



## **HARRY GWALA DISTRICT MUNICIPALITY**

### **BID INVITATION:**

### **PROVISION OF AN EMPLOYEE ASSISTANCE PROGRAMME**

### **CONTRACT NO: HGDM489/HGDM/2016**

#### **1. BID INVITATION**

Harry Gwala District Municipality hereby requests proposals from suitably experienced service providers for the Provision of Employee Assistance Programme for a period of 12 months. Service providers are required to comply with normal business ethics.

**Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:**

- Original valid tax clearance certificate or SARS pin
- Certified copies of company or CC documents together with certified copies of members' IDs
- Company profile
- Company/ personnel registration with Employee Assistant Professionals Association (EAPASA).
- Central database number

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- All tenders submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (included in the bid documents – Section D)
- A certified B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.

## **2. DOCUMENTS**

Documents may be obtained at, Finance Department, Ixopo from **05 August 2016** upon payment of non-refundable deposit of R300.00 per document. All payments are to be in cash or bank guaranteed cheques made in favour of Harry Gwala District Municipality.

## **3. COMPULSORY BRIEFING MEETING**

A compulsory briefing meeting will be held on the **10 August 2016 at 11h30** in municipal Boardroom

## **4. CLOSING DATE**

The closing date for the bidders is **19 August 2016 at 12H00**. Bids must be enclosed in SEALED ENVELOPES and clearly labelled with the contract number and project name on the outside of the envelopes addressed to The Municipal Manager.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal offices, 40 Main Street, IXOPO, before the closing date. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted. Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

## **5. BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Ms. PP Cele** during working hours on Tel: 039 834 8756

**MRS AN DLAMINI**  
**MUNICIPAL MANAGER**