



an agency of the
Department of Arts and Culture

23 FEBRUARY 2021

TERMS OF REFERENCE

BID NO: SAHRA/HR/23/02/21

APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO FACILITATE THE EMPLOYEE WELLNESS PROGRAMME FOR THE SOUTH AFRICAN HERITAGE AGENCY (SAHRA) EMPLOYEES FOR A PERIOD OF 3 YEARS – 36 MONTHS, REDERING, HEALTHCARE, OCCUPATIONAL HEALTH AND SAFETY THAT WILL IMPROVE NOT ONLY PHYSICAL HEALTH BUT ALSO PSYCHOLOGICAL HEALTH. HAVE A HOLISTIC APPROACH AND AIM TO ENSURE SUSTAINABLE HEALTH EDUCATION, CARE AND MANAGEMENT TO ALL EMPLOYEES – HEALTHY OR SICK.

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitable qualified service providers to facilitate the Employee Wellness Program for SAHRA Employees

2 BACKGROUND

2.1 SAHRA is a statutory organisation established under the NHRA and a listed public entity in terms of Public Finance Management Act No 1 of 1999 (PFMA). The primary objective of SAHRA is to coordinate the identification and management of the national estate.

2.2 The Human Resources Unit would like to establish a wellness program that will be assessable to the employees of SAHRA.

3. SCOPE OF SERVICES

3.1 Occupational Health Visits, which include audits & assessments that provides risk management reporting to the Employer.

3.2 COID Injury Management & Disability Management - especially when having to deal with Old Mutual and income protection claims for employees who are no longer able to work. Having to go for medical assessments costs a lot of money for employees and where the employer is able to send an official occupational assessment report compiled by a wellness provider that includes this as an area of specialty, the matter is dealt with professionally, much smoother, cost effective and quicker.



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3.3 PRIMARY HEALTHCARE SERVICES, Visits, which consists of.

- Health evaluations, such as:
 - Blood pressure,
 - Diabetes screening,
 - Alcohol and substance abuse
 - Ante-natal visits,
 - Flu vaccines,
 - Individual lifestyle education
 - Cholesterol monitoring
 - Measles vaccine
 - TB/Hepatitis screening
 - Cholesterol
 - HIV/AIDS and other chronic diseases
 - Covid19 screening

3.4 OCCUPATIONAL HEALTHCARE SERVICES, Family Planning.

3.5 Pre-placement assessments, when required.

3.6 Confidential Counselling and referral services on any of the following areas:

- Bereavement and loss
- Workplace and domestic violence
- Marital, Family problems and relationship problems
- Divorce
- Depression and Anxiety
- Group Trauma Debriefing sessions
- Anger Management
- Addictive Behaviour
- Sexual Harassment
- Suicide/homicidal threat
- Post Traumatic Stress disorders
- Psychiatric disorders
- Racial and discrimination issues
- Financial planning and difficulties
- Alcohol, gambling and substance abuse

3.7 Provide online health and wellness information to staff members

3.8 Provide monthly reports on the level of services offered including trend reports

3.9 Lifestyle management by means of Health Risk Assessments

3.10 Host 4 Staff Wellness Days

3.11 Provide an annual strategic plan and annual program of planned wellness activities and related costs



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4. REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

4.1 To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process.

5. COMPULSORY INFORMATION TO BE INCLUDED

5.1 The proposal must include a company/organization profile, comprising a description of your organization, its primary business activity, clients, experience, management, sub-contractor profiles, etc., including at list three reference companies whom they offer the same services to.

5.2 The service provider must be registered with the Employee Assistance Professionals Association of South Africa (EAPA-SA). Registration and proof must be attached to the offer.

6. TERMS AND CONDITIONS OF TENDERING

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) All project proposals shall become the property of SAHRA and shall not be returned.



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- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc., including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.



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7. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3.1 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (**valid BBBEE certificate must be submitted together with this completed document**).
- f. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. SBD 9 Certificate of Independent Bid Determination
- j. General Conditions of Contract

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	SAHRA Website	23 FEBRUARY 2021
Closing date & Opening of BIDs	Bid to be submitted to SAHRA TENDER BOX	12 March 2021



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9. EVALUATION CRITERIA

a) All proposal offers received shall be evaluated based on the following phase out approach:

9.1 **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.

9.2 **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	10
6	8
7	6
8	2
Non-compliant contributor	0



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10. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

11. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management: Ms. A Mkhize
Project Name: Wellness programme
SAHRA/HR/18/02/2021

BIDS must be submitted to SAHRA Tender box at the following address.

**111 Harrington street
Cape Town
8000**

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

12. CLOSING DATE AND TIME

CLOSING DATE: 12 MARCH 2021 @ 11:00 – NO LATE TENDERS WILL BE ACCEPTED.

For Technical information related enquiries, please contact:

Mrs. Nomfobe Kwatsha
Human Resources Manager
South African Heritage Resources Agency
Cape Town
8000
Tel: 021 462 4502
Email: nkwatsha@sahra.org.za

For Supply Chain related enquiries, please contact:

Ms. Ayanda Mkhize
Supply Chain Manager
South African Heritage Resources Agency 111 Harrington Street
Cape Town
8000
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