


Requesting Office: Procurement	
Contact Person: Gofamodimo Seletshoge	
Contact Numbers: 014 597 4636	
Facsimile:	RFQ – 10016970
E-mail address: gofamodimos@magalieswater.co.za	

DATE ISSUED: **02 AUGUST 2022**

CLOSING DATE: **10 AUGUST 2022**

PLACE OF DELIVERY: **MAGALIES WATER, 38 HEYSTEK STREET, RUSTENBURG,0300**

For More information/query email: gofamodimos@magalieswater.co.za or call 014 597 4636

Item No.	Description/Specification	Quantity Required
1.	Employee wellness services	3 years

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EMPLOYEE WELLNESS PROGRAMME (EWP) FOR MAGALIES WATER FOR A FIXED PERIOD OF THREE YEARS

1. INTRODUCTION


Magalies Water is the Water Board established in terms of section 28 of Water Services act (Act No 108 Of 1997), and Public entity as per schedule 3b of the Public Finance Management Act (Act No 1 of 1999), as amended.

2. OBJECTIVE

Appoint the Service Provider for an Employee Wellness Programme for Magalies Water.

3. PURPOSE


Magalies Water recognises that employees may experience health, personal, social and other problems which may adversely affect performance and that Employee Wellness is essential in relieving stress and illness in the workplace, increasing employee

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productivity and ensuring improved organisational performance. To this end Magalies Water requires the services of a service provider to render this service to 350 employees.

4. DELIVERABLES


- 4.1 Magalies Water offices include the Head office (38 Heystek street, Rustenburg), Brits Laboratory No.1 Stofberg Street, Brits) and the four Water Treatment Plants (Vaalkop, Wallmansthal, Cullinan and Klipdrift).
- 4.2 The successful service provider is expected to perform the following functions as the minimum deliverables.
- 4.3 A comprehensive and integrated Employee Wellness Programme (EWP) consisting but not limited to the following interventions over a period of three years:
- Chronic Illness management which includes, among others; awareness, counselling, testing and support for employees and their immediate family members. Assistance with the potential impact of HIV/ AIDS, Cancer etc through interventions and programmes that are appropriate, cost effective and sustainable.
 - Executive Wellness
 - Awareness and Education interventions
 - Health and Fitness.
 - Psychological and clinical counselling.
 - Stress and Trauma management.
 - Substance abuse and addiction.
 - Support for chronic illness.
 - Call centre help line and face-to-face or on/ off-site consultation,

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- Detailed Service Management Plan (timelines and resources to be utilised).
- Utilisation Reports (reports to Magalies Water on a quarterly basis).
- Provision of health awareness services.
- Advisory services to Magalies Water on Employee Assistance Programmes (EAP) relating to performance and disability management.
- Provision of health and wellness advisory services and referral to external health resources nutrition, medical treatment and opinion.
- Case management and monitoring

5. REQUIREMENTS.

- a) The Service Provider shall be professionally qualified and appropriately registered with the Health Profession Council of South Africa (HPCSA) and South African Council for Social Service Profession (SACSSP).
- b) Previous experience of preferably at least 10 years in the industry.
- c) An accounts manager with 5 years' experience in the EAP field.
- d) Existing and previous clients and their details where similar work is being done.
- e) A summary of the resources that will be provided together with representative CV's to demonstrate the experience and expertise of the proposed staff.
- f) A contingency plan when identified resources may not be available for a specific requirement at a specific time.
- g) Other relevant information in support of or elucidating the proposal.
- h) Bidders must provide a cost proposal and disbursements for each year.


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6. SPECIFIC CONDITIONS

- The proposal must be submitted with all required information containing technical information as well as the price information on rates applicable.
- For the purpose of business continuity, the service provider will undertake to transfer skills to officials MW while undertaking the project.
- The project cost shall include all subsistence and travel cost incurred while undertaking the project between MW business locations.
- The prospective service provider is required to submit a proposal that will include but not limited to a detailed project methodology and outline ability to deliver on the project.
- Magalies Water reserve the right not to award the contract.
- Quotes should be on the letterheads, indicating the VAT registration number if VAT registered, and where possible include samples of previous similar work
- The declaration of interest form must be filled in, signed and returned with the quotation.
- The Preferential Procurement Policy Framework Act will be applied.

6.1 PAYMENTS

- 6.1.1 Magalies Water will not make an upfront payment to a successful service provider. Payment will only be made according to the phases of the project plan that will be agreed upon by both parties and upon receipt of an original invoice.

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6.2 REPORTING REQUIREMENTS AND PROGRESS MEETINGS


- 6.2.1 It is envisaged that the Magalies Water will require an initial meeting with the successful service provider to agree on the project process and options to be investigated.
- 6.2.2 Progress meeting feedback shall be held as and when necessary, but at least once a quarter. The venue of these meetings will be at the Head office, 38 Heystek Street, Rustenburg, unless otherwise agreed between parties.
- 6.2.3 Successful service provider shall submit copies of monthly, Quarterly and Annual utilisation reports showing trends during the project
- 6.2.4 The service provider may from time to time be invited to present the report at EXCO.

7. TIME FRAME

3 Years .

Enquiries:

- a) **Buyiswa Bingwa**
Acting GM: Corporate Services
- b) **Mvelo Madlala**
Talent and Development Manager

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1. Submission of Quotations

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline Date by no later than 12h00 to the email below. Email: gofamodimos@magalieswater.co.za

2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation

3. Evaluation

The quotation will be checked for responsiveness according to the following **REQUIREMENTS:**

- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.
- Quotation with physical address, date, contact details and banking details

4. Terms & Conditions

Quotations received after the closing date will not be accepted.

All costs to be included in the quotation.

Delivery must take place at the specified place.

Quotations to be valid for 30 days from date of issue.

All non-responsive bids will be rejected.

The Government Procurement General Conditions of Contract shall apply.