



## **TERMS OF REFERENCE**

### **EMPLOYEE WELLNESS PROJECT**

Reference: SABFS003/2025

Advertisement Date: 11 February 2025

Closing Date: 24 February 2025

Closing Time:

17:00 Tender type:

Public

## **1. BACKGROUND**

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

## **2. OBJECTIVES**

The SABFS is looking to appoint a health and wellness provider on a 2 year fixed contract to offer a variety of services to staff members at our two offices in South Africa (Johannesburg and Cape Town). The objective of this project is to implement and facilitate an employee wellness program which promotes physical, mental, and emotional health amongst all staff members, leading to increased productivity, reduced healthcare costs, improved morale, and higher retention rates by encouraging healthy lifestyle choices, managing stress, and providing access to preventative healthcare services.

## **3. SCOPE OF WORK**

The offered Employee Assistance Programme should support medical and mental health issues, trauma intervention and debriefing, as well as financial and legal issues according to the breakdown below.

### **3.1. DELIVERABLES**

**The service provider should be able to deliver effective and professional service in the following areas:**

#### **3.1.1. Employee assistance programs (EAPs)**

These voluntary intervention programs should provide confidential assistance to employees for personal problems they may have which could impact their work performance.

- a. The program should offer support on the following:
  - i. Medical and mental health issues.
  - ii. Trauma intervention and debriefing.
  - iii. Financial and legal issues.
  - iv. Offer short-term support.
  
- b. Support to be offered through:
  - i. Phone calls,
  - ii. Video chats,
  - iii. Email and,
  - iv. Face-to-face counselling.
  
- c. Categories of people eligible for the service:
  - i. SABFS employees
  - ii. Spouse
  - iii. Immediate dependents.

#### **3.1.2. Wellness program**

Wellness programs help to encourage and support a healthy lifestyle. The service provider should provide the following:

- a. Assist with creating a culture of learning through presenting staff with monthly themed health education content via E-pamphlets and/or Posters.
- b. Arrange an Annual Wellness Day event which will focus on employee wellness screening, required counselling, and referrals (where required) including:
  - i. Body Mass Index.
  - ii. Blood Pressure.
  - iii. Blood Sugar (Glucose) Finger Prick Test.
  - iv. Cholesterol Finger Prick Test.
  - v. HIV Finger Prick Test.
  - vi. Onsite vision and hearing Test.

**3.1.3. Notes:**

- a. A detailed quote should be provided with accurate costing on each of the items/group of items above.
- b. Other additional value-added services should be clearly indicated for consideration.
- c. Number of employees: 40 Max
- d. Duration of contract: 2-year fixed term.

**4. EVALUATION CRITERIA**

**4.1. Phase 1: Technical Evaluation**

Evaluation of the technical part of the proposal will be based on the candidate’s responsiveness to the terms of reference and the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

<b>Criteria</b>	<b>Points</b>
Methodology and approach.	50
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	30
Qualifications and experience of team members	20
<b>TOTAL</b>	<b>100</b>

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

**4.2. Phase 2: Pricing and BEE Evaluation**

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. Pricing 80 points
- b. B-BBEE Points 20 points

**5. Supervision**

The successful service provider will regularly contact the Human Resources and Auxiliary Manager whenever applicable.

**6. Completion Criteria and Payment**

- a. Payment will be made based on an agreement between the SABFS and the successful bidder.

## 7. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
<b><u>Additional Costs</u></b>			
<b>VAT</b>			<b>R</b>
<b>TOTAL AMOUNT</b>			<b>R</b>

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

## 8. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents:

- a. Company profile and certificate of Registration
- b. Valid and original tax clearance certificate (for quotes above R30 000)
- c. Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- d. List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- e. Proof of banking details.
- f. Pricing Schedule
- g. Declaration of Interest

### **NB:**

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

9. All inquiries relating to the tender must be communicated in writing only by no later than 17h00 on 24 February 2024. All written communication should be sent to the following email address only: [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: SABFS003/2025 – Employee Wellness Project.
10. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
11. Each applicant is required to submit one (1) Softcopy to [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), no later than the stipulated closing date and time.
12. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



**Mrs S Mashaba**

**Executive Manager: South African Board for Sheriffs**