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## **ADDENDUM**

### **SPECIAL INVESTIGATING UNIT (SIU)**

**RFP:02/09/2025/BP&OD**

**PROVISION OF EMPLOYEE WELLNESS PROGRAMME ("EWP") FOR A PERIOD  
OF THREE (3) YEARS WITH AN OPTION TO EXTEND THE CONTRACT, AT THE  
SIU'S SOLE DISCRETION, AND SUBJECT TO ACCEPTABLE PERFORMANCE  
LEVELS OF THE APPOINTED SERVICE PROVIDER, BY A PERIOD OF TWO (02)  
YEARS**

16 September 2025

**Issued by:**

Special Investigating Unit ("UNIT")

**Submission address:**

74 Watermeyer Street  
Rentmeester Building  
Meyerspark

**Closing date:** 29 September 2025

**Closing time:** 11:00

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#### QUESTIONS AND ANSWERS: TERMS OF REFERENCE'S CLARITY/QUESTIONS AND ANSWERS

No	<u>Questions from the bidders</u>	<u>Reference Section in the Bid Document</u>	Page No	Answers
1.	<p>Could you please clarify the discrepancy regarding the frequency of on-site psychologist services?</p> <p>The pricing schedule indicates these services are required at the head office twice a month, while page 22 of tender document number IV states it is once a week. Please advise which is correct.</p>	Scope of work and Pricing Schedule	Pg 22	<p><b>The current information advertised in the bid document on page 22, section IV:</b></p> <p>“Over and above the normal counselling services we require the service provider to provide a psychologist on site for 4 hours:</p> <p>Six (6) Small offices – once every month; Three (3) big offices – twice a month; and Head office -once a week”</p> <p><b>Erratum on page 22 of the bid document</b></p> <p>Over and above the normal counselling services the SIU requires the service provider to provide a psychologist on site for 4 hours:</p>

No	<u>Questions from the bidders</u>	<u>Reference</u> <u>Section in the</u> <u>Bid Document</u>	Page No	Answers
				<ul style="list-style-type: none"> <li>• Six (6) Small offices – once a month (6 times)</li> <li>• Three (3) big offices – twice a month (6 times)</li> <li>• Head office -twice a month (2)</li> </ul> <p>The pricing schedule have been amended for bidders to price in accordance with the number of times.</p>
2.	Please refer to the pricing schedule below:			





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## ANNEXURE B (PRICING SCHEDULE)

PROVISION OF EMPLOYEE WELLNESS PROGRAMME ("EWP") FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND THE CONTRACT, AT THE SIU'S SOLE DISCRETION, AND SUBJECT TO ACCEPTABLE PERFORMANCE LEVELS OF THE APPOINTED SERVICE PROVIDER, BY A PERIOD OF TWO (02) YEARS.

Name of the Bidder: \_\_\_\_\_ CSD NUMBER:MAAA \_\_\_\_\_

No	Service Description	Service Frequency and Availability	Quantity Per Annum	Year 1 Annual Price (Incl VAT)	Year 2 Annual Price (Incl VAT)	Year 3 Annual Price (Incl VAT)	Total Price over 3 years	
1	<u>A dedicated and exclusive toll free line in all twelve(12) South African languages to access the services below:</u> 1) Provide Face to face/ Contact service implementing various referral methods, 2) Formal, informal and self-referral in twelve (12) official languages 3) Consulting sessions to a maximum of eight (8) sessions per person per incident	Twenty-four (24) hours/ seven (7) days	Twenty-four (24) hours/ Seven (7) days					
2	Provide monthly SIU customized Employee Wellness awareness campaign material e.g. posters, brochures and articles on employee wellness topics	Monthly	Twelve (12) campaigns per annum					
3	Conduct EWP training /orientation / induction sessions for employees	Monthly	Twelve (12) induction sessions per annum					
4	Conduct EWP training / orientation /induction sessions for managers and EWP champions	Semester	Two (2) induction sessions for EWP champions per annum					
5	HIV/Aids awareness session (10 offices)	One (1)Office per year	Ten (10) seeions per annum					
6	Conduct four (4) Employee Wellness Awareness Programs per annum (10 offices)	Four (4) sessions per year	Four (4) EWP awereness					
7	Leadership coaching sessions for twenty (20) Managers (10 offices)	Eight (8) sessions per year	Eight (8) sessions per year					
8	Wellness/ Change Management training/ workshop sessions (two (2) hours)	Fifty (50) per annum	Fifty (50) Sessions					
9	Executive Wellness programme for twenty-one (21) executives: We require an Executive Wellness programme which is designed to address targeted health concerns of executives,	Twenty-one (21) people	Twenty-One (21) times					
10	On-sight psychologist service : Maximum of six (6) hours per day							
	Sx (6) Small Offices - Once every month	Six (6) times	12 times per annum					
	Three (3) Big Offices - Twice a month	Six (6) times						
	Head Office - Twice a month	Two (2) times						
Amount Exclusive Vat								
VAT								
Total Bid Price Inclusive Vat								
Travel cost disbursement (s) will be limited to AA rates, economy class for flights, and accommodation cost as per National Treasury Framework (will not be used for price evaluation) All Disbursement will be requested and approved by the SIU prior to disbursement cost being incurred								

Addendum received by the Bidder and the contents thereof included in the Request for Proposal (RFP)

Name & Surname	
Designation	
Name of organization	
Signature	
"Please include a signed copy of the Addendum with the Submission."	

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