



South African
Pharmacy Council

REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: /2022

RFP DESCRIPTION: PROVISION OF EMPLOYEE
WELLNESS SERVICES

CLOSING DATE: 30 JUNE 2022. TIME: 12:00

TABLE OF CONTENTS

Nr.	Description	Page
	Request for proposals (advert)	2
1.	Introduction	3
2.	SAPC background	3
3.	Purpose of RFP	4
4.	Scope of work and deliverables	4
5.	Competency and mandatory requirements	5
6.	Content of the proposal	5
7.	Enquiries and submission	7
8.	Evaluation of proposals	7
9.	Annexures	10
	Annexure A – Confirmation of independence	10
	Annexure B – Pricing schedule	11

ADVERT: REQUEST FOR PROPOSALS FOR A STUDY ON EMPLOYEE WELLNESS IN PHARMACY – 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: a breakdown of fees inclusive of total costs, proof of registration of the 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 a similar nature (supply evidence where possible). Personnel must have at least a master's degree and a minimum of five (5) years post-registration experience as a pharmacist conducting research and/or working in a mental health institution, 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 DTIC's BBBEE Balanced Scorecard for the accreditation of all proposals, in accordance with the latest DTIC 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 30 June 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

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 to achieve the following:

- 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 (SAPC).
- 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 the health cases attended to by the Health Committee of the SAPC are representative of the prevalence of mental health problems in the profession.
- 3.5 To establish if other interventions/options are available for the SAPC, other than the current Health processes, to prevent or manage mental health problems within the Pharmacy profession.

4. SCOPE OF WORK AND DELIVERABLES

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

The appointed service provider will be required to:

- 4.1 determine if there is a need for the amendment of qualifications to incorporate modules/information on mental health issues 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 mandatory competency requirements:

- 5.1. The service provider must be registered and in good standing with a relevant authority, such as:
 - 5.1.1 South African Pharmacy Council (SAPC);
 - 5.1.2 Health Professions Council of South Africa (HPCSA); or
 - 5.1.3 Any other health Council or regulatory authority.
- 5.2. The SAPC subscribes to the Department of Trade, Industry and Competition's (DTIC) BBBEE Balanced Scorecard for the accreditation of all proposals in accordance with the latest DTIC Codes of Good Practice.
- 5.3 Experience and a comprehensive understanding of the statutory/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 the research services to the SAPC 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 research services 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 SAPC, HPCSA or any other relevant regulatory body.
- 6.10. The last project completed – 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 provider 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 were assessed and found to be sufficient.

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

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 the SAPC's reputation.

Yours sincerely

NAME AND SIGNATURE OF SERVICE PROVIDER

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

COMPANY DETAILS					
Name of firm/service provider					
Representative/contact person					
Contact Details					
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
Sub-Total					
Disbursements					
TOTAL PROJECT COST INCLUDING VAT(R)					

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 will be regarded as non-compliant.

NAME AND SIGNATURE OF SERVICE PROVIDER

Budget code 2312