

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

HUMAN RESOURCE DEPARTMENT

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TENDER NO: 269S/2021/22

TENDER DESCRIPTION : Provision of an Accredited Professional Service Providers to Provide Section 26D Trade Test Training in Construction and Engineering for the City of Cape Town.

MEETING CALLED BY: SCM on behalf of Human resource Department


SESSION DATE:	04 April 2022
SESSION TIME:	11:00AM
SESSION VENUE:	Skype Meeting.
SESSION TYPE:	Non-Compulsory Briefing Meeting
FACILITATOR(S)	Nozipho Gwadiso

PRESENT (City of Cape Town Officials and/or Representatives)

No.	NAME AND SURNAME	REPRESENTING
1.	Nozipho Gwadiso	HR Department
2.	Lionellee Badibanga	SCM
3.	Patrick Martinus	HR Department
4.	Christopher Sihalo Mbandazayo	SCM
5.	Nontando Gabuza	HR Department

a) Welcome and Introduction / Geoff Howard

- The chairperson, Mr Nozipho Gwadiso, from City Of Cape Town Communication Department welcomed everyone present and introduced City of Cape Town's officials. He briefly highlighted the purpose of the meeting and advised that this was a Non-Compulsory Briefing Session and therefore Attendance is not compulsory.
- All bidders that purchased or downloaded the document will be forwarded any notices issues during advert stage.
- The chairperson went thru the tender specifications with the bidders addressing all schedules in the document.
- Mandatory Requirement :Bidders must submitted Proof of ETQA and/or SETA Accreditation and it must be up to date , failing to comply the bidder will be declared non-responsive:
- Target Audience : City of Cape Town Employees including Councillors, EPWP candidates and all Student Programme Beneficiaries who need training as part of their vocational development and employees who will meet the minimum Trade Criteria & Requirements as Required by NAMB (National Artisan Moderation Body).
- Accreditation Required per trade: Relevant accreditation per Trade (compulsory)
- Note: Bidders must provide confirmation of their accreditation.

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Daily Course Times : Between 08h00 – 16h00 or as per curriculum requirement

IDENTIFIED TRADES: Please Note: (Bid according to the identified trades below):

1. Petrol Mechanic
2. Diesel Mechanic
3. Earth Moving
4. Electrical Engineering
5. Boilermaker & Structural Steel
6. Refrigeration
7. Bricklaying
8. Plastering & Tiling
9. Painting & Decorating
10. Plumbing & Solar Heating


TRAINING FACILITATORS : A minimum of one (1) Facilitator per course must be available for each course tendered.

The following documentary evidence must be provided for each Facilitator nominated :

- Valid certification of accreditation as Facilitator for the particular Unit Standard
- Brief CV/Resume of the proposed facilitator/s wherein the relevant experience is highlighted must be reflected in Schedule 15.
- All training will be facilitated within a classroom environment.
- If the details of the facilitator/s change from tendering to implementation of this tender, the successful Service Provider must provide the City of Cape Town with details of the new facilitator/s for the City's approval.
- To note that the new facilitator/s must comply with the original Tender Specifications and have equivalent qualifications/ experience.
- No alternate Facilitator may be used unless agreed to by the City's Project Manager prior to the commencement of the training. New facilitators may be used, provided that they comply with the requirements
- A copy of the Course Manual of all Training Courses tendered for is to accompany tender submission.
- The Bid Evaluation Committee for this Tender will assess and verify the training facility during the evaluation process, prior to the award being made (Facility Checklist to be attached as an Annexure).

Notes:

Please note that Schedule 15 A.1 will be amended and a information will be attached with notice and minutes for Non-Compulsory Briefing Meeting.

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b) Tender Document / Lionellee Badibanga

- **TENDER CLOSE ON THE 21 April 2022** . Tenderers to submit their bids at 12 Hertzog Boulevard, 2nd Floor (Concourse Level), Civic Centre, Cape Town not later than **10:00AM**.
- **Tender Box No : 159.**
- For communication purposes, tenderers to E-mail to **Nozipho Gwadiso** (Email: Nozipho.Gwadiso@capetown.gov.za) or **Patrick Martinus** (Email: Patrick.Martinus@capetown.gov.za) their questions pertaining to the tender to the email address provided on the tender document only, stating the tender number and the description.
- All communication, questions about the specification will be shared with the all tenderers attended the non-compulsory briefing session including those who downloaded and bought the tender document.
- Tenderers are advised to notify the City of Cape **TENDER REPRESENTATIVE** after the close of tender if they will not have access to their emails during the tender evaluation and provide an alternative emails just in case if a question of clarity is sent to them and someone can attend to the question of clarity.
- Tenderers need to be registered to City of Cape Town Data base at award stage in order to get paid.
- Tenderers need to be registered to (CSD) Central Supplier Data.
- Tenderers need to be tax compliant if they are not tax compliant, City of Cape Town will send letter advise them to rectify tax compliant status within seven day.


The Bidders will be evaluated as follows:

1. Eligibility

- Tenderers must not amend, Delete, or make any changes to the tender document. Tenderers making changes to the tender document will be deemed non responsive and will not be evaluated further.
- All the following eligibility schedules need to be completed and signed:
- Schedule 1 : This schedule is to be completed if the tender is submitted by a partnership/joint venture/consortium.
- Schedule 2 : If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule.
- Schedule 4: Declaration of Interest – State Employees (MBD 4)
- Schedule 5 Conflict of Interest Declaration
- Schedule 6 Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.
- Schedule 7 : Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town
- Schedule 8 ,10, 11, 12 : not applicable.
- Schedule 9, 13, 14 and 15 need to be completed.

2. Functionality

- The minimum qualifying score for functionality is 56 points (70%) out of a maximum of 80 points (100%) in all Trades.

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- Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.
- The tender will be awarded per Trade to a Primary and Alternative Service Provider. Purchase orders will be issued on a as and when required basis. Tenderers are allowed to apply for any or all trades listed. All items listed against a trade must be priced for in order to be deemed responsive. The City reverses the right to appoint up to a maximum of 4 (Four) trades per Service Provider.
- A 80/20 preference point system will be used for evaluation where 80 is for price and 20 for BBBEE certificate level (empowerment). A BBBEE certificate submitted by the tenderer will be checked whether it is valid and it is issued by SANAS accredited verification agent. All affidavits submitted must be completed in full and signed by a commissioner of oath.
- Once the Bid Adjudication Committee have endorsed the recommended bidder for award, all bidders (Successful and unsuccessful) will be advised of the outcome and a 21 day appeal period will be observed .
- If no appeal is received within the allocated time period, then the awarded tenderer will be notified that no appeals were received and the Project Manager will be in contact with the bidder.

Item #	* Reference	Question	Response
Q 1.	Schedule 15.A.1	In schedule 15. A.1 the heading said a service provider previous experience in administration and generic skills training (accredited interventions) however its not relavent to technical training such brick laying ?	City of Cape confirmed that this information its not align with requirement for Schedule 15 A.1 and they agreed to amend Schedule 15 A.1 and an updated document will be attached with notice and minutes for Non-Compulsory Briefing Meeting.
Q 2.			

MEETING ADJOURNED @ 12:00 AM

I, the chairperson of the Briefing Meeting, confirm the above minutes are correct and a true reflection of the discussions at meeting.

SIGNATURE OF THE CHAIRPERSON: _____

DATE: _____

(in consultation with attendees of the Non Compulsory briefing meeting.)