

Minutes of the compulsory virtual Briefing session held on
03 October 2024

**for SCMU 08-2024/25:
Terms of Reference for Employee Wellness Programme**

Time: 11h00

Attendees: As per the attendance register.

1. Opening and Welcome

The meeting was opened by Mr Tienie Jooste, in his capacity as SCM Manager and the Chairperson of the briefing session. All attendees were welcomed to the meeting and the panel members and SCM staff were introduced to everyone present.

2. Attendance Register

The attendance of the briefing session was confirmed by Ms Nzima. It was noted that this was a non-compulsory briefing session and bidders who did not attend would be able to submit proposals.

3. Confirmation and adoption of the agenda

The agenda was adopted without changes.

4. Discussions

The ETDP SETA is looking for Service Providers who have the experience and capacity to provide counselling and support for its employees and immediate family members. The ETDP SETA would like to appoint a suitably qualified service provider to provide for the Employee Health Wellness Programme (EHWP).

The closing date of the tender is 15 October 2024.

4.1 Technical Aspects of ToR

Prior to presenting the technical ToR to the bidders, Mr Vusi Monyela declared for record purposes that there was no relation to one of the bidders in the briefing session, Lerato Moyela.

❖ *The following Q & A arose from this section of the ToR:*

- 1. The pricing schedule does not include 24-hour call centre. Wellness events are not costed hourly, and it will be difficult to cost an hourly rating as some events are over 2 days.*

Estimates may be provided as different services will be rendered. Bidders can average the cost per hour.

2. *The “as and when” will be difficult to cost if bidders don’t know quantities.*

The organisation is unable to determine how many issues will be dealt with per year, hence the “as and when” requirement.

3. *Standard best practice items are not reflected in the ToR –*

We added the following in the Tors:

<u>Spiritual Wellbeing</u>
<u>Social Wellbeing</u>
<u>Emotional Wellbeing</u>
<u>Physical Wellbeing</u>

4. *24 Hour call centres work on an always on call basis and cannot only turn the system on for a call. How will bidders provide a fully comprehensive programme. A line item for 24-hour call centre on the costing model.*

The ETDP SETA will look at including an extra line in the costing. An offline discussion will be held, and revised ToR will be published on the website and sent to bidders in the briefing session.

5. *There is no provision to quote for telephonic, face to face, life management and trauma counselling in the pricing schedule, but the items are listed in the Scope of Work. –*

Updated in the ToR

6. *Can Marketing and reporting monthly also reflect in the ToR?*

Monthly reporting will form part of the invoicing process.

Mr Jooste took the bidders through the Stages of Evaluation of the ToR

The following questions were raised in this section of the ToR.

1. *An E-Learning platform is mentioned in the presentation table but not in the technical requirements?*

The E-Learning platform is just a platform to share information.

2. *Should fitness trainers bring their own equipment?*

Yes, on days of events.

3. *Dieticians - The likelihood is that there won’t be one in the file. Should they be at every site and must CVs for all be submitted?*

The recommended bidder should be someone that is already in the game. All required information should be packaged with other issues related to the bid.

4. *Why are CVs needed for people who won’t be deployed at sites?*

They may not be required at all sites at the same time, some can be online.

5. Was the inclusion of the organogram an oversight?

The ETDP SETA was just indicating the number of employees.

The attendance register was confirmed as received in the Chat box.

Resolutions

1. Amendments to the ToR will be finalised and sent to bidders in the briefing session and published on the ETDP SETA website as this was a non-compulsory briefing session.

Bidders and ETDP SETA staff were thanked for attending the briefing session.

The meeting closed at 12h05.

Compiled by:

T. Leaman Signature: *Duly Signed*

Date: 04 October 2024

Checked and Approved:

..... Signature: _____ 

Date: 2024/10/08 _____

T Jooste: SCM Manager