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Block B, 2nd Floor
1 Maxwell Drive
Megawatt Park
Sunninghill, 2157
Sandton



REQUEST FOR PROPOSALS

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

RFP/JHB/2022/006

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 ON FRIDAY

21 OCTOBER 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 fourteen (214) 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 31 March 2023.**

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, burnout, 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 in the aftermath of the COVID-19 experience (anxiety, depression, burnout, 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 South African Nursing Council.
- The health screening and counselling services.
- Awareness programmes focusing on psychosocial support in the aftermath of the COVID-19 experience (anxiety, depression, burnout, stress, bereavement) in every HDA Provincial office.
- The service provider is required to have a national geographical footprint in all nine (9) Provinces:
 - Durban (11)
 - Cape Town (25)
 - Port Elizabeth /East London (23)
 - Bloemfontein (11)
 - Kimberley (6)
 - Polokwane (16)
 - Mahikeng (7)
 - Johannesburg (115)

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-compliant 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.

Bidders will be evaluated based on functionality. The minimum threshold for the functionality of 70 of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BBBEE points

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<p>Company Experience:</p> <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. 	<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)</p>	20

<ul style="list-style-type: none"> The above-mentioned experience must be supported by contactable written references on the Referees' letterhead with three (3) that are contactable references. 	2 contactable written references = (2 points) 3 contactable written references = (5 points)	
South African Nursing Council Registration: <ul style="list-style-type: none"> Proof of SA Nursing Council 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 SA Nursing Council (registered nurses) registration of the full team involved in the project 20 nurses and above =20 19 - 15 nurses = 15 14 -10 nurses = 10 0- 9 nurses- 0 points 	20
<ul style="list-style-type: none"> Company profile and individual team members CV's and registration with the relevant professional bodies. Capacity and professional resources. Proof of national footprint in Johannesburg; Cape Town; Kimberley; East London; Port Elizabeth; Bloemfontein; Polokwane; Mahikeng and Durban. 	<ul style="list-style-type: none"> Provide company profile, registrations (10) points CV's of the team that will support the HDA (10) 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

The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system.

Table 2 – Price and B-BBEE

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

10. TERMS AND CONDITIONS

10.1 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.

10.2 No payment will be made where there is an outstanding information/work by the service provider/s.

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, SDB 6.1, 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.

Proposals must be submitted by not later than 11h00 on or before **21 October 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.