



REQUEST FOR A QUOTE FOR EMPLOYEE ASSISTANCE AND WELLNESS
PROGRAMME SERVICES- RFQ 394/2025 - 2026

The Market Theatre Foundation

Request for Quotation:

REQUEST FOR A QUOTE
FOR EMPLOYEE
ASSISTANCE AND
WELLNESS PROGRAMME
SERVICES–
MTF RFQ 394/2025 - 2026

Advertised Date: 09 October 2025

Closing Date: 14 October 2025

Extended closing date: 20 October 2025

Closing Time: 12:00

Tender Price: N/A

Tender can be delivered in Tender box situated at or emailed:

138 Lillian Ngoyi Street, Newtown
ntshidisengm@markettheatre.co.za

Compulsory Briefing Session: N/A

Address: N/A

Company Name: _____



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The Market Theatre Foundation is looking for a company to conduct Employee Assistance and Wellness Programme Services.

The Market Theatre is renowned world-wide for brilliant anti-apartheid plays that have included Woza Albert, Asinamali, Bopha, Sophiatown, You Strike the Woman You Strike a Rock, Born in the RSA, Black Dog – Inj'emnyama, as well as the premieres of many of Athol Fugard's award-celebrating the past, but it is also confidently looking forward to playing a major cultural role in the 21st century for South Africa, and the African continent.

During the past four decades, The Market Theatre has evolved into a cultural complex for theatre, music, dance and the allied arts. Today, The Market Theatre remains at the forefront of South African theatre, actively encouraging new works that continue to reach international stages.

Specification

We are kindly requesting quote for the company to conduct the following:

OBJECTIVE:

The MTF herewith invites proposals from competent service providers to submit responses to this Request for Quotation (RFQ) to offer comprehensive wellness and assistance program for employees and their immediate families. Services should include both reactive support (EAP) and proactive wellness initiatives (EWP) with the goal of enhancing employee well-being productivity and engagement.

SCOPE OF WORK:

The service provider must be able to render the following integrated health and wellness services for Three years / (36 months):

A) COUNSELLING SERVICES:

1. Toll free telephone Counselling Services – (24/7/365) (in all eleven (11) South African official languages); for employees and immediate family members;
2. Face to face Counselling Services (up to 6 sessions per individual per incident/case (including immediate family members), should be close to the employee /family member's residence or place of work;
3. Trauma professional debriefing and counselling services to employees and immediate family members and dependents exposed to incidents of trauma;
4. Support and counselling relating to sexual harassment incidents;
5. HIV & AIDS Counselling;
6. Workplace discrimination or victimisation (e.g. discrimination against people with disabilities from designated groups).



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B) PERSONAL AND FAMILY ASSISTANCE SERVICES:

1. Legal Advice (excluding legal services and assistance on labour law matters);
2. Financial Wellness Consultation and Advice;
3. Family Matters Advice/Counseling (e.g. parenting, adoption, divorce, teenage pregnancies, bereavement and loss etc.);
4. Physical and emotional abuse;
5. Retirement planning;
6. Wills and Estate planning;
7. Marital and Relationships matters;
8. Stress Management Advice/Counseling;
9. Change Management Counseling and Support; and
10. Substance misuse/substance use disorder/Addiction (e.g. alcohol, drugs, gambling etc.);
11. Educational Support Services.

C) MANAGERIAL CONSULTANCY SERVICES:

1. Conduct EWP orientation or training sessions for all managers;
2. Provide a managerial consultancy programme;
3. Managing diversity;
4. Interpersonal issues.

D) WELLNESS WORKSHOPS:

1. Mental health workshop;
2. Financial Wellness;
3. Stress Management workshop;
4. Diversity, Inclusion & Anti-Bullying Awareness.

Each workshop must be delivered quarterly and aligned with relevant monthly awareness themes such as mental health awareness month, financial literacy month, and diversity month, to ensure topical relevance and meaningful employee engagement.

E) PROGRAM MANAGEMENT AND SUPPORT SERVICES:

1. Dedicated and capable Account Manager.
2. Compile and submit an EAP (**Quarterly & Annually**) reports which should include the following:
 - a) A brief description of services rendered;
 - b) Number of people and gender representation breakdown;
 - c) Challenges experienced during service delivery;
 - d) Successes;
 - e) Observations/analysis; and
 - f) Recommendation.
3. Effective and efficient communication sessions which includes amongst other launch, orientation and promoting of the programme, service information collateral (e.g. promotional items, cards, posters etc.);
4. Provide the organisation with wallet cards for 100 employees at the beginning of the contract;
5. Special reports as and when required;



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6. The service provider must organize and deliver annual Wellness Day events for employees. The first event is scheduled for 05 December 2025 and must include the following:

- 1) Blood pressure
- 2) Blood sugar
- 3) Blood cholesterol
- 4) Body mass index (BMI)
- 5) HIV screening test
- 6) Hearing screening
- 7) Vision screening
- 8) Stress assessment
- 9) Dietician
- 10) Neck and shoulder massages.

Additional wellness activities or educational sessions may be proposed to enhance the event.

7. A total of 80 employees should be catered for, which includes 4 Executives.

RESPONDENTS ARE TO ENSURE THAT THEY COMPLY WITH THE QUALIFYING CRITERIA AS STATED BELOW:

1. Provide 5 contactable references where similar service was rendered: Client name; number of employees, service provided, contact person and contact details.
2. Submit proof of registration with the Employee Assistance Professionals Association of SA (EAPA-SA) in the form of a valid membership certificate.
3. Have a minimum of 10 years' experience in the provision of an EWP. Provide a company profile clearly demonstrating the number of years' (minimum 10 years') experience you have in the provision of an Employee Assistance and Wellness Programme.
4. The quotation must comprehensively cover all the services outlined in the scope of work, including counselling services, personal and family assistance, managerial consultancy, wellness workshops, and program management and support services. Partial submissions or exclusions will not be considered.

The proposed services must be designed to support a total of 80 employees, including access to their immediate family members where applicable.

FUNCTIONALITY:

An assessment of functionality will be based on the evaluation criteria below. Each evaluation criteria will carry a weighting as indicated and the bidder will be required to score a minimum of 70 points out of 100 points for functionality to qualify:

Criteria	Scoring	Weighted score
Provide five (5) written contactable references letters from previous	Company reference letter on letterhead, dated and signed, not older than five years. 5 points per letter:	25



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companies as proof of providing EAP and EWP services with full contact details. The reference letters from must be on the letterhead, dated and signed – not older than five (5) years	5 reference letters=25 points 4 reference letters = 20 points. 3 reference letters = 15 points 2 reference letters = 10 1 reference letter=5 point No reference letter=0 point	
Valid EAPA-SA membership certificate	Valid Membership certificate included = 10 points No valid membership certificate = 0 point	20
Company profile demonstrating a minimum of 10 years' experience in provision of Employee Assistance and Wellness Programme services	Company profile with minimum of 10 years' experience providing same services: 10 years and above = 25 Less than 10 years = 05	25
Price structure. Provide a detailed pricing breakdown per year for the full duration of the Three-year contract.	Pricing and clear breakdown of costs as per the scope of work for each service component (A – E): Clear breakdown of each service component = 30 points Partial / non submission of cost per service component = 0 point	30
TOTAL POINTS		100

Note of Duration of required commodity

- Delivery duration must be communicated within 1 week of appointment or receiving of Purchase Order.
- If the appointed supplier cannot deliver the goods within the stipulated time period that MTF has specified, MTF will then begin the process of moving forward with the next supplier.
- Please note that if no communication is received within the 1 week period your proposal/quote will be disqualified and we will proceed to the next supplier.

Supporting documents that needs to be completed in full and be sent back with your quote.

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form (See Attached)



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- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....

ANNEXURE A - Declaration of Interest



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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees /



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shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2 Do you, or any person connected with the bidder, have a relationship
1 the power, by one person or a group of persons holding the majority of the equity
of an enterprise, alternatively, the person/s having the deciding vote or power to
influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members /
partners or any person having a controlling interest in the enterprise have any
interest in any other related enterprise whether or not they are bidding for this
contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

2.1 I have read and I understand the contents of this disclosure;

2.2 I understand that the accompanying bid will be disqualified if this disclosure is
found not to be true and complete in every respect;



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3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3
ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON
PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

.....



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Signature

Date

.....
Position

.....
Name of bidder

ANNEXURE B

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations
2022



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SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE
GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE
IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT
REGULATIONS, 2022**

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000



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(all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a



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tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender



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3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,



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then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	
4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM



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4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has



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suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

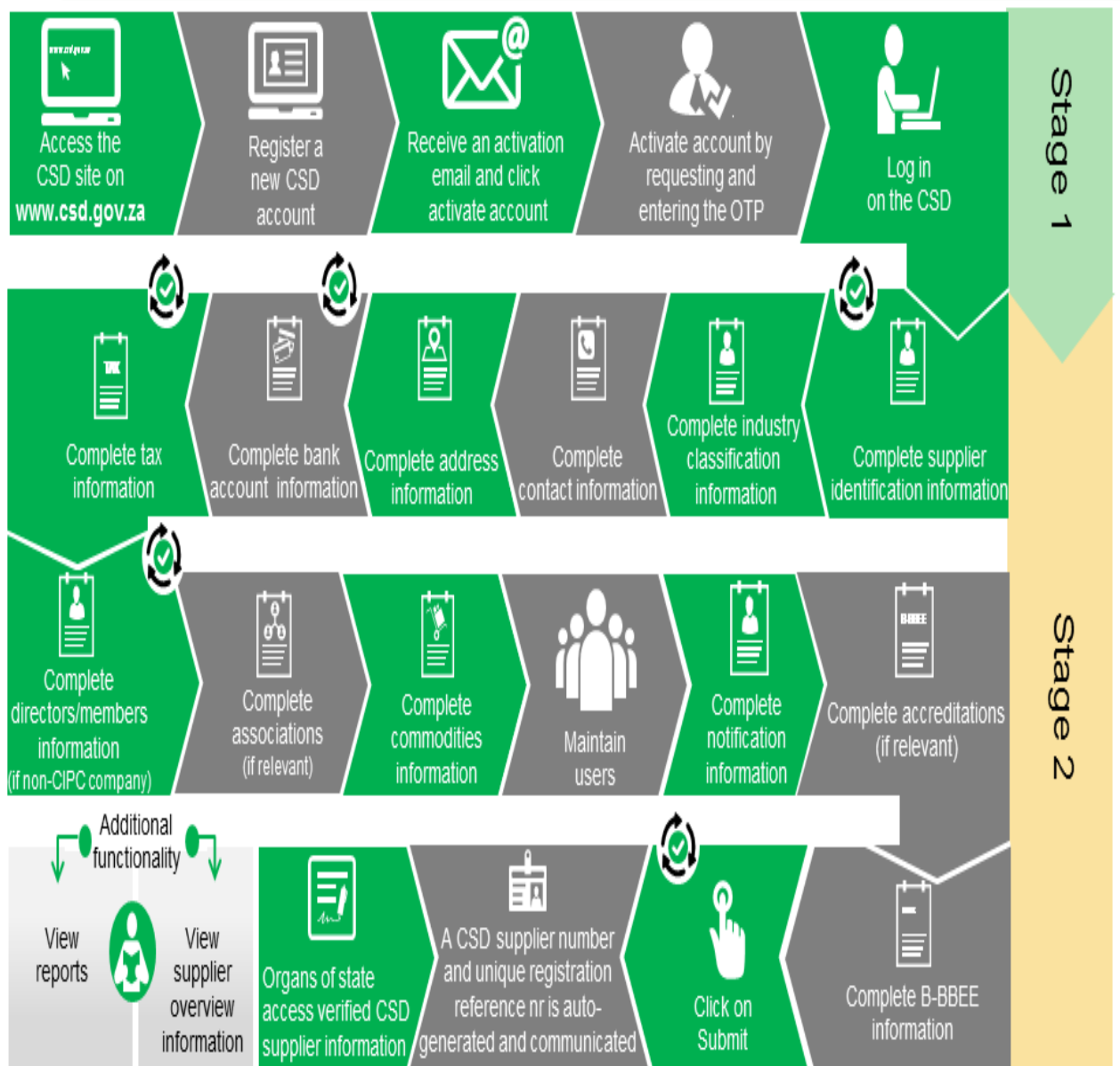


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Annexure C
CSD REGISTRATION PROCESS

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Supplier Self-Registration Process





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ANNEXURE E
PRICING SCHEDULE



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Pricing Schedule

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below.

1. Pricing Schedule

Item No	Description	Unit	Qty	Rate	Amount
1	Couselling Services	Monthly	12		
2	Personal and Family Assistance Services	Monthly	12		
3	Managerial Consultancy Services	Monthly	12		
4	Wellness Workshop	Monthly	12		
5	Program Management and Support Services	Monthly	12		
	Total (Year 1)				R

Escalation

Year2	R
Year3	R



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TOTAL (Including 15% VAT) Year 1 + Year 2 + Year 3	R
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