

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ08265841
Buyer: Dulwana, Miss Q [00065769]

Closing Date: 2026-09-01
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	IMPLEMENT HEALTHY LIFESTYLE SERVICES	Service Providers are requested to implement healthy lifestyle services for 1000 employees as per specification and pricing schedule available at SCM in Harrower Road- Port Elizabeth. "Fully completed pricing schedule to be uploaded on the Informal Tender Portal before the closing date and time - failure to do so may render you non responsive "Minimum requirements may be requested from the shortlisted bidders within the 72hr period after the closing date and time of the advert - failure to do so may render you non responsive. "For more details on the above item please contact: Sojola Sibongile @ 076 105 3754.	AA42056

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

SUPPLY CHAIN MANAGEMENT -

INFORMAL TENDER NO: CSQ08265841

SPECIFICATION

AS and WHEN REQUIRED

CONTRACT DESCRIPTION: HEALTHY LIFESTYLE & WEIGHT MANAGEMENT

SERVICES

PREPARED BY: S. SOJOLA-WELLNESS CORDINATOR

CONTACT DETAILS: 041 506 63299/ 0761053754

PERIOD: UNTIL JUNE 2027 / THRESHOLD IS REACHED/ AS AND WHEN REQUIRED

DIRECTORATE :PUBLIC HEALTH

SUB-DIRECTORATE:OCCUPATIONAL HEALTH SAFETY &WELLNESS -WELLNESS

UNIT

1.BACKGROUND

Employees are the assets and critical enabler in the achievement of key service delivery imperatives and key performance areas of the institution, hence their well-being, support, care, health is essential.

Unhealthy lifestyle is one of the main contributors of absenteeism, incapacity, presenteeism, Injury on duty, accidents and premature deaths, disablement and medical boarding and poor performance of the institution. The programme seeks to maintain a healthy productive workforce and employee longevity. The implementation of the programme will assist the employer in improving organizational culture and assist in transformation of the institution.

2.SCOPE OF WORK

The programme is targeting 1000 Nelson Mandela Bay Metropolitan employees (Contract and permanent) and councilors at PE and Uitenhage offices.

3. PURPOSE

To promote and enhance a culture of healthy lifestyle that influences life longevity, performance, prevention & management of illnesses & diseases through holistic physical wellness programmes

4. OBJECTIVES

4.1 To improve and enhance employee and councillors well-being through healthy lifestyle and weight management programmes

4.2 To reduce levels of absenteeism and poor productivity linked to poor lifestyle habits and behaviour patterns

4.3 To reduce the level of illnesses and diseases linked to unhealthy lifestyle and behaviour habits

4.4. To enhance teamwork

4.5. To enhance a culture of support and care and a conducive work environment

5. LEGISLATIVE FRAMEWORK

5.1 The Constitution of the Republic of South Africa 108 of 1996

5.2 Occupational Health and safety Act 85 of 1993

5.3 HIV&AIDS, TB, STI strategic framework

5.4 National Health Act 61 of 2003

5.5 Substance abuse act 70 of 2008

5.6 SALGA MAIN COLLECTIVE AGREEMENT

5.7 Medical aid scheme 131 of 1998

5.8 Labour relations Act 66 of 1995

5.9 Employment equity Act 55 of 1998

5.10 Mental Health Act 17 of 2002

6. PROJECT DELIVERABLES :

Key deliverable area	Frequency	Number of participants
6.1 Marketing and registration of participants	Once on inception	1000
6.2. Assessments of weight, medical conditions, risks, goals and other related needs prior commencing with the programme	Once on inception	1000
6.3.design a variety of physical corporate wellness	Once on inception	



programmes in PE & Uitenhage office		
6.4. Conduct onsite physical wellness session	3 times a week: Monday, Tuesday and Wednesday from 12h00 to 17h00 at PE & Uitenhage offices	
6.5. Conduct educational, motivational and awareness programmes on various healthy lifestyle, wellness and management of communicable and non-communicable illnesses	Once per quarter	all
6.6..Provide onsite monitoring and evaluation sessions	Quartely and when necessary	
6.7.. Facilitate functionality of the onsite gym programme	Monthly	All
6.8..Compile report and attend meetings	Monthly/Quartely & exit	
6.9..Provide motivational talks and encouragement sessions	Once a month	All
6.10.Managing chronic conditions through exercise ,such as arthritis ,diabetes ,HIV ,fibromyalgia ,hypertension ,obesity etc.	Quartely	All

7. MINIMUM REQUIREMENTS:

Minimum requirements may be requested from shortlisted bidders within the 72hr period after the closing date and time of the advert- failure to do so may render you non responsive

NO	REQUIREMENTS	YES (✓)	NO (✓)
	The acquired Professional Staff should have the under-mentioned requirements:		
7.1	BSC Sports Science / BA Human Movement Science, Dietetics, sport development, Nutritionist, Biokinetics, Physiotherapy and other related field in wellness and health		
7.2.	2- 5 Years minimum experience in management of private or public health care facility/GYM/wellness centre		
7.3.	Proof of current registration with the relevant professional body		
7.4.	Own equipment and administrative support		

“PRICING SCHEDULE; CSQ082365841

“Fully completed pricing schedule to be uploaded on the Informal Tender Portal before the closing date and time of the advert- failure to do so may render you non responsive

Cost item	Description	Quantity	Pricing Excluding VAT	Pricing including VAT
Assessment of participants prior commencing with the programme	Each employee participating in the programme will be assessed to determine injuries, medical conditions and the goals for joining the programme prior commencement with the programme			
Marketing and designing	Visual, social media and any other form of marketing the programme will be used to create appetite and retain the participants			
implementation of physical corporate wellness programmes	A proposal must be drafted that shows clear plan on the onsite corporate exercise programme catering for the various needs of the employees			
Monitoring and evaluation	Monthly and quarterly monitoring sessions			

Report writing and administration	Monthly, quarterly and exit reports			
			Total excl vat	
			Vat	
			Total incl. vat	

NAME OF THE SERVICE PROVIDER:

ADDRESS:

CONTACT DETAILS:

SIGNATURE:**DATED:**.....