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Date: 18/05/2026

**ADDENDUM FOR PROVISION FOR PYSCHO-SOCIAL SUPPORT SERVICE FOR A PERIOD
OF 3 YEARS**
BID NO: CORP-B018/25/26

This addendum serves to add outstanding information on the specification page:

NB: See attached corrected information.

DESCRIPTION	BID NUMBER	CLOSING DATE
PROVISION FOR PYSCHO-SOCIAL SUPPORT SERVICE FOR A PERIOD OF 3 YEARS	CORP-B018/25/26	02 June 2026

RECOMMENDED BY:

**MISS N.HOLIWE
SCM MANAGER**

APPROVED BY:

**MR. J SONDEZI
ACTING MUNICIPAL MANAGER**

I acknowledge receipt of this Addendum No.1

Name:.....

Signature:.....

Date:.....

PROVISION FOR PSYCHO-SOCIAL SUPPORT SERVICES FOR A PERIOD OF 3 YEARS

SPECIFICATION

Dr Nkosazana Dlamini Zuma Local Municipality invites suitably qualified service providers to submit proposals for the provision of Psycho-Social Support Services aimed at supporting employee wellness through confidential counselling and referral services. The service is intended to support employees facing personal and/or work-related challenges, delivered **off municipal premises** to ensure privacy and confidentiality.

Scope of Work:

The appointed service provider will be expected to:

- Provide confidential, face-to-face counselling sessions.
- Offer face-to-face trauma counselling services.
- Conduct group trauma intervention sessions.
- Social work-based psychosocial support → SACSSP
- Psychology/counselling-based support → HPCSA
- EAP practitioners → must fall under either SACSSP or HPCSA, depending on their professional background

Refer employees to relevant professionals, including:

- Mental health practitioners
- Financial advisors
- Attorneys
- Substance abuse counsellors
- Provide counselling and support at a personal level.
- Offer ongoing case management for referred or active cases.
- Deliver health and wellness advice tailored to individual needs.
- Host educational and supportive talks on wellness topics.
- Compile and submit individual or group counselling reports (where necessary and with due confidentiality).

Key Delivery Outcomes:

The appointed provider must be able to support employees dealing with:

- Depression and anxiety
- Fear, isolation, or health impairments
- Work-related stress and burnout
- Substance use and dependency issues
- Financial challenges
- Domestic violence and family-related problems

- Mental health challenges and grief counselling
- Alcohol and drug abuse management

Service Delivery Location:

- **All counselling and consultation sessions must take place at the service provider's private offices.**
- **No services will be rendered on-site at municipal buildings, UNLESS MOBILE CLINIC.**
- **The provider must be able to offer a safe, neutral, and confidential environment for employees to engage in wellness services.**

Payment Terms:

- Payment will be made monthly, upon submission of invoices for services rendered.
- Invoicing must clearly state dates of consultation and the nature of services provided, without compromising client confidentiality.

Mandatory Requirements:

The following documents must be submitted as part of the proposal:

1. **Proof of SACSS Registration** – Social worker must be registered with the **South African Council for Social Service Professions (SACSSP)**
2. **Valid Registration Certificate and Proof of Renewal Payment**
3. **Company Profile** – outlining relevant experience in employee wellness or counselling services.
4. B-BBEE Certificate or Affidavit
5. Proof of Business Address
6. Tax Clearance PIN
7. Company Registration Documents (CIPC)
8. Certified IDs of company directors or owners
9. CSD

Estimated Quantities & Duration

- Quantities and service frequency will be in accordance with the municipality's needs.
- The service will run for a period to be specified in the contract, with regular reviews.

Recommended By:


MR. S RADEBE
ASSISTANT MANAGER: CORPORATE SERVICES

Approved By:


MR. J SONDEZI
ACTING MUNICIPAL MANAGER