



South African  
Pharmacy Council

## **REQUESTS FOR PROPOSALS (RFP)**

**RFP NUMBER:** /2022

**RFP DESCRIPTION:** PROVISION OF EMPLOYEE  
WELLNESS SERVICES

**CLOSING DATE:** 12 AUGUST 2022. TIME: 12:00

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## **ADVERT: REQUESTS FOR PROPOSALS FOR A STUDY ON EMPLOYEE WELLNESS - AN ENABLING WORKING ENVIRONMENT PROJECT**

The South African Pharmacy Council (SAPC) is a statutory health council/regulatory authority established in terms of the Pharmacy Act, 53 of 1974. The SAPC invites suitably qualified service providers to submit proposals for a study on employee wellness – an enabling working environment.

**Submission requirements:** a proposal must be submitted together with: breakdown of fee structure inclusive of total cost, proof of registration of company or valid identification documents of the person(s) submitting a proposal, and lead partner, brief CVs of key personnel, details of experience in carrying out projects of similar nature (supply evidence where possible), personnel must have at least a master's degree and have a minimum of five (5) years post-registration experience as an occupational/industrial psychologist conducting research, a valid tax clearance certificate, at least three (3) recent contactable references, latest financial statements, and geographic representation in South Africa.

The SAPC subscribes to the DTI's BBBEE Balanced Scorecard for accreditation of all proposals, in accordance with the latest DTI Codes of Good Practice. The SAPC is not bound to accept any proposal and reserves the right to cancel, withdraw or decline services/proposals in respect of the proposals received, as well as to re-advertise at its sole discretion.

**Proposals should be submitted by 12 August 2022 at 15:00 in soft copy to [Refilwe.Mutlane@sapc.za.org](mailto:Refilwe.Mutlane@sapc.za.org), or on a USB stick in a sealed envelope at the SAPC Building 591 Belvedere Street, Arcadia, 0083.** Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

**For any enquiries contact Mr Mokoadi Mogano at: [Mokoadi.Mogano@sapc.za.org](mailto:Mokoadi.Mogano@sapc.za.org)**

## 1. INTRODUCTION

This document provides guidelines to service providers/firms wishing to submit proposals in terms of Request for Proposals No. 4/2022 – Study on employee wellness – an enabling working environment.

## 2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

- 2.1 to assist in the promotion of the health of the population of the Republic;
- 2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;
- 2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;
- 2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- 2.5 to establish, develop, maintain and control universally acceptable standards-
  - 2.5.1 in pharmaceutical education and training;
  - 2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
  - 2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;
  - 2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and
  - 2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;
- 2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and

- 2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

### **3. PURPOSE OF STUDY**

**The purpose of the study is -**

- 3.1 to investigate the impact of the working environment, professional relationships, workload, work pressures, policies, and any other relevant legislation on the physical and mental health of persons registered with the South African Pharmacy Council.
- 3.2 to establish if there are any other primary causes of mental and physical illnesses other than the working environment, primarily amongst persons registered with the South African Pharmacy Council.
- 3.3 to establish the current impact of the physical and mental status of registered persons on their competence to practice.
- 3.4 to establish if any the health cases attended to by the Committee are representative of the prevalence of mental health problems in the profession.
- 3.5 to establish if other interventions options are available for Council other than the current Health processes, to prevent or manage mental health problems within the profession.

### **4. SCOPE OF WORK AND DELIVERABLES**

Council seeks to have a sound knowledge of the source, the extent to which the environment impact on the physical and mental health status of registered persons and if any aggravating factors, define those factors and devise remedial programmes.

The appointed service provider will be required to:

- 4.1 to determine if there is a need for the amendment of qualifications to incorporate modules/information on mental health issue and to equip students with coping mechanisms for the sustainability of the profession.
- 4.2 Advise Council on whether its registered persons are competent to deliver quality pharmaceutical services.
- 4.3 to advise the profession on how to better manage mental health problems within the different pharmacy practice settings.
- 4.4 to advise the profession on the elements necessary for a conducive working environment and the need for mental health wellness programmes in the workplace.

## 5. COMPETENCY AND MANDATORY REQUIREMENTS

The service providers/ firms should meet the following competency and mandatory requirements:

- 5.1. The service provider must be in good standing with the relevant authority, either with:
  - 5.1.1 HPCSA – Health Professions Council of South Africa.
  - 5.1.2 Any other health Council or regulatory authority.
- 5.2. The SAPC subscribes to the DTI's BBBEE Balanced Scorecard for the accreditation of all proposals in accordance with the latest DTI Codes of Good Practice (released on 20 December 2005; as gazetted on 9 February 2007).
- 5.3 Experience and a comprehensive understanding of the statutory or regulatory environment will be an advantage.
- 5.4 The service provider must have sufficient in-house capacity to conduct the project for the SAPC.
- 5.5 The service provider, partner and team should be free of any conflicts of interest related to the provision of internal audit services and sign confirmation per ***Annexure A***.
- 5.6 Submit a minimum of three (3) recent (not longer than 3 years) written and contactable references of internal audit clients.

## 6. CONTENT OF THE PROPOSAL

The proposal must include the following:

- 6.1. Company profile and relevant experience.
- 6.2. Details of experience in carrying out projects of similar nature (supply evidence where possible).
- 6.3. Valid tax clearance certificate.
- 6.4. Company registration documents.
- 6.5. At least three contactable references.
- 6.6. Geographic representation in South Africa.
- 6.7. Proposed methodology and approach to be used in keeping with the scope of work.
- 6.8. Composition of the project team and a brief CV of each member of the proposed team (qualifications, experience, and expertise).
- 6.9. Evidence of registration with HPCSA or any other relevant regulatory body.
- 6.10. Last project done not older than two (2) years.
- 6.11. The pricing/ costing schedule per **Annexure B**.
- 6.12. Pricing must be inclusive of VAT.

## ANNEXURE A: CONFIRMATION OF INDEPENDENCE

**From:** (Name of service provide and address)

**To:** South African Pharmacy Council  
591 Belvedere Street  
Arcadia  
Pretoria

**Date:** \_\_\_\_\_

### LETTER OF CONFIRMATION OF INDEPENDENCE FROM THE SOUTH AFRICAN PHARMACY COUNCIL (SAPC)

**[Insert firm's name]** hereby confirms that independence and ethical requirements by all team members proposed for this assignment, are communicated during the planning, fieldwork and finalisation phases of the project and will be monitored on a continuous basis.

I hereby confirm that our company is independent of the SAPC in accordance with the SAPC code of conduct and other independence requirements applicable to performing the project in South Africa.

I hereby confirm that **[Insert firm's name]** currently does not do, nor have we done any work for the SAPC which may result in a direct conflict of interest.

I hereby confirm that there is no conflict of interest between the SAPC and any of the staff members to be involved in the project. The capabilities and competence of the staff to be on the project was assessed and found to be sufficient.

I further confirm that none of the directors of our company sits on Council or advisory committees of the SAPC.

I hereby confirm that **[Insert firm's name]** has not been subject to any issues regarding ethical misconduct and the company is currently not involved in any scandals which may impact our reputation.

Yours sincerely

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**NAME AND SIGNATURE OF SERVICE PROVIDER**



## ANNEXURE B: PRICING/ COSTING FOR EMPLOYEE WELLNESS- AN ENABLING WORKING ENVIRONMENT PROJECT

COMPANY DETAILS					
<b>Name of firm/ service provider</b>					
<b>Representative/ contact person</b>					
<b>Contact Details</b>					
Telephone/Mobile					
E-mail address					
PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE					
Designation/ Description	Quantity	Rate Per Hour (R)	Total Hours	Total Cost (R)	Cost
<b>Sub-Total</b>					
<b>Disbursements</b>					
<b>TOTAL PROJECT COST INCLUDING VAT(R)</b>					

**Notes:**

1. The total cost summary above should be the same as the costing submitted in the proposal.
2. The costing schedule is to be submitted as part of the proposal.
3. Proposals without full pricing/ total costing and will be regarded as non-compliant.

**NAME AND SIGNATURE OF SERVICE PROVIDER**