



Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	7 July 2023
Bid Number	:	RFP2023/11/NYDA
Bid Title	:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE UMBRELLA FUND (PROVIDENT FUND, RISK BENEFITS AND MEDICAL AID CONSULTING) SERVICES FOR THE NYDA FOR FIVE (5) YEARS RENEWABLE FOR THREE PERIODS OF FIVE (5) YEARS BASED ON PERFORMANCE

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, 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/AFTER THE COMPULSORY BRIEFING SESSION HELD ON 28 JUNE 2023 AT 10H00

1.1	Question	:	We are requested to provide 9 reference letters (3 – Medical Aid, 3-Risk, 3 Fund) in the evaluation criteria. Can we provide 1 letter per client for 3 clients with the Umbrella Fund services (fund, risk, Medical Aid) and 3 for Medical Aid?
	Answer	:	Bidders are allowed to provide one reference letter from one client which includes more than one service rendered. Service Providers can not provide one reference letter from 3 different clients as a reference is a personalized letter from one organization for services provided.
1.2	Question	:	In the evaluation criteria on personnel and their qualifications, can we provide CV's of people with collective expertise and experience on the Risk and Fund area? This means for example personnel 1 can be experienced in both areas and not just one.
	Answer	:	Yes, the individual must provide experience and qualifications or the required expertise
1.3	Question	:	Member Data
	Answer	:	In terms of membership data individual details can not be shared at this point of the bidding process. In terms of assisting prospective bidders Annexure B is provided here with a breakdown of the staff complement. The bidders can work on the headcount number provided, no personal information will be distributed as this is in contravention of the POPI Act.

1.4	Question	: With regards to SBD 6.1 (Preference points claim form) Points claimed as per the RFP as follows: At least 51% owned by people that are women -10 At least 50% owned by disabled people - 05 At least 51% owned by black people that are youth -05 Does the allocation make provision for different percentage bands, eg. Between 10 – 20 % you can claim 2 points? and if so, could you kindly provide us with the breakdown of the allocation. Or is the above table set, ie. if you have at least 51% owned by people that are women then you can claim 10 points and if you have less, you cannot claim any points?
	Answer	: As per the provided template bidders obtain points as per the ownership percentage as stipulated on the table.
1.5	Question	: We would need the attached information for the applicable employees to be covered for the provident/pension fund, risk benefits as well as the medical aid. Could you also indicate your current fund administrator as well as the different medical schemes your employees have the option to choose from?
	Answer	: The current Fund administrator is Alexander Forbes. The provided medical aid options are Bonitas and Discovery
1.6	Question	: Disability benefit Are you looking for a lump sum or a monthly amount paid while the employee is on disability
	Answer	: The Disability Benefit needs to take into consideration the different types of disabilities ie: Temporary and Permanent and engage the Agency on the benefits they offer for both.
1.7	Question	: Education benefit - Should this be a once off lumpsum or payments for the entire schooling career of the child?
	Answer	: The educational benefit should be upon submission of all required documentation and meeting stipulated requirements. No lumpsum payments to employees, cash would be paid to the educational institution.
1.8	Question	: Life cover - What multiplier of salary? For example, 2 x or 3 x
	Answer	: 3 times salary
1.9	Question	: Funeral benefit - What structure do you need?
	Answer	: Bidders need to come with a proposal that can be made to Agency employees. Currently the employee cover is as indicated below:
		FUNERAL COVER
		Principal member R 33 000
		Qualifvina Spouse R 33 000
		Qualifvina child aaed 14 years to 21 years R 33 000
		Qualifvina child aae 6 years to 13 years R 16 500
		Qualifvina child vounaer 0 to 5 years R 9 900
		Stillborn R4 150

1.10	Question	: Do you require a continuation/conversion option – that is when the employee leaves the company, they can convert the cover to individual capacity?
	Answer	: Yes
1.11	Question	: When completing the Bid documents do we complete and submit all supporting documents (i.e. Ids' Annual Financial Statements, etc.) for both JV partners or only for the Primary JV partner?
	Answer	: Section C "Tender data and Conditions of Tender" Item number 1.3.4 Stipulates the rules and guidelines to follow when bidding in a JV partnership.
1.12	Question	: Is there any other party/ies, other than NYDA employees, who may be appointed to assist NYDA during the evaluation process, that may have sight to the sensitive documents submitted during the bidding process?
	Answer	: Yes. Supply Chain Consultants are appointed in line with PPPFMA guidance and in condition of NYDA agreement
1.13	Question	: Item 3.1.5 – What are the membership consulting bands referred to in the second last bullet?
	Answer	: We need to understand under each client you have; how many employees do you service.
1.14	Question	Is the tender for a Fund Administrator or Fund Consultant?
	Answer	Fund Administrator
1.15	Question	Is NYDA intending to appoint one (1) service provider or multiple service providers per service?
	Answer	One service provider to cover all the services required under the Umbrella Fund
1.16	Question	Is this a new service for NYDA or is it a continuation on current services provided by the NYDA?
	Answer	Continuation on the current services which NYDA provides.
1.17	Question	What is your staff compliment?
	Answer	The staff complement is 650.

NB! – Bidders are to ignore item number “7.1.6 Bidders are to bring the total amount from the pricing schedules above to the final summary and add the provision for tenant installation costs to total bid price” as it is not applicable to this tender.

2. ANNEXURES

2.1	Presentation	Annexure A
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