

## Questions and Answers:

### Project duration

**Q1:** According to the bid document the project is expected to be **completed by 15 March 2019**, is this date correct? If so, when is the **intended start date**?

**A1:** **01 February 2019**

### Estimate number of meetings

**Q2:** How many meeting days should be catered for?  
We need to factor in travel time. Will we be able to have some telephonic or video conferences?

**A2:** **We cannot estimate the number of meeting days, as this will be entirely dependent on the consultation process the services provider embarks on together with the approach and content they would like to take.**

**What we can indicate to them are the stakeholders that will need to be consulted during the various stages of the project**

- **HR**
- **Executive**
- **Workplace Improvement Forum**
- **Employees (general staff and management staff)**
- **IT**

**Q3:** **See page 23 of 23**

Not all line items have the *Rand* symbol and indicators for *hourly rates*. Should we put fixed fees in here, or not?

**A3:**

<b>Deliverables</b>	<b>Allocated Number per resource</b>	<b>Allocated Hours per resource</b>	<b>Rate Per Hour</b>	<b>Total Cost</b>
Planning			R	R
Consultation			R	R
Design			R	R
Communication plan			R	R
Implementation			R	R
Analysis			R	R
Reporting			R	R
Post survey			R	R
<b>Sub Total</b>			R	R
<b>VAT (15%)</b>			R	R
<b>TOTAL</b>			R	R