

14 July 2023

REF: RFB NO: 009/2023/HR&OD/WELLNESS/RFB

APPOINTMENT OF A WELLNESS (EAP) SERVICE PROVIDER FOR THE PROVISION OF WELLNESS SERVICES FOR A PERIOD OF 36 MONTHS

ADDENDUM NO 1:

Herewith Addendum No 1 which forms part of the above-mentioned tender. The Addendum deals with the following:

FORM A: Company Experience CORPORATE CLIENTS (Table 3 1.1a), REPLACE the form on page 14 of the RFB with the one below.

FORM A - COMPANY EXPERIENCE

COMPANY EXPERIENCE – PROVIDING WELLNESS SERVICES TO CORPORATE CLIENTS

(Table 3 1.1a). NO POINTS WILL BE ALLOCATED IF FORM A IS NOT COMPLETED.

CLIENT NAME (The client company that services were provided to)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF CONTACT PERSON	DESIGNATION OF CONTACT PERSON	CONTACT DETAILS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

NB: No points will be allocated if this table is not completed in full. No points will be allocated for self-created templates.

SIGNATURE:NAME OF BIDDER.....
(of person authorised to sign on behalf of the bidder)

SECTION 9: FINANCIAL PROPOSAL: APPENDIX A: COST PROPOSAL / PRICING TEMPLATE
REPLACE THE PRICING TEMPLATE FORM ON PAGE 20 AND 21 OF THE RFB WITH THE ONE BELOW.

APPENDIX A: COST PROPOSAL / PRICING TEMPLATE

Wellbeing Services	Unit Price (Excl VAT)	Projected Total Units for Contract Period (3 years)	Total Cost (Excl VAT)
FACE TO FACE / VIRTUAL COUNSELLING			
Counselling sessions for employees or their immediate family members. (Session duration is at least 1-hour)		240 sessions over contract period of 3 years (80 sessions per year)	
CRITICAL INCIDENT MANAGEMENT / TRAUMA SUPPORT			
Individual face-to-face or virtual trauma counselling for employees or their immediate family members. (Session duration is at least 1-hour)		30 sessions over contract duration of 3 years, (10 sessions per year)	
Group trauma debriefing sessions, face-to-face or virtual for employee groups and families (employees with their family members of at least 1-hour).		6 sessions over contract duration of 3 years, (2 sessions per year)	
WELLNESS DAYS			
In-person wellness awareness day for all staff at TCTA's offices or another suitable venue.		3 wellness days over contract duration of 3 years (1 per year)	
EXECUTIVE AND MANAGER			
Annual offsite wellness day for the executive management team		3 wellness days for executive management (1 wellness day per year)	
SUPPORT PROGRAMMES			
Managerial support and advice on how to deal with challenging work situations.		12 managerial support and advisory sessions over contract duration of 3 years (4 sessions per year)	
In-person or virtual managerial training workshop		3 managerial training workshops over contract duration of 3 years (1 training workshop per year)	
HEALTH AND WELLNESS AWARENESS PROGRAMMES			
One (1) weekly early morning practical virtual wellness session. (Practical exercises, mindfulness, stress and anxiety management of between 30 – 60 minutes.)		120 virtual wellness sessions over the contract duration of 3 years (40 per year)	
One (1) all staff wellness awareness/ educational session facilitated in-person or virtually.		3 all staff wellness awareness sessions over contract period of 3 years, (1 per year)	
ABSENTEEISM, INCAPACITY AND DISABILITY MANAGEMENT			
Advisory consultations with Managers and Human Resource team members.		6 advisory consultations sessions over contract duration of 3 years, (3 sessions per year)	
Home visits for employees on extended sick leave by a registered Nursing Practitioner.		6 home visits over contract duration of 3 years, (2 per year)	
REHABILITATION COUNSELLING SUPPORT FOR ALCOHOL AND SUBSTANCE ABUSE			
Case management for employees who needed inpatient rehabilitation at a medical facility. (Reintegration and post addiction counselling and progress reports to the TCTA Wellness Coordinator.)		1 case over contract duration of 3 years.	
ADVISORY SERVICES			
Provide online professional legal advice to employees and their immediate families		45 sessions over contract duration of 3 years, (15 sessions per year)	
WEBSITE WITH WELLNESS INFORMATION			

Wellbeing Services	Unit Price (Excl VAT)	Projected Total Units for Contract Period (3 years)	Total Cost (Excl VAT)
Digital wellness article		36 articles over contract duration of 3 years, (1 per month and 12 per year)	
REPORTING			
Monthly utilization report.		36 reports over contract duration of 3 years, (1 per month and 12 per year)	
Annual utilization report.		3 reports over contract duration of 3 years (1 report per year)	
TOTAL Cost Excl. VAT			
VAT			
TOTAL Cost Incl. VAT			

N.B: The pricing will be for a period of three years with price escalation on the second year of the contract as mentioned in section 5.5, stage 5 of the RFB.

Yours faithfully

Azwi Nelwamondo
SENIOR MANAGER: PROCUREMENT