

**REQUEST FOR QUOTATION (RFQ)
PROVISION OF STAFF WELLNESS SERVICES**

Description	:	PROVISION OF STAFF WELLNESS SERVICES			
RFQ issue date	:	08 November 2019	RFQ closing date	:	15 November 2019
RFQ number	:	RFQ/2019/89	Enquiries	:	Lindiwe Duma
Email	:	lindiwed@inseta.org.za	Lead Time	:	TBC

1. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a qualified and experienced service provider to offer Staff Wellness Services to enhance staff engagement and drive organisational effectiveness for approximately 70 staff members to be offered at INSETA offices at 37 Empire Road, Parktown, Johannesburg.

2. SCOPE OF WORK:

INSETA cares about the health and wellness of its employees by introducing initiatives to keep staff in good health, engaged and productive as part of the organisational culture.

The purpose of staff health and wellness services is to enhance organisational effectiveness by engaging staff in reducing and managing work related stress. Stress drains employees of health and wellness. Employees experience damaging levels of stress that affect their work and home lives.

The appointed service provider(s) is expected to design the services in a manner aimed at enhancing people dynamics, team cohesion and organisational culture within INSETA.

The appointed Wellness Service provider(s) will be required to provide:

- **Onsite Yoga / Thai Chi Classes** – A Yoga/ Thai Chi Instructor to come to INSETA offices once a week for a period of 4 months to guide INSETA staff through a Yoga/ Thai chi class.
- **Massage Therapy:** A massage therapist to come to INSETA offices two times per month for a period of 4 months to offer head and neck massages for all staff.
- **Healthy Eating Seminars:** Encouraging healthy eating habits. A nutritionist and/or chef/s who specialises in healthy food to conduct cooking demonstrations teaching all staff easy simple healthy cooking recipes two (2) times per month for a period of 4 months.

- **Health Screening Services:** To provide health screening services for all INSETA staff, including but not limited to testing for hypertension (BP monitoring), blood sugar level testing, optometric, BMI, audiology (hearing), HIV & Aids.
- **Information Session and Communication:** Educate, share information on health and wellness in the work place as and when required.

3. PRICING CONSIDERATIONS:

Service providers must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT):

Costing must comprise of the following services:

- Onsite Yoga / Thai Chi Classes for 16 sessions for 70 employees
- Massage Therapy for 8 sessions for 70 employees
- Healthy Eating Seminars for 8 sessions for 70 employees
- Health Screening Services
- Staff Communication as and when required
- Information sharing session as and when required
- Provision of materials required for the services
- Travelling cost (Wellness services will be conducted at INSETA offices) and
- Other associated cost

4. COMPULSORY REQUIREMENTS:

- Five (5) years or more experience in providing Staff Wellness (**a company profile must be provided indicating the experience**).
- Four (4) reference letters indicating similar experience within the last 3 years. Reference letters must be dated, signed and be in the referring company's letterhead. The reference letter(s) must clearly indicate the service that was rendered.
- The bidder must propose at least one or more personnel for the following activities:
 - Certified Yoga / Thai Chi Instructor
 - Certified Massage Therapist
 - Certified Healthy Eating (Nutritionist and / or Chef)
 - Certified Health Screening Personnel e.g. optometrist, nurse etc.

The above proposed key personnel's must be in possession of a relevant qualification in their field of expertise (a detailed CV and Certified copies of the qualifications must be provided). The above key personnel must have a minimum of three (3) years' experience in their areas of expertise working in terms / groups / corporate experience.

- The above -mentioned or proposed key personnel must provide an outline (methodology and approach) of the services and process to be followed to achieve the result.

Failure to provide this mandatory information will lead to bidder's proposal not being considered further on price and BBBEE.

Full Name of Bidder: _____

Company Name: _____

CSD Number: MAAA _____

TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- INSETA reserves the right to verify the information submitted by bidders.
- INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- Any and all documentation relating to this contract shall be the property of INSETA.
- In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- Late and incomplete submissions will not be accepted.
- Quotations/proposals shall be valid for at least 30 days from date of submission.
- Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- The successful bidder must be able to deliver the laptops, within four (4) weeks from being offered an order.
- Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations.
- The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9.
- INSETA does not do upfront payments.
- Quotations along with required documentation and SBD forms must be hand delivered to INSETA Office, 37 Empire Road, Parktown, 2193 and email documents are also acceptable email to lindiwed@inseta.org.za on or before **15 November 2019 at 11h00**.

Failure to comply with the above conditions invalidates your offer