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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/2022/23-46
RFQ ISSUE DATE	23 September 2022
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	28 SEPTEMBER 2022 @12H00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: 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.

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 (Monthly statistical analysis, interpretation and recommendation for action, quarterly and annual report on all programmes)

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

2.3 Competency and expertise required

The following minimum criteria apply to any organisation responding to this invitation to quote and supporting documentation should be provided: Failing to submit the below will lead to disqualification. THE BELOW ARE MANDATORY DOCUMENTS

- 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).
- 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 health and wellness services.

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 AllSBD forms must be completed, signed by the authorised company representative.

Failure to provide the information above will 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).
- 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 evaluated further

3.3 Preference Point System 80/20 (Phase 3)

3.3.1 The **3rd phase** is to perform an evaluation of Price and BBEE on the bidder that successfully qualified on phase 2 (mandatory evaluation).

3.3.2 **Calculation of points for price** - The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. The bidder that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be evaluated on price and B-BBEE.

Calculating of points for B-BBEE status level of contribution

Points Points will be awarded to a bidder for attaining the B-BBEE status level of contribution by submitting original and valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency or certified copies thereof; or B-BBEE Certificate issued by CIPC or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids, to substantiate their B-BBEE rating claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.

Phase 3: The following table must be used to calculate the B-BBEE scores (80/20)	
PRICE	
B-BBEE Status Level Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non –compliant contributor	0

3.3.3 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 EFiling 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

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)