

Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	29 April 2025
Bid Number	:	RFP2024/28/NYDA
Bid Title	:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VARIOUS EMPLOYMENT WELLNESS PROGRAMME (EWP).

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o ffSection 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firm0s, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING THE COMPULSORY BRIEFING SESSION HELD ON THE 25 April 2025 AT 10H00

1.1	Question	:	How many employees does NYDA have?
	Answer	:	600
1.2	Question	:	What constitutes chronic administration in terms of the specification under 2.2?
	Answer	:	It assisting to employees with advice and screening services with regard to chronic illness.
1.3	Question	:	Is the wellness contents send direct to employees?
	Answer	:	It should be shared with the Specialist: OHS and Wellness.
1.4	Question	:	Do you have a number of wellnesses days that must be done a year to assist us with pricing?
	Answer	:	No, it should be priced per service
1.5	Question	:	What is the expected service under wellness day?
	Answer	:	It is to facilitate the wellness day and assist wellness staff.
1.6	Question	:	For costing purposes, how do we cost for wellness days?

	Answer	: For comparative purposes, please be advised to quote for one
1.7	Question	: What is the requirement for the Client Relationship Manager?
	Answer	: The relationship Manager must also have Financial and budgeting/contract management experience (Financial liaison, financial status/ invoice matters resolution, ensuring continuity of EAP services.
1.8	Question	: Do we have a quantity of posters that needs to be supplied?
	Answer	: It is imperative to supply to all our branches, currently, our branches are 44 and the head office = quantity 45.
1.9	Question	: Are the reference letters going to be tested twice for experience and testimonials from clients?
	Answer	: Yes
1.10	Question	: Are we allowed to create our own pricing schedule?
	Answer	: Please use the pricing schedule on the tender document for comparative purposes.
1.11	Question	: Are we only required to be registered with EAPASA?
	Answer	: In South Africa, the primary professional body overseeing Employee Assistance Programme (EAP) organizations is the Employee Assistance Professionals Association of South Africa (EAPA-SA). Established in 1997 as a branch of the global EAPA, EAPA-SA is recognized by the South African Qualifications Authority (SAQA) as the official professional body for the EAP field in the country. EAPA-SA membership typically requires that practitioners have appropriate qualifications and experience, ensuring employees receive support from trained professionals. The NYDA is specifically sourcing EAP services from a service provider who meets the nationally recognized ethical and professional standards. EAPA SA provides the NYDA the confidence in the quality and reliability of the services offered compliance and access to best practices.
1.12	Question	: Which medical aid does NYDA uses?
	Answer	: Its Bonitas and Discovery
1.13	Question	: Some of the items listed on the pricing schedule are for free, Do we still price for them?
	Answer	: If you offer the item price for free, please do indicate when costing for this tender. It you view the item as a duplication, please indicate that your pricing is included in the relevant item. You are advised to break down your services to fit into the provided pricing schedule