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Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE HOUSING DEVELOPMENT
AGENCY'S NATIONAL WELLNESS DAY**

RFP/JHB/2021/015

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 ON TUESDAY

01 FEBRUARY 2022

**NB: IF YOU ARE A SERVICE PROVIDER THAT IS NOT YET REGISTERED ON GOVERNMENT'S
CENTRAL SUPPLIER DATABASE, KINDLY REGISTER PRIOR TO SUBMISSION OF YOUR BID**

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable integrated communities by making well-located land and buildings available for the development of housing and human settlements. The HDA also provides project delivery services in the form of planning, capacity support and capability, and project management and works on projects in specific areas at the request of provinces and municipalities. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. Visit www.thehda.co.za for more information.

2. BACKGROUND

The HDA cares about the health and well-being of its employees and recognizes that there is a connection between wellness and productivity. For this reason, the organisation has promoted health and wellness in the workplace and has provided an annual wellness day to encourage employees to become aware of their health status and take advantage of the health care screening and awareness programme provided on the day.

The Housing Development Agency has a staff complement of two hundred and thirty-eight (238) employees, situated across all nine (9) Provinces of South Africa. We seek to procure the services of a professional corporate wellness day service provider who is able to conduct the **event on the same day, nationally by 29 April 2022.**

The HDA will provide suitable venues taking COVID-19 protocols into consideration, to conduct the individual health screening sessions, and a venue for an awareness programme presentation conducted from the HDA's Head Office in Johannesburg and attended virtually, in all other provinces simultaneously.

3. SCOPE OF WORK

The HDA is seeking highly qualified providers who are well established and believe in providing the best service at value for money. We seek to appoint a service provider to provide the health screening services together with an awareness programme associated with the aftermath of COVID-19 pandemic, that would include psychosocial tools for factors such as anxiety, depression, stress and bereavement counselling. Management should get a report on every aspect of the wellness day event.

4. DELIVERABLES

The organisation would need a detailed written report on the number of staff participation in each provincial office's wellness day proceedings and outcomes (communicate all developments, issues, concerns, compliments).

The report must include but not be limited to the following health screening:

- Cholesterol Testing
- Blood Pressure Testing
- Body Fat Percentage Testing (BMI)
- Glucose Testing
- HIV Testing and Screening
- HIV Counselling
- Vision & Posture analysis
- An awareness programme focusing on psychosocial support during the COVID-19 experience (anxiety, depression, stress, bereavement) to be conducted at the Head Office (Gauteng) with a maximum of 10 seated in the facility, the remainder will be conducted via MS Teams.
- 1-day event across all 9 provinces (8h00 until 16h00).
- A report and presentation outlining and summarizing main components of the wellness day event.

5. REQUIREMENTS

- The services provider must be registered with the Health Professions Council of South Africa.
- The health screening and counselling services.
- Awareness programmes focusing on psychosocial support during the COVID-19 experience (anxiety, depression, stress, bereavement) in every HDA Provincial office.
- The service provider is required to have a national geographical footprint in all nine (9) Provinces:
 - Durban (14)
 - Cape Town (30)
 - Port Elizabeth (7) /East London (19)
 - Bloemfontein (13)
 - Kimberley (6)
 - Polokwane (19)
 - Johannesburg (108)

6. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 6.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 6.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 6.3 Bidders who do not submit their B-BBEE status level verification certificates or non-complaint contributors to B-BBEE will not qualify for preference points for B-BBEE

7. COMPANY REQUIREMENTS

- 7.1 The service provider must have provided services in the Corporate Sector and have been established at least five (5) years ago.
- 7.2 The above-mentioned experience must be supported by three (3) written references, with contactable references.
- 7.3 The service provider must designate an official to be its' authorised representative to liaise with the HDA's representative.

8. CONTRACT

In addition to the letter of appointment, the appointed service provider shall be required to enter into a Service Level Agreement with the Housing Development Agency (HDA) for the national wellness day initiative that will be communicated by the HDA across all stated provincial offices.

9. EVALUATION CRITERIA

- 9.1 Bids will be evaluated on the 80/20 points system as outlined in the PPPFA of 2011.

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for the functionality of 80 of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BBBEE points

Phase 2: Those that qualify will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Experience: <ul style="list-style-type: none">Service providers should provide a company profile demonstrating five (5) years or more experience in wellness day health screening and counselling services and awareness programmes to corporates.The above-mentioned experience must be supported by contactable written references on the Referees'	<ul style="list-style-type: none">0 to 2 years = (5 points)3 to 4 years = (10 points)5 and above years = (15 points) <p>1 contactable written reference = (1 point) 2 contactable written references = (2 points) 3 contactable written references = (5 points)</p>	20

letterhead with three (3) that are contactable references.		
Health Professions Council of South Africa Registration: <ul style="list-style-type: none"> • Proof of HPCSA registration of all team members and on-site Nurses in every provincial office involved in the project. • 	<ul style="list-style-type: none"> • Proof of HPCSA (registered nurses) registration of the full team involved in the project = (20 points) 	20
<ul style="list-style-type: none"> • Company profile and individual team members CV's and registration with the relevant statutory bodies. Capacity and professional resources. • Proof of national footprint in Johannesburg; Cape Town; Kimberley; Port Elizabeth; Bloemfontein; Polokwane; and Durban 	<ul style="list-style-type: none"> • Provide company profile, registrations and CV's of the team that will support the HDA (20 points) • Confirmation of national footprint in HDA provincial office and. proof of national footprint with South Africa (10 points) 	30
<ul style="list-style-type: none"> • Methodology of Wellness Day coordination across national offices and project timelines for the one-day event. 	<ul style="list-style-type: none"> • Meets and exceeds the requirements = 30 • Meets requirements = 20 • Partially meets requirements =15 • Does not meet requirements = 0 	30
TOTAL		100

Table 4 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
BBBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

- The HDA proposal will be evaluated as per PPPFA regulations.

10. PAYMENT STRUCTURE

The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

11. GENERAL

11.1. Below are compulsory requirements for this service

11.1.1. Kindly complete and submit the following:

- CSD Report
- SBD Forms (SBD4, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under the compliance checklist.
- Valid and original or certified B-BBEE Status Level Verification Certificates issued by SANAS, IRBA or CCA.

11.2. Further information regarding technical matters can be sent via email to Jeanine.Dennis@thehda.co.za or abieda.asvat@thehda.co.za or call: 011 544 1000.

11.3. Further information regarding supply chain matter and queries can be sent via email to jennifer.monareng@thehda.co.za or Tel: 011 544 1000

Proposals must be submitted by or not later than 11h00 on 1st February 2022 to the following address:

The Procurement Officer
The Housing Development Agency
Block A, Second Floor
1 Maxwell Drive
Megawatt Park
Sunninghill
Gauteng
2157

Tel: 011 544 1000

The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider. Bidders are requested to submit two (2) copies of the proposal and bid documents; one (1) original plus one (1) copy.