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### REQUEST FOR QUOTATION (RFQ)

#### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE HEALTH AND WELLNESS SERVICES TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS**

RFQ	RFQ/2025/26/63
RFQ ISSUE DATE	04 February 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE HEALTH AND WELLNESS SERVICES TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE & TIME	13 February 2026 @ 16:00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto:quotations@portsregulator.org) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION**

### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE HEALTH AND WELLNESS SERVICES TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS**

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa (“the Regulator”) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005).  
In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
  - Exercise economic regulation for the ports system in line with government’s strategic objectives.
  - Promote equity of access of ports and facilities and service provider by ports.
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
  - Hear appeals and complaints contemplated in terms of Section 48 of the Act
- 1.3 The Ports Regulator has embarked on a process to appoint a service provider to assist with employee health and wellness services for a period of 3 years for 27 employees located in one office site.

#### **2. SCOPE OF WORK**

- 2.1 The service provider will be expected to provide the required services as described /listed below: -
  - 2.1.1 Psychosocial face to face support services
  - 2.1.2 24 hours’ telephonic health and medical support services
  - 2.1.3 Individual and group trauma counselling
  - 2.1.3 24 hours unlimited professional support
  - 2.1.4 Life management services: financial education, family services and legal advisory services
  - 2.1.5 Absenteeism management
  - 2.1.6 Incapacity and disability case management.
  - 2.1.7 The service provider should also provide regular management reports.
  - 2.1.8 Managerial consultancy and referral services
  - 2.1.9 Communication and marketing services including E-care and wellness education
  - 2.1.10 Programme Management services
  - 2.1.11 Professional strategy and policy consultancy services
  - 2.1.12 Professional Health Assessments
  - 2.1.13 Relationship management services
  - 2.1.14 Executive Wellness Programme proposal

- 2.1.15 Management and support for HIV and Aids, substance abuse and communicable disease
- 2.1.16 Knowledgeable speakers available to present specific topics at (at least) two (2) events per year during the contract period.
- 2.1.17 Reporting (Quarterly and annual report must be submitted to monitor proper usage of the service)

## **2.2    Expected Outcomes and delivery**

- The employee wellness programme should increase productivity by providing a sustainable and confidential employee wellness service to all employees.
- To establish and maintain a holistic approach to support employees in managing their personal and social problems.
- To provide employees and their immediate family members with a comprehensive resource to help them address personal problems.
- To provide management with a practical resource to aid in the supporting employees with personal and work-related problems when they impact on an employee's performance
  - To develop and improve the life skills and promote self-empowerment.
  - To promote and encourage employee healthy lifestyles and maintain a healthy workforce

## **3.    EVALUATION CRITERIA**

### **3.1    SCM Administrative (Phase 1)**

- 3.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 3.1.2 All SBD forms must be completed, signed by the authorised company representative.
- 3.1.3 POPIA consent form must be completed and submitted

***Failure to provide the information above may lead to bidder's proposal not being considered further.***

### **3.2    Mandatory requirements (Phase 2)**

Service providers must submit the following:

- Submit a minimum of at least three (3) written reference letters on client's letterheads where same assignments/services rendered.
- Attach CVs of at least two (2) qualified wellness practitioners (Psychologists/Councillors) and also proof that they are registered with Health Professions Council of South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP).
- The prospective service provider must demonstrate the relevant experience in providing employee health and wellness services. Submit comprehensive company

profile clearly indicating at least five (5) and more years of experience conducting employee wellness services.

**N.B: Failing to provide the above mandatory requirements will result in a bidder not being evaluated further**

### **3.3 Pricing Considerations and Specific Goals (Phase 3)**

3.3.1 The service provider must submit SBD 6.1 preference points claim form.

3.3.2 The service provider must submit a BBBEE certificate/affidavit.

**3.3.3 Specific goal: Weighs 20 Points**

3.3.4 The following are specific goals and how they will be measured for this RFQ:

No.	Specific Goal	How it will be measured/Proof	Points allocated
1.	More than 51% black women owned business	Provide ownership certificate/Shareholders certificate and identity documents	10
2.	More than 51% black youth owned business	Provide ownership certificate/Shareholders certificate and identity documents	10
	<b>TOTAL Points</b>		<b>20</b>

Bidders' price quotations must be inclusive of all applicable taxes (**including VAT**).

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## **4. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## **5. CONDITIONS TO BE OBSERVED WHEN RFQING**

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

## **6. Cost of Bidding**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Quotation on a letterhead
- Declaration of Interest (SBD 4),
- SBD 6.1
- Copy of CSD Report or MAAA Number (National Treasury)
- The POPIA consent form must be completed and signed by the authourised company representative.
- 3 reference letters
- CVs of at least two (2) qualified wellness practitioners (Psychologists/Councillors) and also proof that they are registered with Health Professions Council of South Africa (HPCSA) or South African Council for Social Service Professions (SACSSP).
- Submit comprehensive company profile clearly indicating at least five (5) and more years of experience conducting employee wellness services.
- BBBEE Certificate or Sworn Affidavit
- Ownership certificate/Shareholders certificate and identity documents