



**BRIEFING SESSION QUESTIONS AND RESPONSES**  
**DATE: 16 APRIL 2024, 11H00 AM**

No	Questions from the briefing session	Responses by DCS
1	What is a bid bond? Explain	<b>Part 2, page 5, important definitions</b>  A bid bond is issued as part of a bidding process by the surety to the project owner, to guarantee that the winning bidder will undertake the contract under the terms at which they bid. The cash deposit is subject to full or partial forfeiture, if the winning contractor fails to either execute the contract or provide the required performance and/or payment bonds. The bid bond assures and guarantees that should the bidder be successful, the bidder will execute the contract and provide the required surety bonds.
2	What is the proof of preference points claimed?	<b>Part 2, page 24, section 16.5.4, table 7</b>  An original or valid B-BBEE Certificate or a certified copy thereof issued by a verification agency accredited by SANAS, or an affidavit as per the DTI prescribed template, whichever is applicable to the bidder. The affidavit must be signed by a Commissioner of Oaths and clearly indicate the date of signing.
3	Should bidders provide certificate of transportation (delivery vans) in order to obtain points for operational experience?	For the purposes of the submission of bids, bidders are not expected to provide and certificates for transportation, however, a due diligence exercise will be conducted during the evaluation phase and bidders may be required to provide proof of transportation.
4	Will DCS consider a bank rating letter instead of a bid/bond or performance guarantee?	The bid document currently only requires bidders to submit either a bid/bank/performance guarantee OR a credit/overdraft confirmation letter issued by a Commercial Bank duly registered in South Africa. <b>Please note therefore, bank rating letters will not be accepted.</b>
5	Clarify the amounts on the required bid/bank/performance guarantee or credit/overdraft facility?	A bidder who is bidding for one region must provide a guarantee or credit/overdraft facility of <b>R2 million</b>  A bidder who is bidding for two or more regions must provide a guarantee or credit/overdraft facility of <b>R4 million</b>



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6	How should the A3 pricing schedule be included in the bid document as other bid documents will be on A4?	Bidders may print out the completed pricing schedules and fold it in half to make an A4 size. Bidders should take extra care to ensure that they don't punch holes in the amounts quoted on for pricing.
7	Are bidders allowed to provide a guarantee or credit/overdraft facility from banks other than the bank that is reflected on their CSD information or the bank which they hold the company's bank account?	Yes, bidders may provide a guarantee or credit/overdraft facility from any South African Commercial Bank duly registered in South Africa.
8	What is the maximum number of panel members required per region?	Due to the nature and complexity of the structure of the bid and based on the extensive research conducted; it is difficult to determine the number of panel members upfront. Depending on the responsiveness of the bid per region in the various categories of <b>Items</b> , DCS will determine an appropriate number of service providers to be appointed for the various items per region.
9	Criteria 1 detailed implementation plan, will a data sheet be acceptable instead of a product catalogue with pictures?	Bidders are required to submit a product catalogue to qualify for the 10 additional points. Datasheets will not be considered when evaluating this criterion.
10	Can bidders submit purchase orders or invoices instead of the required reference letters?	No, purchase order or invoices are required for this bid. Bidders must provide reference letters meeting the specified requirements as per <b>part 2, page 22, criteria 3</b>
11	Can bidders submit a guarantee from any provider registered with NCR?	Note that a bid/bank/performance guarantee OR a credit/overdraft confirmation letter issued by a Commercial Bank duly registered in South Africa is the only form of guarantee that would meet this requirement. Commercial Banks are registered with the National Credit Regulator (NCR) as well as the Prudential Authority. Therefore, guarantees from institutions only registered with the NCR will not be considered.
12	Is it mandatory for bidders to submit Annexure E and F?	No. Bidders do not have to return Annexure E and F, the documents are for information and reference purposes only.
13	<b>Part 2, page 22, criteria 3.</b> How many letters should the bidder submit to obtain maximum points?	Bidders must submit <b>more than three</b> letters to obtain maximum points



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14	Should bidders submit a certificate of compliance with SANS codes?	No. Bidders do not have to submit any certificates of compliance with SANS codes, however, products supplied must comply with SANS codes and standards. DCS reserves the right to conduct a due diligence exercise to test for product compliance at evaluation stage as well as throughout the duration of the contract.
15	Is the USB excel format for pricing mandatory?	Please note that as per Section 9.5.2 the populated hard copy signed in original ink is what will satisfy the mandatory requirement for the pricing schedule. The USB containing the MS Excel Spreadsheet, with the bidders pricing, will be utilized during the evaluation process and is not mandatory. Please however, ensure that your pricing on the hard copy is exactly the same as per your pricing on the MS Excel Spreadsheet as this will be agreed to prior to utilizing the MS Excel version.
16	Can the bidder provide a bank letter of intent, wherein the bank can only provide the bidder with a bank guarantee only after being awarded the tender?	A bank's bid guarantee and a bank's letter of intent are two distinct financial instruments. A bank's bid guarantee is a form of guarantee, while a bank's letter of intent is a form of indication. Furthermore, a bank's bid guarantee is binding on the bidder and the bank, while a bank's letter of intent is not binding on either party. Therefore, for Bid No. HO6/2023 only bid/bank/performance guarantees OR credit/overdraft confirmation letters will be considered.
17	Can the pricing schedule be populated on soft copy and printed out to include in the file?	Yes, the pricing schedule can be completed on an excel document and printed out for submission in the proposal.
18	Should bidders go back to past suppliers where services were rendered to request for a reference letter?	Yes, bidders would need to go back to previous companies where services were rendered and request reference letters.