tenderbulletin geplaas moet word: **R29.50** per sentimeter of deel daarvan, enkelkolom.

NOMMERING VAN TENDER BULLETIN

U word hiermee in kennis gestel dat die nommering van die Provinsiale Koerant / Tender Bulletin en kennisgewingnommers vanaf 2010 met die betrokke boekjaar sal ooreenstem. Met ander woorde, die kronologiese nommering beginnende met een, sal op of na 1 April van elke jaar begin.