

**RFQ: 10/May/2021/Admin**

ASSAf requires to appoint a service provider for a period of 2 years commencing 1 June 2021. to 31 May 2023 to provide Employee Wellness Services.

**SPECIFICATIONS**

**Employee Wellness Programme**

- 24 hours a day telephonic counselling with a qualified professional
- Critical incidence services
- Family care support
- A number of face-to-face counselling sessions with a qualified professional in an area of your choice
- Life Management: legal and financial telephonic advice
- Telephonic health and medical support services
- Musculoskeletal Health support for issues such as, back pain and neck pain
- Access to an electronic mental wellness service that provides a wealth of health and wellness-related information.

Deadline for Quotes: **19 May 2021**

All technical queries may be directed to Mrs Lynette Du Plessis at [lynette@assaf.org.za](mailto:lynette@assaf.org.za)

All SCM queries may be directed to Ms Didi Rambau at [didi@assaf.org.za](mailto:didi@assaf.org.za) or alternatively to SCM at [scm@assaf.org.za](mailto:scm@assaf.org.za)

## **EVALUATION CRITERIA**

The evaluation criteria will be based on compliance, specifications and where applicable B-BBEE price point'

## **SUPPORTING DOCUMENTATION**

- B-BBEE status level verification certificate/sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a non-Vat Vendor please indicate so.
- ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.