



**REFERENCE NUMBER: GTA/RFQ/2025/27 ; THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH AN EMPLOYEE WELLNESS PROGRAMME**

Dear service provider,

Please see the below answered questions.

1. Page 2, Paragraph 3.2 State "The service provider should also provide catering as per the below specification for the day and brand awareness promotional materials:" These are flyers and banners for save the date, official wellness day flyer and breakaway rooms (Vision, Hearing HIV Screening rooms)

Can you please clarify the "BRAND AWARENESS PROMOTIONAL MATERIAL" as to what is it that is required here and Does it have to be Branded GTA or any other details on those materials.

2. Page 3, Par 4.1 Bullet 2, State " 1 signed reference letter from a Government Institution, and it must be related to the services required, with a company logo, 2 contactable references and not older than 3 years". Unfortunately, we require a service provider who is familiar with and has previously worked with a Government institution.