

APPOINTMENT OF A SERVICE PROVIDER TO RENDER HIV/AIDS WORKPLACE PROGRAMME SERVICES TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF FIVE (05) MONTHS

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Date posted : 2019-01-21
Bid Number : ERW201901/025

Description : **Accredited, experienced and registered Service providers are hereby invited to submit their bids for, APPOINTMENT OF A SERVICE PROVIDER TO RENDER HIV/AIDS WORKPLACE PROGRAMME SERVICES TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF FIVE (05) MONTHS**

No.	Service Requirement	Nurse	Technician	Counsellor	Compliant (Yes/No)
1	To provide HIV/AIDS awareness to our staff members in terms of information and education.	√	√	√	
2	To develop and review HIV/AIDS policy.	√			
3	To train employees at all levels on HIV/AIDS workplace programme.	√		√	
4	To establish the HIV/AIDS structure to maintain the programme - Wellness Champion education.	√		√	
5	To provide on-going training and support of the Wellness Champions in dealing with other important health related matters.	√		√	
6	Monitor and supervise Wellness Champions' activities on monthly basis, also giving the reports on their activities monthly.	√		√	
7	Visit and shadow Wellness Champions at plant level.	√		√	
8	To provide Wellness Champions and management on how to deal with HIV/AIDS infected and affected staff.	√		√	
9	To conduct Knowledge, attitude & perception/behaviour (KAP/B) Survey annually on different ERWAT's sites (Plants), including preparation and submission comparative report to ERWAT	√			

	management.				
10	To conduct/perform HIV/AIDS Voluntary Counselling and Testing (VCT) twice annually on different ERWAT's sites (Plants) with report submission.	√	√	√	
11	Provide detailed reports of tests per area, highlighting abnormalities also providing with recommendations on affected employees.	√			
12	Enrolling new HIV Positive ERWAT employees to in-house case management program.	√	√	√	
13	Refer non-willing ERWAT HIV Positive employees to appropriate ARV Centres of their choice.	√	√	√	
14	Do case management of existing and willing ERWAT HIV Positive employees by referring and monitoring them.	√	√	√	
15	Prepare and submit quarterly, half annually and annual program report to ERWAT.	√			

Requirements:

- The quotation submitted must be based on an estimate of 750 persons.
- Condoms and lubrication sachets must be provided to ERWAT employees.
- Trained technicians referred above must submit proof of registration or training undergone.
- Qualified nurse referred above must submit proof of registration or training undergone and South African Nursing Council (SANC) registration.
- Trained/ certified counsellors indicated above to supply proof of registration or training.

NB: Failure to submit proof of the above will render your bid invalid.

EVALUATION CRITERIA

Stage 1 - Functionality evaluation

Functionality criteria	Scores allocated	WEIGHT
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1. Counsellor experience (Minimum 3 of years working as a Counsellor):		
· More than 5 letters	40	40
· 4 -5 letters	20	
· 1 - 3 letters	10	
· No submission	0	
2. Technician experience (Number of years working as a Technician)		
· More than 5 letters	20	20
· 4 -5 letters	10	
· 1 - 3 letters	5	
· No submission	0	
3. Experience with Registered Nurse (Valid reference from companies where work was previously performed)		
· More than 5 letters	40	40
· 4 -5 letters	20	
· 1 - 3 letters	1	
• No submission	0	
Total		100

Pricing:

1. A monthly all-inclusive figure must be quoted as a retainer.
2. All services and goods specified must be included.
3. No costs will be allowed in excess of the monthly retainer.
4. Quotation pricing submitted in a format that differs from that specified below will result in disqualification.

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Bid closing date :	2019-01-28
Compulsory site meeting :	A compulsory information session will be held at 10h00 on THURSDAY, 24/01/2019. Prospective bidders are requested to meet on the said date and time on site at VENUE: ERWAT Head Office - Auditorium (R25 (Bapsfontein/ Bronkhorstspuit), Kempton Park 1631)
Contact Person :	Sr. Malindy Mthembu
Contact number :	011 929-7000
E-mail address :	N/A
Bid validity period :	7 Days
Physical address where bid documents can be collected :	ERWAT Head Office, Hartebeestfontein Office Park, R25, Norkem Park.
Tender Box number :	N/A
Day when Tender is to be submitted to ERWAT Offices:	N/A
Non-refundable Document fee :	N/A ERWAT will not accept cash. All payments to be made by Credit Card only
CIBD required?	N/A

Bids must be hand delivered to the Bid Box situated at the address: ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road (R25), Kempton Park.

Complete Tenders must be in a sealed envelope clearly marked with **ERW201901/025** and **APPOINTMENT OF A SERVICE PROVIDER TO RENDER HIV/AIDS WORKPLACE PROGRAMME SERVICES TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF FIVE (05) MONTHS.** and to be hand delivered, in the TENDER BOX **N/A** at the foyer at ERWAT Head Office, Bapsfontein Road (R25), Kempton Park.

No e-mail or faxed bids/proposals shall be accepted. Bids/Proposals that are not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Bidders' attention is specifically drawn to the provision of the bid rules which are included in the bid document.

The lowest or any bid will not necessarily be accepted and ERWAT reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids.

Submission of electronic and fax bids are not acceptable.