

The Full Request for Proposal (RFP)

REQUEST FOR PROPOSAL

(Proposal No. RFB 459/2025)

**Procurement of Service Provider(s) for
Trucking Wellness Project Management Services**

Procurement process administered by Moeti Kanyane Inc.

REQUEST FOR PROPOSAL
(Proposal of Service Provider(s))
For Trucking Wellness project
Management Services

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SECTION 1: FORMAL REQUEST FOR PROPOSAL

1.1 INTRODUCTION

- 1.1.1 The purpose of this request for proposal (RFP) is to appoint competent and qualified Bidder to provide project management services for the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) Trucking Wellness Project for a contract period of three (3) years from 1 March 2026 to 28 February 2029. The current service providers have been contracted to 28 February 2026.
- 1.1.2 Bidders are given the opportunity to request clarifications or make enquiries regarding this RFP as set out below in section 1.5 below.
- 1.1.3 The prospective bidders should be able to provide, but not necessarily limited to the following key service areas:
 - 1.1.3.1 Administration and management of the operations and the provision of clinical services at the NBCRFLI Trucking Wellness Centres and Mobile Clinics.
 - 1.1.3.2 Responsible for fund raising so as to ensure that the Trucking Wellness Project is sustainable.
 - 1.1.3.3 Ensure that the Trucking Wellness Project is accessible and is known to industry members through active advertisement and campaigns.
 - 1.1.3.4 Taking over of the current staff in terms of section 197 of Labour Relations Act, 1995.
 - 1.1.3.5 Ensure that there is always suitably qualified and experienced nurses and Wellness Centre coordinators in attendance in each centre and mobile clinic.
 - 1.1.3.6 Maintain the project infrastructure and ensure that all the assets in a good working order.

1.1.3.7 Maintain and improve the established strategic relationship with Department of Health, both at the national and provincial levels.

1.1.4 Appointment as a successful Bidder shall be subject to the signing of the Service Level Agreement between NBCRFLI and the successful bidder. In the event of the parties failing to reach such agreement within 30 days from the appointment date, the NBCRFLI shall be entitled to appoint another bidder at its discretion.

1.2 INTERPRETATION

1.2.1 In this RFP, unless otherwise stipulated or the context clearly indicates the contrary, the following words and expressions shall have the meanings assigned to them:

1.2.1.1 “**Bidder**” – the natural or juristic person submitting a proposal.

1.2.1.2 “**Contract**” – the Service Level Agreement which shall come into effect between the NBCRFLI and the Bidder upon the conclusion of negotiations and signature of an agreement between the NBCRFLI and the successful bidder.

1.2.1.3 “**Contract Period**” – a period 36 months from 1 March 2026 to 28 February 2029.

1.2.1.4 “**Proposal**” – a submission by the bidder in response to this RFP.

1.2.1.5 “**NBCRFLI**” – the National Bargaining Council of the Road Freight and Logistics Industry with its head office at 31 De Korte Street, Braamfontein, Johannesburg.

1.3 DEADLINE FOR SUBMISSION OF ELECTRONIC COPY

1.3.1 Prospective bidders are required to also submit an electronic copy of their proposal, saved on a USB flash drive by no later than 12h00 on **7 July 2025**.

1.4 FRAUD AND CORRUPTION

- 1.4.1 All bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 12 of 2004, the Competition Act, 89 of 1998 and any other applicable legislation. Successful bidder will be required to sign NBCRFLI'S Code of Conduct.

1.5 CLARIFICATIONS

- 1.5.1 Telephonic requests for clarification will not be accepted. Any clarification required by a bidder regarding the meaning or interpretation of any part of the Request for Proposals or any other aspect concerning the bid, is to be requested in writing (by e-mail) from **truckingwellness@kanyane.co.za** by not later than 12h00 on 20 June 2025. Queries received after the deadline will not be responded to.
- 1.5.2 The bid number must be mentioned in all correspondence. Where appropriate, the clarifying information will be made available to all bidders by e-mail only.

1.6 SUBMITTING PROPOSALS

- 1.6.1 The deadline for submission of proposals is 12h00 noon on 7 July 2025.
- 1.6.2 An original printed version of the proposal must be submitted plus three (3) separate copies. The original version must be signed in ink, but the additional three (3) separate copies of the original do not have to be signed in ink. **Only proposals that are submitted as one original and three separate copies will be accepted.**
- 1.6.3 The proposals must be submitted in a sealed envelope and delivered at:
- Moeti Kanyane Inc – Reception
- Second Floor, Building B
- Westend Office Park
- 250 Hall Street
- Centurion

0157

The proposal box is open: 8 hours per day, 5 days per week.

- 1.6.4 Proposals received at the physical address after the closing time and date above, shall be deemed to be received late and will not be considered for evaluation. Proposals received late shall be returned unopened where possible to the bidder. Bidders are therefore strongly advised to ensure that proposals be dispatched allowing enough time for any unforeseen events that may delay the delivery of the proposal.
- 1.6.5 All proposals must conform to the minimum requirements as set out in this document and be submitted with the content and in the format specified in section 1.18 below. Additional information may be provided at the discretion of the bidder as provided for in the format specification.
- 1.6.6 Notwithstanding any possible shortcomings in the specifications, the bidder must ensure that the services offered will form a complete and functional solution in respect of the services proposed by the bidder for the provision of management services for the Trucking Wellness program of the NBCRFLI.

1.7 **VALIDITY**

- 1.7.1 Tenders shall remain open for acceptance for one hundred and twenty (120) days from the closing date or for any date thereafter at the sole discretion of the NBCRFLI.

1.8 **NEGOTIATIONS AND CONTRACTING**

- 1.8.1 The NBCRFLI has the right to enter into negotiations with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 The NBCRFLI shall not be obliged to accept the lowest or any other quotation, offer or proposal.

1.8.3 The NBCRFLI also reserves the right to enter into one contract with a successful provider for all required project management services or into more than one contract with different service providers for different functions.

1.8.4 A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement signed by the designated responsible person of both parties.

1.8.5 Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

1.9 **BIDDERS TO BE INFORMED OF THE ACCEPTANCE OR OTHERWISE OF THEIR PROPOSALS**

1.9.1 All bidders will be informed of the status of their proposal once the procurement process has been completed.

1.10 **REASONS FOR REJECTION**

1.10.1 The NBCRFLI shall reject a proposal for the award of a contract if the recommended service provider has committed a corrupt or fraudulent act in competing for the particular contract or recommended service provider contravenes NBCRFLI's Code of Conduct for Service Providers.

1.10.2 The NBCRFLI may disregard the proposal of any bidder if that bidder, or any of its directors:

1.10.2.1 Have committed fraud or any other improper conduct in relation to this procurement process;

1.10.2.2 Have failed to deliver on any contract awarded by NBCRFLI in the past; or

1.10.3 No reasons for not accepting a bidder's proposal need be given to the bidder or any other party by the NBCRFLI.

1.11 **MANAGEMENT FEES**

1.11.1 The final contract fee will be negotiated with the successful bidder and included in the formal contract between the NBCRFLI and the successful Bidder(s).

1.11.2 Payment for services forming part of the specified functions being co-administered and / or sub-contracted by the successful Bidder(s) must form part of the agreed contract fee paid by the NBCRFLI to the successful Bidder. No additional fee shall be charged to the NBCRFLI.

1.12 **CANCELLATION OF PROCUREMENT PROCESS**

1.12.1 This procurement process can be postponed or cancelled at any stage at the sole discretion of the NBCRFLI provided that such cancellation or postponement takes place prior to entering into a Contract with a specific successful Bidder to which the proposal relates.

1.13 **CONFIDENTIALITY STATEMENT**

1.13.1 The information contained in the RFP document is solely for the purpose of providing bidders with the information on which to submit their proposals. It is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information and material. Any review, retransmission, dissemination or other use of, or taking any action, in reliance upon this information by persons or entities other than the intended recipient, is prohibited.

1.13.2 Recipients of this document shall respect the confidentiality of the information contained herein together with any other information obtained during the course of the RFP process. Upon acceptance of this document, bidders agree to ensure that their employees, consultants and agents are aware of the confidentiality requirements stated herein, and not to make any other use of such information and material other than as contemplated in this document.

1.14 **CONTRACT TERMS**

1.14.1 The NBCRFLI will negotiate terms and conditions of contract upon selection of successful bidders. Contracts will be subject to review by NBCRFLI legal counsel,

and provisions of this RFP and the contents of the successful responses may be included in the contract.

1.15 **CRITERIA FOR EVALUATION OF PROPOSALS**

- 1.15.1 The NBCRFLI will evaluate proposals received in its sole discretion and may engage with one or more bidders for clarification of their proposals inter alia through personal interviews with bidders and key officials of bidders. In addition, NBCRFLI may conduct on-site visits and due diligence investigations of bidder(s) before the contract is awarded to the successful bidder.
- 1.15.2 The NBCRFLI will notify unsuccessful bidders whose proposals are not accepted.
- 1.15.3 The NBCRFLI is under no obligation to furnish reasons for its decision to appoint or to not appoint any bidder.
- 1.15.4 Bidders must comply with the proposal specifications set out in sections 1.3, 1.6, 1.9, 1.15 and 1.18. The principal criteria to be used by the NBCRFLI to evaluate proposals are to identify the bidder which in the considered opinion of the NBCRFLI is expected to:
 - 1.15.4.1 render the best quality services required for the project management services of the Trucking Wellness program;
 - 1.15.4.2 contract in a manner that is entirely compliant with all relevant legislation or regulations and/or exempted from legislation or regulations which may otherwise be relevant; and
 - 1.15.4.3 conduct its business with the NBCRFLI in a totally ethical and professional manner.
- 1.15.5 The evaluation process will be conducted in line with the NBCRFLI's Procurement Policy and taking into consideration following:
 - 1.15.5.1 the information disclosed in the proposal,
 - 1.15.5.2 further clarification through due diligences or otherwise and

1.15.5.3 any other credible information at the disposal of the NBCRFLI which it may wish to consider.

1.15.6 The proposals will be evaluated in three stages:

1.15.6.1 Mandatory requirements – proposals that do not comply with the mandatory requirements of this RFP will be disqualified from further consideration;

1.15.6.2 Technical evaluation – in this phase the proposals will be evaluated against the technical criteria set out below and each will be allocated points. Each proposal must score at least 70% in the technical evaluation to qualify for the price and preference point evaluation; and

Scoring Matrix			
N	Not relevant		
1	Not Competent		
2	Needs Development		
3	Competent		
4	More than competent		
5	Superior		
	Technical Evaluation	SCORING (1-5)	Score Weight
1	Project management capabilities		20%
2.	The bidder's experience and understanding of the road freight and logistics industry and its employees		10%
3.	Quality of project management services; Efficiency of project management approach and direct healthcare value delivered relevant to the management fee		20%
4.	Managed care capabilities as well as systems to capture data and deliver financial and wellbeing reports including administration and communication systems and capabilities		10%
5.	Financials of each of the entities showing the last three years' total assets, shareholders' interest and earnings after tax		10%
6.	Accessibility of services, national footprint		10%
7.	Ability to raise donor fundings both local and international including methodology to be used to raise fundings for Trucking Wellness Project		10%

8.	Ability to successfully engage and contract with provincial departments of Health to source ARVs, other medication and support.		10%
TOTAL SCORE			100%

1.15.6.3 Price and preferential points evaluation.

1.16 SPECIAL CONDITIONS

1.16.1 The following special conditions will be applied:

1.16.1.1 The NBCRFLI Council reserves the right not to award the contract;

1.16.1.2 All disbursement costs will be for the account of the Bidder;

1.16.1.3 The successful bidder must submit all tools, reports, data sets and databases (including all other relevant items) to the NBCRFLI after the completion of the bidder's appointment. All items mentioned are and will remain the property of NBCRFLI;

1.16.1.4 The successful bidder may not use this information or tools for any other project without getting prior written approval from the NBCRFLI.

1.16.1.5 Contact by any means whatsoever with NBCRFLI personnel, healthcare advisory and/or service providers that forms part of the Proposal process is not permitted during the Proposal process other than as permitted through the clarifications process set out in 1.5 above and/or as requested by the NBCRFLI. Respondents shall not offer or give any consideration of any kind to any employee or representative of the NBCRFLI as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with NBCRFLI.

1.16.1.6 Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this process before submitting their proposal. Each bidder assumes all risks for resource commitment and

expenses, direct or indirect, of the proposal preparation and participation throughout the process. The NBCRFLI is not responsible directly or indirectly for any costs incurred by bidders.

- 1.16.1.7 The bidder is responsible for all costs incurred in the preparation and submission of its proposal.

1.17 **DISCLAIMERS**

- 1.17.1 The NBCRFLI has produced this process in good faith. However, the NBCRFLI, its agents and its servants do not warrant its accuracy or completeness. The NBCRFLI will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, delict or otherwise) for any incorrect or misleading information contained in this process due to any misinterpretation of this process.

- 1.17.2 This process is a request for proposal only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a Contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted the NBCRFLI terms and conditions contained in this document. NBCRFLI makes no representation, warranty, assurance, guarantee or endorsements to any bidder concerning the process, whether with regard to its accuracy, completeness or otherwise and the NBCRFLI shall have no liability towards the bidder or any other party in connection therewith.

1.18 **CONTACT DETAILS**

- 1.18.1 Should any information be required with regards to this RFP, the following persons may be contacted:

Name: Mr Moeti Kanyane

Tel no: 012 003 6471

Email: truckingwellness@kanyane.co.za



1.19 **CONTENT AND FORMAT OF THE PROPOSAL**

- 1.19.1 Bidders must submit their proposals with the following prescribed content and in this prescribed format. Bidders are advised that their proposal should be concise, written in plain English and simply presented. The format and all instructions set out below must strictly be adhered to. Non-compliance will result in the disqualification of such proposals.
- 1.19.2 Four copies of the proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence.

SECTION 2: PROPOSAL NUMBER RFB 459/2025

1.20	Section 1: Particulars of the bidder
	The registered name and trading name (if applicable), CIPC registration number, registered address, postal address, telephone and facsimile numbers of the organisation.
	Name, e-mail address and contact details of the bidder's representative.
1.21	Section 2: Company profile(s) of bidder
	<p>Company profiles should be submitted of the bidder and all entities whose services are proposed. It should include at least the following:</p> <ol style="list-style-type: none">Details of the entity's group structure through shareholdings in the entity and shareholdings by the entity with details of all such shareholdingsDetails of Boards of Directors and short profiles of all directors and CEO'sOverview of historic development and roll-out of the entities' products and services and main achievementsList of significant current and recent major clientsSpecify any business by the entity, its shareholders and the associated businesses in its group that anyone of these have or had with any aspect of the business of the NBCRFLI
1.22	Section 3: Services and draft contract proposed
	Section 3.1: Narrative
	<p>This section must contain in detail the methodology and project plan for the following:</p> <ol style="list-style-type: none">Project management services it proposes to offer. If different services are to be offered by different entities of the bidder, the service(s) offered by each such entity should be clearly described separately.Implementation, ongoing delivery and continuous improvement and reporting sample with clinical evidence base and reflective of clinical best practice of each of the services listed in Section 3: background and Services of this request for proposals document.Bidders are required to describe in detail the methodology and workplan for pursuing potential donors, both local and international donors.

4. Detailed workplan for negotiations and finalisation of Memorandum of Understanding with the Department of Health in each province.

Section 3.3: Proposed draft contract

For this section, the bidder must provide in an annexure a draft contract for its proposed management services for the Trucking Wellness program. The service level agreement(s) referred to in section 3.4 are additional to this draft contract.

Section 3.4: List of annexures detailing proposed services

This section must contain a list of annexures that the bidder should append to its proposal that contains details of its proposed services and its proposed provisional service level agreement(s) specifications.

1.23 Section 4: References, qualifications and capabilities of the firm(s) of the bidder

List 3 credible clients your firm has worked with that best reflects your work and relevancy to this project in the last 3 years. Briefly describe the role your firm played in each project.

Provide current reference information for 3 former / current clients where you effectively managed/manage the services sought to be procured by the NBCRFLI. Reference letters must not be older than 12 months.

Briefly describe your firm's organizational capacity to effectively perform project management services for membership of NBCRFLI's size.

Provide CV's of key officials.

How many full-time staff does your firm employ? Please include a copy of your firm's organizational chart.

What team will be assigned to this project with names and roles of the members of the team?

Disclose any planned mergers / acquisitions insofar as these may be relevant to NBCRFLI's evaluation of your proposal.

Describe your hardware, software vendor partnerships and any other third-party arrangements or contracts that affect the delivery of the services.

Describe your firm's disaster recovery and management plans (eg data security, power outages, worksite being compromised, etc)

1.24	Section 5: Proposed management fees
The detailed breakdown of proposed management fee applicable to the service(s) proposed must be stated here expressed as a Rand amount per month and shown separately for each service as may be applicable to the bidder's and its entities' proposal(s). The management fee must be fixed for the entire contract period except for inflation-related increases.	
1.25	Section 6: Formal documents to be submitted
In this section the following documents must be submitted.	
Section 6A: Audited financial statements	
Copies of the last 3 years audited financial statements of each entity involved in the proposal.	
Section 6B: SARS Tax Clearance Certificate	
An original valid SARS Tax Clearance Certificate must be submitted for each entity involved in the proposal. It must be valid at the date of closing of the proposal submissions. The certificate requirements page should not be inserted as part of the submission.	
Section 6C: Vendor Application Form	
A vendor form must be completed and submitted by all prospective bidders which a copy is attached hereto	
Section 6D: Company Registration Document (COR29)	
A copy of a company registration document must be submitted for each entity involved in the proposal.	
Section 6E: Identification Documents (ID) of directors	
ID copies of all directors of the Company shall be submitted.	
Section 6F: Bank letter	

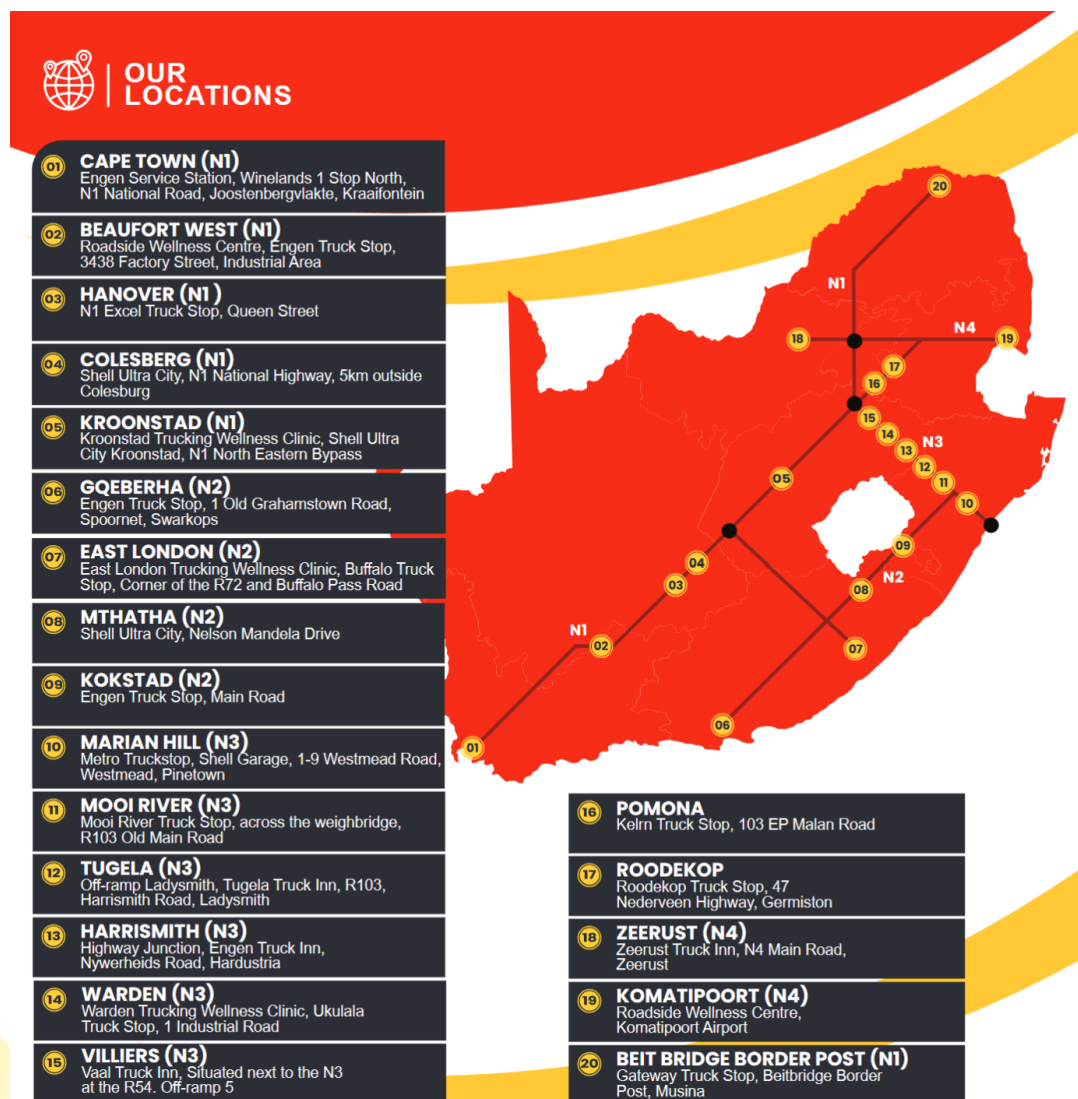
A certified letter from the bank must be submitted. Note: letter from the bank must not be older than three months and must have a bank stamp.	
Section 6G: B-BBEE Certificate	
An original valid B-BBEE Certificate or Sworn Affidavit where applicable must be submitted for each entity involved in the proposal. It must be valid at the date of closing of the proposal submissions.	
Section 6H: Proof of indemnity insurance	
Supply a copy of the current and valid indemnity insurance policy.	
1.26	Section 7: Confidentiality, copyright, and other warranties
The bidder and each entity as may be applicable must certify and warrant the following.	
(a) The proposal and all information in connection therewith shall be held in strict confidence and usage of such information shall be limited to the preparation of the proposal.	
(b) Copyright of all documentation relating to this proposal belongs to the NBCRFLI. The bidder may not disclose any information or documentation to other persons without the written approval of the NBCRFLI. This obligation shall survive this proposal process.	
(c) The bidder is able to conclude a Service Level Agreement to the satisfaction of the NBCRFLI.	
1.27	Section 8: Further particulars
In this section the bidder may submit any further particulars it so wishes to expand, enhance, inform or elucidate its proposal that is not provided for in the previous sections. Bidders are reminded to be concise in submitting such further particulars.	
1.28	Section 9: Authority and signature(s)
Provide the legally binding signatures and proof of authority of such signatories to the full proposal.	


1.29 Section 10: Bidder's contact details

Provide telephone and cell phone numbers, e-mail, postal and physical addresses of all persons representing the party (parties) that submit the proposal and of other persons that may reasonably be contacted by the NBCRFLI regarding the bidder's proposal.

SECTION 3: BACKGROUND AND SERVICES

The Trucking Wellness Programme was launched in 1999 as an initiative of the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI). The programme is a primary healthcare delivery system dedicated to the health and wellness of those employed in the Road Freight and Logistics Industry. Over the years, Trucking Wellness has evolved into a sustainable model of primary healthcare delivery to key populations through a blend of sleek mobile Wellness Centres and 20 fixed roadside Wellness Centres and 7 mobile units. These Clinics can be found on all major trucking routes and within South African borders.





The programme has grown into providing a holistic approach to health and wellness which encompasses a wide range of client specific, easily accessible, and free primary health care services, including but necessarily limited to:

Condom use education and distribution.

STI screening, diagnosing, treatment and education.

HIV awareness, information, education, counselling and testing.

Provision of pre-exposure (PreP) and post-exposure (Pep) prophylaxis.

Management of referrals to appropriate service providers for ART as well as HIV and AIDS treatment and care.

TB awareness, information, education, screening and referrals for treatment and care.

Malaria awareness, information, education, screening and referrals for treatment and care.

Screening tests for blood pressure, blood sugar, blood cholesterol and body mass index.

Diagnosis, treatment, care and support of primary health problems or concerns.

Mental health awareness benefits.

The programme is close to our hearts because a key contributor to the wellbeing of South Africa's economy is the wellbeing of our trucking and logistics workforce. If the trucking industry is able to move goods across the country efficiently, economic growth will be directly affected in a positive way.

From January 2022 to December 2024, Trucking Wellness has provided healthcare education to **97,670** long distance truck drivers, sex workers and community members. **150,571** patients have been consulted and have received various forms of treatment and care, with **7,334,872** condoms distributed to these key population groups over the 3-year period. Additionally, **6,915** individuals have received STI treatment during this period.

Each of the Clinics and mobile units are funded by the NBCRFLI and supported by donor organisations, industry partners, local government, and relevant health departments.

