



Question 1:

Annexure J- Team Composition.

1. We have noted that annexure J has only 1 space to populate the administrative staff, where do we populate the number 2 administrative staff?
2. we also noted that the same annexure J has one space for tracker & Tracer, where do we populate the number 2,3, &4 tracker & tracers?
3. We propose to amend the annexure J as per attached.

Please advise and confirm the action plan on the above points.

Answers: 1

1. Invoicing/Payment:

The report will be regarded as finalised when the audit is completed and report is signed.

The progress payment will not be considered. Any effort done will be invoiced under support services. Any difficult employers or no longer existed employers will be invoiced under support services.

Yes, support services will be invoiced separately and on a monthly basis

2. Information provided by the UIF to Service Providers:

No, UIF will not provide returns on this project as it is not the requirement for the audit process

3. Contacting employees:

Yes, the percentage sample is allowed. Not all employees will be verified

Any additional verification procedures are welcomed and accepted

4. Allocation of work to Service Providers:

Each successful bidder will receive from 700 to 800 employers per month and subsequent allocations will on performance of the bidder

UIF cannot allocate using employees as the APP is based on the number of employees

Question 2:

RE: Tender UIF6/2023 - Verification and Support services for the COVID19TERS Disaster Benefit to the UIF for a period of 12 months

We refer to the above-mentioned tender.

We would like to submit the following clarifying questions:

1. Invoicing/Payment:

- During the briefing session, it was stated that invoicing/payments will only be done upon the receipt of each of the individual employer reports (i.e. "no report, no payment"). Is that correct? In this regard, the following questions are posed:
 - ✓ At what point will an Employer be regarded as "finalised" for invoicing purposes? Only once the project manager approved the final report?
 - ✓ In light of hard costs and expenses that will be incurred during verification, will progress payments (prior to issuing final reports) per employer be considered, based on submission of proof of progress made?
 - ✓ What would the impact of delays (beyond our control) from the UIF/Employer be on invoicing of services provided?
 - ✓ How would reporting and invoicing per employer be affected when an employer cannot be traced; or no longer exists; or no longer has access to the required information (given the time that has passed); or employees cannot be traced?



- Are we correct in accepting that the verification & support service will be invoiced separately? Verification services will be charged at R253 (incl. VAT) per employee (ID)? On what terms and intervals will support services be invoiced and paid?

2. Information provided by the UIF to Service Providers:

- In addition to the CSV files per Employer, will the UIF be able to provide us with each Employer's submitted UIF returns?

3. Contacting employees:

- Where employees need to be contacted to verify information, what would be an acceptable % sample of the overall population (per Employer)?
- If we verify employees' details based on IRP5s, Proof of Payments (with bank verifications), employment contracts, historic and relevant payroll periods; would it still be expected of Service Providers to contact employees directly to confirm information already at hand? Given the time that's passed since the lockdown period, it will probably be difficult to: 1) trace employees; and 2) they might not recall the required details.

4. Allocation of work to Service Providers:

- The TOR states that 120 000 employers will need to be verified during the 12-month period. Can you please provide us with an estimated number of employees represented by the 120 000 employers? Are you able to provide a breakdown per province?

The TOR states the following regarding allocation of work to Service Providers: *"Bidders will receive equal employers; however, number of employees will differ and this does not guarantee bidders to receive equal numbers"*. Since the verification is done on a fixed/prescribed cost it would be necessary to calculate the average verifications to be done in order to determine the viability of the project. Will the UIF consider allocating work to Service Providers based on the number of employees, rather than number of employers?

Answer: 2

1. Invoicing/Payment:

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2. Information provided by the UIF to Service Providers:

No, UIF will not provide returns on this project as it is not the requirement for the audit process

3. Contacting employees:

Yes, the percentage sample is allowed. Not all employees will be verified. Any additional verification procedures are welcomed and accepted

4. Allocation of work to Service Providers:

Each successful bidder will receive from 700 to 800 employers per month and subsequent allocations will on performance of the bidder

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QUESTION 3.

With respect to the tools to be used in conducting investigations/audits, it will be necessary to enter into a service level agreement with service providers. For example, to verify ID Numbers and bank details.

Question. Is it sufficient to mention the tools to be used or is it a minimum requirement that agreements must have been entered into with service providers prior to the submission of tender document?



Answer: 3

The bidder is allowed to use any analytic tool and mention it on the bid document, however UIF will not pay for any additional costs of such tools, except for quoted fees

Question: 4

I wanted to ask if the example below is the correct way of calculating support.

Support Staff	Qty	Hours	Rates	VAT	Total Bid Price (Including VAT)
Partner	1	2150	100,00	15,00	215 015,00
Project Manager	1	3500	100,00	15,00	350 015,00
Data Analyst	1	2000	100,00	15,00	200 015,00
Tracer	4	2500	100,00	15,00	1 000 015,00
Support Admin	2	3000	100,00	15,00	600 015,00
Actual Disbursements Including VAT		Based on actual expenses @ 8%	164 526,96	24 679,04	189 206,00
Total Bid Price - Including VAT			2 056 586,96	308 488,04	2 365 075,00
Total Bid Price - Including VAT (12 Months)					2 554 281,00

Answer

No, the only correct calculation is the disbursement

Other components are incorrect. You need to use AGSA approved rates on other resources.
Furthermore, you need to take rates multiple by hours and add VAT.

Based on the above, your first line of calculation is incorrect.

Question 5

Would you kindly confirm the pricing structure for the verification services.

Am I correct to say that the calculation would be as follows;
R253 x number of employers verified x number of employees verified x payment iterations completed.

In an example where we have verified 4 employers, 100 employees and 6 payment iterations , that means the invoice would be R607200.

Please confirm if this pricing structure is correct.

Answers: 5

The correct calculation is as follows:
R253 x number of employees verified x number of iterations verified

However, it should be noted that this calculation is not required on the bid submission

Question: 6

Please receive our questions below regarding the above tender;

- Will we have access to the UIF data systems to pull data on UIF claims, payments and UIF contributions previously made by employers?



- Do you have a subscription through a bureau like TransUnion that we can link to for access to information to vet employee's ID numbers? If not, are we allowed to access data through our own subscription?
- Will we have access to Department of Home Affairs database that we can pull data to vet employees with UIF claims or can this be arranged? Here we refer to back-end database access.
- Will we have access to CIPC database that we can pull data to vet employees with UIF claims or can this be arranged? Here we refer to back-end database access.
- Will we have access to the UIF data systems to pull data on UIF claims submitted, payments on the claims and UIF contributions previously made by employers?

Answer: 6

- All bidders will have access to the UIF data;
- UIF do not have data from TrustUnion, Home Affairs and CIPC, however the bidders can make those arrangements with the relevant Entity
- It should be noted that UIF will not pay for any costs of the above arrangements except for the agreed quoted prices
- We will not provide claims and contributions data as it is not required for this project