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| **Attention** | **:** | Prospective Bidders |
| **From** | **:** | Supply Chain Management |
| **Date** | **:** | 25 January 2024 |
| **Bid Number** | **:** | RFP2023/25/NYDA |
| **Bid Title** | **:** | RE-ADVERTISEMENT OF AN APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE UMBRELLA FUND (PROVIDENT FUND, RISK BENEFITS AND MEDICAL AID CONSULTING) SERVICES FOR THE NYDA FOR FIVE (5) YEARS RENEWABLE FOR THREE PERIODS OF FIVE (5) YEARS BASED ON PERFORMANCE |

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firm0s, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING/AFTER THE COMPULSORY BRIEFING SESSION HELD ON THE 19th of JANUARY 2024 AT 10H00

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| 1.1 | **Question** | **:** | Should the pricing be submitted together with the proposal? |
|  | **Answer** | **:** | Yes, bidders should complete and sign the updated pricing schedule provided on annexure B and attach price breakdown where applicable. |
| 1.2 | **Question** | **:** | How soon will the data be provided to SP to complete the tender? |
|  | **Answer** | **:** | The addendum will be published on the 26th of January 2024. |
| 1.3 | **Question** | **:** | Should we use the NYDA pricing schedule only? |
|  | **Answer** | **:** | Bidders are advised to complete and sign the updated pricing schedule provided on **annexure B** and attach price breakdown where applicable. |
| 1.4 | **Question** | **:** | What is NYDA staff count? |
|  | **Answer** | **:** | 605 as per tender document clause: 10.1.18 |
| 1.5 | **Question** | **:** | Referring to Page (21), 10.1.9.2, is the investment return date correct? |
|  | **Answer** | **:** | Kindly align to the company tax year end dates. |
| 1.6 | **Question** | **:** | Can I confirm if independent intermediaries are eligible to bid? |
|  | **Answer** | **:** | As long as your company meets all the requirements. |
| 1.7 | **Question** | **:** | We would like to enquire whether NYDA will accept a tender that excludes the Medical Aid Consulting Services? |
|  | **Answer** | **:** | There are no cost implications for the NYDA and its employees for MEDICAL AID bidding. Furthermore, the compensation of the successful bidder shall be as per the provisions of the Medical Aid Scheme Act, Act No. 131 of 1998. As per page 21. |
| 1.8 | **Question** | **:** | Will NYDA require a presentation on the closing date or on invitation only? |
|  | **Answer** | **:** | The presentation may be done on NYDA discretion to bidders that are considered responsive on functionality assessment. |
| 1.9 | **Question** | **:** | Can we have access to the recording of the briefing meeting? |
|  | **Answer** | **:** | The recording is for NYDA use only. |
| 1.10 | **Question** | **:** | What is the closing date of this tender |
|  | **Answer** | **:** | This Tender will close on 06 February 2024 at 11:00 am. |

1. Question raised after briefing session but before 23 January 2024

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| 1.1 | **Question** | **:** | In terms of the phases of the bid, phase 1 is the submission of the bid, phase 2 is the presentation to the NYDA (Invitation only), phase 3 is the pricing schedule.  Should phase 1 and 3 both be submitted now by 6 Feb? Phase 2 will then be later by invitation. Please confirm. |
|  | **Answer** | **:** | We have three stage evaluation i.e. 1. Eligibility 2. functionality and 3. price assessment. The presentation will not be part of the evaluation however, The presentation may be done on NYDA discretion to bidders that are considered responsive on functionality assessment. |
| 1.2 | **Question** | **:** | On page 22 of the document, pricing is requested on the following benefits:   * Death Benefit * Educational Benefit * Disability Benefit * Funeral Benefit   I asked if details of these benefits will be provided?  For example, on the death benefit, is it a specific Rand amount or is it a multiplier of salary – for example 3 x annual salary.  In order to run quotes, we require full details of what to quote on. |
|  | **Answer** | **:** | Bidders are required to make a proposal to the Agency on what they are able to offer. NYDA can not inform bidder on what they want or what is currently being offered as a benefit from the current service provider. |
| 1.3 | **Question** | **:** | We will also require member data for the 650 employees. The data must include:   * Date of birth and gender OR ID number * Salary * Occupation * Location (Province) |
|  | **Answer** | **:** | This information can not be released due to POPI Act |
| 1.4 | **Question** | **:** | On page 21 point 10.1.9.2 it requests returns up to 30 March 2023, please provide the new required date (Most funds would have published up till 30 November at this stage) |
|  | **Answer** | **:** | Kindly align to the company tax year end dates. |
| 1.5 | **Question** | **:** | Page 13 point 3.1.6 this refers to human capital and retention. The bid document poses the question to the bidder, how does the bidder retain staff. However, in the briefing the explanation of what is required seemed to suggest that the response should explain how the bidder would help NYDA retain staff.  Which response is required? |
|  | **Answer** | **:** | In line with the publish tender document on how the bidder retain the key stuff in each of your business services. |
| 1.6 | **Question** | **:** | We are not an administrator and do not have a 13B license. Will this disqualify us as we can only provide the consulting services? |
|  | **Answer** | **:** | Key Individuals must have 13B License accreditation and relevant consultants’ accreditation |
| 1.7 | **Question** | **:** | A close comparison of the pricing sheet from the 1st bid and the price sheet from this reissue shows a difference.  The 1st request - RFP2022/06/RFP requested a price for provident fund, assumably the admin fee and then prices for each risk benefit (pg 23 of 48).  The reissue RFP2023/25/NYDA requests pricing for only the risk benefits, (Page 22 of 41). |
|  | **Answer** | **:** | The Provident Fund rate was omitted from the published tender please refer to the updated **pricing schedule as Annexure B** of this addendum. |
| 1.8 | **Question** | **:** | * Confirm disability claimants (if any) * Is there a different NRA for certain member groups * Members with nil salary * Confirmation of 13th cheque |
|  | **Answer** | **:** | Yes, there has been disability claim.  No, member with nil salary  Employees below Management level does receive a 13th Cheque. |

1. ANNEXURES

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| **2.1** | Presentation | Annexure A |
| **2.1** | Pricing Schedule | Annexure B |

There has been a number of queries with regards to request of employees personal information, it must be noted that no personal information will be forwarded to bidders as this contravenes the employees privacy and most importantly the POPIAct.

The spread of our employees nationally is that 50% of our employees are spread within Gauteng. The balance of the employees are spread between the 8 NYDA Regional Offices.

The age spread is estimated at 85% over the age of 35 years, 15% under 35 years. Bidders are to work with headcount figure provided on the tender document.

NYDA is not in a position to bring forward the current service offering from our current service provider as that would be doing an injustice to the current provider. All bidders need to prepare their own proposals of service offerings and bring those forward in the tender submission.

54 Maxwell Drive | Woodmead North Office Park | Woodmead | 2191

P O Box 982 | Halfway House | Midrand | Johannesburg | Gauteng | South Africa | 1683 Tel: +27 11 651 7000 | Fax: +27 86 539 6926 | e-mail: [info@nyda.gov.za](mailto:info@nyda.gov.za) | [www.nyda.gov.za](http://www.nyda.gov.za/)

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