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12 OCTOBER 2023

BID NUMBER: BID07\2324

DISCRIPTION OF BID: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS SERVICES TO THE COMPETITION COMMISSION FOR 3 YEARS

CONSOLIDATED QUESTION AND ANSWER DOCUMENT

1. QUESTIONS AND ANSWERS

QUESTION 1

With reference to Bullet 15 (Mandatory Criteria), kindly confirm if EAPA-SA registration proof is required for the company (because EAPA-SA requires wellness companies to register with them) and for individual professionals under the contract to provide proof of registration with the HPCSA. HPCSA is only for individual professional's registration not for companies.

EAPA-SA registration proof Latest EAPA-SA Registration Certificate is required.

QUESTION 2

We require clarification on the following:

- **4.14** – Please clarify the following:
 - o Who is the target of this training – managers/ employees.
 - o Number of participants per session
 - o Duration of the sessions
 - o Does the CC require a report per training session.

4.14 Themed Face-to-face Team Interventions / Counselling to assist teams with face-to-face counselling relating to changes within the organisation, i.e., structure, structural changes, operational requirements, team cohesion, etc and the rate should be calculated at 12 sessions for 10 divisions.

- o **Divisional training for 10 divisions as stipulated in the Terms of Reference.**
- o **+/- 250 in total required participants (this training may not be taking place at the same time)**
- o **Maximum 2 hours per session.**
- o **No report required per training**

QUESTION 3:

Value's being reflected on the reference letters – alternatives if client doesn't agree to disclosure of information. E.g. can the client indicate if it is >R100 000.00? – SCM please assist?

The bidder responding to this bid should have the contract value or purchase value for services rendered. Full compliance on providing information required as stipulated in the functional evaluation (TOR document) is required to avoid risk of disqualification.

QUESTION 4:

Should the executive wellness be a monthly fee or a fee per medical as this may change depending on gender and age of each executive, unless this information is available now?

Bidder should make provision of monthly for the Executive Wellness Services required in terms of the said programme as requested in the SBD 3.3 (Annexure A) pricing schedule.

QUESTION 5

- **4.14** – Please clarify the following:

- Who is the target of this training – Employees, which will include the manager of the division
- Number of participants per session – maximum per session is 45, depending on the number of employees in a division
- Duration of the sessions – maximum two hours per session
- Does the CC require a report per training session - No

4.14 Themed Face-to-face Team Interventions / Counselling to assist teams with face-to-face counselling relating to changes within the organisation, i.e., structure, structural changes, operational requirements, team cohesion, etc and the rate should be calculated at 12 sessions for 10 divisions.

- Divisional training for 10 divisions as stipulated in the Terms of Reference.
- +/- 250 in total required participants (this training may not be taking place at the same time)
- Maximum 2 hours per session.
- No report required per training

QUESTION 6

- 3.1 What is CCSA expectation regarding IOD services in detail under 4.3 Health and productivity management on the scope of works?
- 3.2 Under 4.3, Health and productivity management, does the incapacity include medical assessments and if yes, how many session is required? Or is it facilitation of these services?
- 3.3 On the pricing schedule on point number 4, only one line item is provided to price, however under the Health and Productivity programme there are different intervention that need to be priced, how would we price this per fee per intervention?
- 3.4 Points 4.5 Mental Health Programme and 4.6 Wellness Management under the scope of works, please confirm how many sessions are required and if the service offering can be provided virtually or online?

- 3.5 On the pricing schedule, pointer No.2, what is “commissions employee” is it a typing error? If not please elaborate what is required.
- 3.6 Regarding the reference letters, would CCSA accept a table that reflects the contract ranges of the reference letters in addition to the reference letters that would be attached ?
- 3.7 Pointers 4.10 till 4.13 on the scope of works, there is no provision to cost these services mentioned in scope of works on the pricing schedule. Please advise.
- 3.8 Social Wellbeing – What are your expectations under personality and strength profiling ?

ANSWER 3

3.1 Supporting and counselling of employees in the event of an IOD.

3.2 Yes, it would include medical assessment. This will be dependent on the number of incapacity cases and the complexity of each case. Please provide a fee per assessment.

3.3 Bidders to please refer to the updated SBD 3.3 Annexure A.

3.4 Bidders to please refer to the updated SBD 3.3 Annexure A.

3.5 Error – this was updated - **Bidders** to please refer to the updated SBD 3.3 Annexure A.

3.6 No, compliance to Functional Evaluation as stipulated is required in order to avoid disqualification.

3.7 Bidders to please refer to the updated SBD 3.3 Annexure A.

3.8 An assessment of employees’ personality, their strengths and weaknesses.

*****Note: this questionnaire is only available to bidders who attended the Compulsory Briefing session.**