

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/001/2023

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 96 employees and their loved ones for a period of 36 months.

Queries relating to procurement matters may be addressed to Ms Tsakani Mabunda at tel: (011) 688 7800; or e-mail: tmabunda@jda.org.za

Technical queries or queries relating to the project may be addressed to Mrs. Kelebogile Lekgetho at tel: (011) 688 7800; or e-mail: KLekgetho@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 **09 March 2023**. 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 – 15 March 2023 Time: 10H00 – 11H00.**

The closing time and date for receipt of tenders is 12H00pm on 13 April 2023.

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”



3 Helen Joseph Street
(formerly President Street),
Newtown,
2000