

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	01 December 2022	REQUISITION NUMBER	REQ0004541
CLOSING DATE:	09 December 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Wellness services for a period of 36 months		Quantity required
1	<p>TERMS OF REFERENCE</p> <p>PURPOSE</p> <p>The purpose of this document is to invite suitably qualified service providers to submit their proposals to conduct Employee Wellness services on behalf of SANAS.</p> <p>PROPOSAL TO COVER THE FOLLOWING SERVICES:</p> <ol style="list-style-type: none"> 1) Access to employees to communicate telephonically with the service provider free of charge and have call back request 2) Counselling: Face to face and telephonic by the professional psychologists and nurses 3) Group and individual trauma counselling (trauma debriefing) 4) Stress & anxiety, relationship issues, absenteeism and performance issues counselling 5) Toll free number available for employees to use for 24/7/365 (multilingual) 6) Finance related support 7) Legal related support 8) Wellness Events support, including health screening services 9) Support and advise on lifestyle related issues 10) Organisational support: <ol style="list-style-type: none"> a. Advise and motivate employees and managers on performance matters, and providing performance feedback b. Retrenchment or restructuring approach c. Relationship/interpersonal conflict management d. Managing diversity e. Health management (life threatening diseases) 11) Family health care support: <ol style="list-style-type: none"> a. Employee and the immediate family to get assistance from the registered professionals, such as social workers, psychologists, medical and legal practitioners, etc. 24/7/365 using toll free number 12) The service provider to provide feedback report to show interventions provided to employees and suggests the appropriate solutions. 13) The service provider to present to SANAS regarding their services before the appointment stage. <ul style="list-style-type: none"> • To take care of 80 employees • Duration of the contract: 3 years 	1 Service provider required

Services Estimated Pricing Table is as follows:

Services	Cost: Year 1 (Inc VAT)	Cost: Year 2 (Inc VAT)	Cost: Year 3 (Inc VAT)
1. Clinical and professional life support services (unlimited access, 24/7/365) via toll free number			
2. Life Management services			
3. Telephonic Health and Medical services			
4. Musculoskeletal Health Management			
5. Comprehensive Absence Management			
6. Face to face counselling			
7. Onsite Group Trauma and Crisis Intervention			
8. Managerial consultancy and Referral services			
9. Marketing and Communication (Posters, brochures, etc)			
10. Online health and Wellness programme			
11. Utilizations of services update report (Quarterly)			
12. Specific client relationship manager to deal with employees (Quarterly online or face to face visits)			
Fees per month based on number of employees (80)			
Fees per year based on 80 employees			
Total for 3 years as will be outlined on the contract			

Expected date of delivery:	March 2022
Contract or once-off:	36 months contract
Technical / Mandatory requirements:	N/A
Other information:	N/A

SECTION TO BE COMPLETED BY SUPPLIER**2. SUPPLIER DETAILS**

Supplier name:	
CSD number:	
Contact person:	
Contact number:	

Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements. Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date: