

INFORMAL TENDER ADVERT

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

Tender Number: CSQ08265842
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	SERVICES TO CAPACITATE, COACH AND MENTOR	Service Providers are requested to offer their services to capacitate, coach and mentor (100) peer educators as per specification and pricing schedule available at SCM in Harrower Road - Port Elizabeth. "As and When required" "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. "For more information on the above item please contact: Sojola Sibongile @ 076 105 3754.	AA42057

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: CSQ08265842

SPECIFICATION FOR CAPACITY BUILDING, COACHING AND MENTORSHIP

PREPARED BY: S.SOJOLA-WELLNESS CORDINATOR

CONTACT DETAILS: 041 506 63299/ 0761053754

PERIOD UNTIL JUNE 2027 / AS and WHEN REQUIRED

DIRECTORATE :PUBLIC HEALTH

SUB-DIRECTORATE:OCCUPATIONAL HEALTH SAFETY &WELLNESS -WELLNESS

UNIT

1.BACKGROUND:

A Peer educator is defined as an NMBM employee or councillor within a Directorate /Sub directorate that is able to assist employees with wellness and other related information, education, support, care and advise on timeous and consistent intervals.

Peer educator coaching and mentorship programme assist in influencing healthy behaviour, beliefs and patterns at Directorate /Sub-Directorate level that may affect the well-being and productivity of the employee and the institution.

The main objective of the Peer educator capacity building, coaching & mentorship programme is early identification, educating, information sharing, support, care and referral of employees as well as councillors that may be having social, spiritual, physical and work related challenges that may affect employee performance and well being. The peer education coaching and mentorship programme enhances wellness services beyond the wellness centre and decentralise it to a Directorate and Sub-directorate level.

The programme ensures that each Directorate has a peer educator as per the number of employees in each sub-directorate. Currently the programme has +_ 200 peer educators that were trained in the past 5years. The term for each peer educator is 2yrs which has expired. Some of the trained peer educators have exited the institution and others have changed the positions hence the revival and renewal of the programme is essential to ensure employee and councillors wellness is improved and maintained.

2.SCOPE OF WORK

The programme is targeting 100 Nelson Mandela Bay Metropolitan employees (Contract and permanent) and councilors at PE (70) and Uitenhage offices (30).

3. PURPOSE

To capacitate, coach and mentor Peer educators with life-skills that will enhance employee and councilors well-being and institutional productivity.

4. OBJECTIVES

- 4.1. To capacitate peer educators on integrated wellness dimensions so to enable them to share and educate employees and councillors in various Directorates
- 4.2. To improve and enhance employee and councillors well- being through education and awareness sessions
- 4.3. To provide sustainable wellness interventions that are linked to employee needs
- 4.4. To assess the impact of wellness services and return on investment

- 4.5. To proactively identify risky trends , patterns and behaviours through the peer educators interventions
- 4.6. To provide support and care to employees and councillors.
- 4.7. To influence and organisational culture of wellness

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:

- 6.1. The programme is targeting training, coaching and mentorship of 100 peer educators in various Directorates. The targeted participants have various language proficiency in English, Xhosa and Afrikaans and the service provider must be affluent in 3 languages. The participants have various literacy levels, cultural and religious beliefs that must be accommodated by the service provider in the training programme.

Key deliverable area	Frequency	Duration	Number of participants
6.1.1 Training, Coaching and mentorship of peer educators in the following areas: Management and prevention of communicable /non communicable	Once per quarter	5 hours	100 (30 Uitenhage and 70 in PE)

illnesses and diseases. Wellness Life skills and coaching related programmes 6.1.2 The topics to be covered for training may include but not limited to : stress management, sleeping disorder, healthy lifestyle, immune boosters, management of HIV&AIDS, DIABETES, Hypertension , cardiac , cancer and other illnesses, financial management , mental health, change management, gender diversity in the workplace			
6.1.2 Develop training manuals, materials and training programme	Once on inception		100
6.1.4. Assess, evaluate & monitor the peer educators	Quarterly	1 hr	100
6.1.5. Compile report and assessment outcomes	Quarterly and annually	n/a	n/a

6.1.6. Conduct coaching and mentorship	Quarterly	1hr	100
6.1.7. Provide material, manuals, visuals, stationery, information and administrative support	Quarterly and when necessary		100
6.1.8. Provide certificates to the participants	Once on exit and completion of the programme		100

- 7. 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 (✓)
7.1.	The service provider must be accredited with relevant SETA and a proof of accreditation must be provided		
7.2..	The service provider must have NQF level 7/more qualifications in the field of Health, social work, psychology, wellness, social science		
7.3.	The service provider must be registered with a professional related body, and a proof of current valid registration must be provided		
7.4.	The service provider must have 3-5yrs of relevant experience in facilitation in the field of wellness and health		
7.6.	The successful bidder is expected to produce manuals in proficient languages, certificates of attendance, training schedule, administration support, visuals and necessary stationery		



PRICING SCHEDULE: CSQ08265842

“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 inclusive VAT
Developing of training manuals and training programme	100 training manuals must include but not limited to the following areas: stress management, sleeping disorder, healthy lifestyle, immune boosters, management of HIV&AIDS, DIABETES, Hypertension, cardiac, cancer and other illnesses, financial management, mental health, change management, gender diversity in the workplace the language proficiency used in the manuals must be flexible to Xhosa/English / Afrikaans and must be accommodative	100		



	of literacy levels of the participants.			
7.1. Training of peer educators	Training programme of 100 peer educators at PE (70) AND UITENHAGE (30) PER person	100		
8.3.Coaching and mentorship	Coaching and mentorship of peer educators once a quarter , per person	50		
8.4..Assess , evaluate & monitor the peer educators	Quartely	100		
8.5..Compile report and assessment outcomes	Quartely and annually	1		
8.6..Provide training material, certificates , manuals, visuals , stationery , information and administrative support	Quartely and when necessary	100		
8.7. Accommodation for trainings				
			Price excl vat	
			Vat	

			Grand Total	
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NAME OF THE SERVICE PROVIDER:

ADDRESS:

CONTACT DETAILS:

SIGNATURE:**DATED:**