



**The bank that listens**

# PROVISION OF EMPLOYEE WELLNESS PROGRAM 2024-2026

## INTRODUCTION:

CRDB Bank Plc would like to invite prospective proponents to submit proposals for the provision of Employee Wellness Program for 2024/2026.

## OBJECTIVES:

The objective is to engage a qualified wellness Consultant who will partner with CRDB Bank in fostering a workplace culture of wellness to increase productivity and welfare of the employees.

## KEY FOCUS AREAS

### 1. Professional Telephone Counselling in Swahili and English -

Counselling for psychosocial problems, substance abuse and addiction, relationship problems, financial management, health, personal, or work-related problems and all mental disorders.

### 2. Professional Face to Face Counselling -

For any psychological, relationship, medical, stress, financial problem, marital & pre-natal counselling, trauma focused counselling, teenage counselling, family therapy, individual and corporate coaching, fitness, nutrition, and lifestyle management.

### 3. Managerial Consultation

Managerial consultancy for stress management, crisis management, assistance in managing risk cases, cultural diversity, or performance management of employees.

### 4. Psychiatric Care Arrangement

Outpatient assessment and care through accredited Psychiatrist.

### 5. Emergency Response Critical Incident Stress Debriefing (CISD)

Worksite Counseling and Stress Management Support such as armed robbery, death, or disaster at a worksite.

### 6. Education Support and Awareness -

Conduct awareness program across the network to equip employees on key psychological threat / sign periodically.

### 7. Home Based Care Services -

Support of home health services where needed.

### 8. Physical wellness -

Support physical wellness that encourages the balance of physical activity, nutrition, good sleep, and mental well-being.

### 9. Wellness Days -

Support in conducting annual wellness days across the network that helps to keep employees well educated in various health issues etc.

## 10. Monitoring & Reporting -

Monthly, Quarterly & Annual

## 11. Submission of Tenders -

All tender submissions must be online.

Emails where tenders should be sent reads as below, any email sent sizes should be 4MB or less.

- [procurementdesk@crdbbank.co.tz](mailto:procurementdesk@crdbbank.co.tz)

- [tenders@crdbbank.co.tz](mailto:tenders@crdbbank.co.tz)

As part of the technical and financial evaluation of proposals, please indicate the following details in your proposal:

- Submit a Company Profile
- Submit a detailed relevant experience with evidence attached, at least three (3) Contracts, LPO, Recommendation letters) including customers served before and type of work undertaken.
- Submit at least three (3) Recommendation letters for customers served before and type of work undertaken.
- Location of regional offices (HQ & Branches if Any)
- Annual reports / audited financial reports for the past three (3) years.
- Current Annual return certificate, for Tanzania companies, this is obtained from BRELA.
- Submit legal and business certificates.
- Submit valid Regulatory, Government Board or Agency certificate required for such goods/services.
- Submit Valid Business license.
- Employees CVs & certificates
- The following forms are available in our website for filling and submitting as part of the requirements, vendor application, Non-disclosure agreement and Bank indemnity form.

## 12. Deadline of submission to be indicated as

- Tender deadline for submission 05th April 2024
- Tender Closing time 12:00 hrs
- Tender opening time 16:00 hrs (a link will be sent through to the email that submitted the tender)

## The Managing Director

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