



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 01/2025

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO FACILITATE
THE EMPLOYEE WELLNESS PROGRAMME FOR EMPLOYEES OF THE SOUTH
AFRICAN HERITAGE AGENCY (SAHRA) FOR A PERIOD OF 24 MONTHS**

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1. PURPOSE

- 1.1 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 organization 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 accessible to the employees of SAHRA.

3. SCOPE OF THE SERVICE REQUIRED

- 3.1 Quarterly Occupational Health Visits, which include audits & assessments that provide risk management reporting to the Employer.
- 3.2 COVID 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 can 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.
- 3.3 PRIMARY HEALTHCARE SERVICES, Visits, which consists of:

➤ Health evaluations, such as:

- Blood pressure,
- Diabetes screening,
- Alcohol/drugs screening,
- Ante-natal visits,
- Flu vaccines,
- Measles vaccine
- TB/Hepatitis screening
- Cholesterol
- HIV
- Family Planning



OCCUPATIONAL HEALTHCARE SERVICES:

3.3.1 Pre-placement assessments, when required.

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

- Bereavement and loss
- Family and relationship problems
- Marital problems
- Divorce
- Financial planning and difficulties
- Alcohol, gambling and substance abuse

3.3.3 Provide online health and wellness information to staff members.

3.3.4 Provide monthly reports on the level of services offered including trend reports, Monthly stats of the usage of the service by employees in all functions the services provider is offering, SAHRA does not need personnel names but statistics.

3.3.5 Full report will be required as and when SAHRA is requesting for it, or when SAHRA has referred the employee for assistance.

3.3.6 Lifestyle management by means of Health Risk Assessments

3.3.7 Host Staff Wellness days every quarter.

3.3.8 Provide an annual strategic plan and annual program of planned wellness activities and related costs as per this proposal.

4. CONDITIONS OF BID

4.1.1 The "Requirement for content of the project proposal" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.

4.1.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.

4.1.3 Bidders are requested to provide a proposal with a clear break down of construction and installation costs.

4.1.4 SAHRA may require responsive bidders to present and discuss their proposals.



- 4.1.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.1.6 Bidders shall not issue any press release or other public announcement pertaining to the details of their project proposal without the prior written approval of SAHRA.
- 4.1.7 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. 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.
- 4.1.8 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered. (See attached application form for Tax Clearance Certificate).
- 4.2 The service provider must be registered with an approved and recognised professional body in South Africa, Example: Employee Assistance Professionals Association (EAPA-SA) or Workplace Wellness Association Southern Africa (WWASA). Registration and proof must be attached to the Offer. All project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.3 All project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.4 The bid offers and proposals should be valid and open to acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.5 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.6 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.7 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.



4.8 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.**

4.9 **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.**

4.10 The successful bidder will be subject to the 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.

4.11 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 contactable references from companies, whom the service provider offered the same service to.**

4.12 The service provider is required to complete and provide the following forms:

- SBD 1 Invitation to Bid.
- Tax Compliance status pin
- SBD 3 Pricing Schedule.
- SBD 4 Declaration of Interests form.
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document);
- SBD 7.1 Contract Form.
- General Conditions of Contract.

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation.

5. ANTICIPATED TIME SCHEDULE AND PROCESS

Site Briefing Date		
Closing date & Opening of proposals	Bids opened at SAHRA Head Office	10 April 2025 at 11H00
Commencement of contract and project delivery	SAHRA and successful bidder	Upon receipt of appointment letter from SAHRA



6. EVALUATION CRITERIA

6.1 All bid offers received shall be evaluated based on a two-stage bidding process. The phases are as follows:

6.1.1 **Phase One:** Compliance to conditions of bid and Terms of Reference.

Mandatory Requirements	Tick <input checked="" type="checkbox"/>
Completed Standard Bidding Documents	
Tax status pin	
Registration with professional body in SA	
Three (3) contactable references	

6.1.2 **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;

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

7. PRICE (VAT INCLUDED)

Price (Total cost) must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder. Prices should be valid for 90 days.

Please Note:

SAHRA reserves its right not to make any award in respect of this RFQ. The prospective service provider shall bear all costs associated with submission of the RFQ. No late offers shall be considered.



8. SUBMISSION OF BID OFFER AND PROPOSALS

Project proposals must be submitted via e-mail to tenderinfo@shara.org.za, **Quote No:** RFQ SAHRA 01/2025.

Closing date for bid offers and proposals: 10 April 2025 at 11h00.

For technical information, please contact:

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For Supply Chain related enquiries, please contact:

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