

Compulsory Briefing Session Minutes
Tender: The appointment of a service provider for the provision of employment wellness services to all NDA employees over a period of 60 months
20 January 2023
NDA Main Boardroom, 26 Wellington Road, Parktown
Time: 10h00

Attendees: Ms Rejoice Dzowa – BSC Member
 Ms Vuyelwa Hlangwana – BSC Member and Chairperson
 Mr Muzi Matsenjwa – BSC Member
 Ms Zibuyile Zulu – Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Opening and Welcome Ms. Vuyelwa Hlangwana opened the meeting, welcomed everybody present and explained the purpose of the meeting, introduced herself and gave members of the NDA an opportunity to introduce themselves.	Ms. Vuyelwa Hlangwana	
2.	DISCUSSIONS		
2.1	Presentation of the technical part of TORs Ms. Vuyelwa Hlangwana went through the technical part of the TORs and highlighted the following: - <ul style="list-style-type: none"> ▪ The purpose of the tender. ▪ Requirements for selection of supplier. ▪ Scope of work. ▪ Reporting structure. ▪ Annual awareness days. ▪ Life skills development workshops. ▪ Awareness communication strategy. ▪ Technical evaluation scores. 	All	
2.2	Presentation of the commercial part of TORs Mr Muzi Matsenjwa went through the commercial requirements of the TORs and highlighted the following: <ul style="list-style-type: none"> ▪ Closing date and time for tender submission is 03 February 2023 at 12:00. ▪ Closing certificate will be posted within 10 working days after closing date and time, on the NDA website. ▪ A two envelope system will be used for commercial and technical requirements and submission of tenders must be in the tender box. ▪ Only service providers who attended the compulsory briefing session will be eligible for submitting bids. ▪ Mandatory documents not submitted will lead to disqualification. ▪ Mr Matsenjwa emphasized the importance of including all required mandatory documents. ▪ All SBD documents must be fully completed, dated and signed. 		

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	<ul style="list-style-type: none"> ▪ Bidders must make sure that a letter of authority is submitted and signed even if you are a sole trader or the only director of your company you must still submit the letter of authority in the commercial envelope. ▪ He further explained that the PPPFA regulations of 2017 will apply to this tender as it was advertised before 16th of January 2023. ▪ He warned service providers about scammers that are targeting the NDA and approach service providers who participate in bids and promise them appointments in exchange for money. Service providers must not fall for these scams. Only one service provider will be awarded the bid and it is the service provider that will score the highest number of points on Price and BBBEE after obtaining the minimum threshold on functionality and submitting all the mandatory requirements. Official correspondence will be done through NDA e-mails not by telephone. 		
3.	CLOSURE		
	Meeting adjourned at 11:10pm		

QUESTIONS & ANSWERS

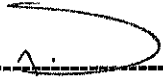
Questions from Service Providers	Responses from NDA
1. How many CVs are required per qualification category?	Regarding the CVs, we say lead, your organisation is made up of directors, managers, etc for the various service that you provide. Please attach a CV of each lead staff and professional membership certificates. That is what we want, you have clinical services, financial services, legal services, etc. We want to know if that particular function has a lead person who understands what is happening. We know for the fact that when it is case management, the lead person is the one who signs off any report that comes out. That is my understanding of EAP services. Unless if there is something different which you are going to express in your methodology anyway. But the lead persons are the focal people that we want to see their CVs, their qualifications, their registrations with either IABSA or HCPSA. It is very important for you to do that because these are the disqualifying areas and you can easily get disqualified.
2. What is NDA stance in terms of dealing with people that are diagnosed with cancer? Because cancer affects everyone in a family, if my sister, for example is diagnosed with cancer the whole family will be affected by this. I see you mentioned HIV and AIDS, psychological things but I do not see anything about cancer.	The issue of cancer, we do understand the importance of providing support to those who are affected. And we mentioned cancer as one but not limited to but it can be anything that when our employee is infected, then there are those that are affected with any. so we do cater for those as well and the expectation would be for the service provider to assist with whatever the trauma of the family might be and the employee.
3. Regarding the total number of employees, are we talking permanent or non-permanent? If we can just get the breakdown of it please.	Our head count fluctuates. We will not be able to give you a definite number; it is an estimated number. However, we offer the service to all employees whether permanent or

	<p>fixed term or whoever that might be at the employ of NDA at that particular time and there is a need for the service. They are then able to access such a service and would expect that the service provider will be able to provide such. So it will range from between that 180 to 200, although our structure allows up to 300 employees. But for the quotation purposes let us stick to the 180 that is mentioned in the terms of reference and should there be an increment then obviously when you invoice it will be according to the total number of people who were assisted. But if it is more that this then we will factor in the expansion of scope which must not exceed 15% of the total contract value, but for consistency so that we all price on the same number of employees let us consider what is in the terms of reference which is 180, so that we do not end up over quoting or under quoting.</p>
4. How many wellness days are required per annum and per office?	We require one (01) wellness day per year, per province including head office as well.
5. Under the technical evaluation criteria, you speak of the footprints and you want us to submit evidence or proof that we have offices nationally. You also want us to submit agreements and we have a thousand (1000) affiliates. Do you want us to submit a thousand (1000) agreements or can we just submit ten (10) per province? Or can we be given an opportunity to submit a database of our affiliates in the different provinces. Will that be something that can be considered?	The request says service providers must submit evidence of footprints in all nine (09) provinces and the score is nine (09) points so it is one (01) point per province. You cannot leave a province untaken care-of. Evidence must be physical addresses/agreements with professionals in the provinces to indicate the ability to assist employees in all eleven (11) official languages. We need to get evidence that you have physical addresses or you have agreements with professionals in these provinces and those agreements will suffice but you can also send the database. You can even list the languages, it will assist. We do not need physical addresses per say but as long as you have agreements with service providers that are based in different programmes in different provinces and you can show that you have an ability to assist our employees in all eleven (11) official languages.
6. Looking at your awareness communication strategy. Can we also quote for printed promotional material or everything must be electronic?	You can quote for printed material. Printed material is very good because we can actually get it. It helps. We all know that with Covid things have changed. So, it is either we have changed completely or we have added services. When you get the contract you will be given the database which have employees details. Then how you enhance it, you are going to them either by phone, or app. To augment the service so that they are aware of the service.
7. Are the services open to the family members as well?	Yes, the service is available to the immediate household, for example if I stay with my husband and children and my helper, that is the immediate household.
8. Will the attendance register suffice as proof of attendance or a certificate of attendance is required?	Yes, an attendance register will suffice. Just make sure that the name of your company and contact details are readable.

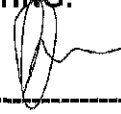
Additional Comments

- Bidders were requested to ensure that their hard copy documents are properly bound and not stapled in ensuring that no pages are missing.
- Bidders were encouraged to manage the submission of their documents.

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr Muzi Matsenjwa
SCM Unit



Ms Vuyelwa Hlangwana
End User – HR Unit