



Western Cape
Government

FOR YOU

Department of the Premier

NON-COMPULSORY BRIEFING SESSION

FMA 0002-2025/26

PROCUREMENT OF TECHNICAL COMPETENCY FRAMEWORK DESIGN AND DEVELOPMENT SERVICES

FOR A PERIOD OF 8 MONTHS

15 May 2025 at 10H30 via MS Teams

Session will start at **10h35**

AGENDA

1. Purpose and Contract Period
2. Background
3. Scope Outline (High-Level)
4. SCM process outlined
5. Closing date
6. Questions and Answers

BRIEFING PROCEEDINGS

- Bidder's present need to state their name, company they representing and an e-mail address in the **chat box feature** (liaison person).
- Meeting will be mechanically recorded and transcribed via MS Teams.
- Questions, answers and the presentation will be e-mailed to all present.
- Questions must be asked at the end of the presentation and bidders to state their name and company represented.

PURPOSE

1. The Department of the Premier wishes to invite potential bidders to provide technical competency framework design and development services.
2. These services would be required based on the specific demand for the design, development, and finalization of technical competencies across various functions of the WCG.
3. Bidders must deliver the above services for the period of 8 Month Period.
4. This non-compulsory briefing session is to clarify and outline the expectations of the required service.
5. The purpose of this session is to answer any questions that potential bidders may have in relation to the bid specifications.

BACKGROUND

1. **Current State**
2. **Gaps Identified**
3. **Proposed Solution**
4. **Implementation Plan**
5. **Expected Outcomes**

SCOPE:
**Technical Competency Framework
Design and Development**

Scope of Service (Technical Competency Framework Design and Development)

The project will be **executed in three phases over eight months**. Based on planning outcomes, some elements to be addressed per phase could happen concurrently.

Phase 1: Project Initiation and Planning

- Finalise Project Plan
- Develop and Approve a digital competency library blueprint
- Align existing frameworks and templates with the WCG Competency Description Format (CDF)
- Train Internal WCG project team

Phase 2: Competency Design and Validation

- Conduct research, data collection, and stakeholder consultations
- Define job families and map roles
- Design and validate technical competencies for each functional area
- Populate the technical competency library
- Provide on-the-job training and skills transfer to WCG staff

Phase 3: Consolidation and Close-Out

- Consolidate and align content across all functions
- Finalise the technical competency libraries for both senior and lower-level staff
- Recommend assessment tools and training interventions
- Complete final reporting and project close-out

Scope of Service (Technical Competency Framework Design and Development)

1.Existing Internal Framework

2.Collaboration

3.Skills Transfer

4.Focus Areas

5.Dedicated Resources

6.Framework Design

7.Assessment and Measurement

Competency Requirements

1. **Should provide High-level Resources and Roles, as described and outlined in detail section 6 of TOR.**
2. **The bidder must provide the services at the minimum of one (1) Lead Consultant / Project Lead and at least one (1) Design/Delivery team member, both adhering to the competence requirements as set out in Table 3 in section 6 of the TOR.**

Supply Chain Management Process Outlined

BID DOCUMENT

INVITATION TO BID: FMA 0002-2025/26

VALIDITY PERIOD OF BID OFFER: 90 DAYS FROM CLOSING DATE

THE DEPARTMENT OF THE PREMIER WISHES TO INVITE POTENTIAL BIDDERS TO SUBMIT A BID FOR THE PROCUREMENT OF TECHNICAL COMPETENCIES FRAMEWORKS

BID NUMBER: FMA 0002-2025/26
Contact person: Jani Roux
Date of advertisement: Thursday, 08 May 2025
Closing Date of advertisement: Friday, 30 May 2025
Non-Compulsory Briefing Session: Thursday, 15 May 2025 @ 10H30
via Microsoft Teams (Online Application)

In order to participate, potential Bidders must ensure that an e-mail address (representative) is sent to Dotp.acq@westerncape.gov.za on or before Wednesday, 14 May 2025 at 17H00.

NB! Microsoft Teams Application needs to be installed on the relevant platform in order to participate (e.g. Cell Phone, Laptop and or Desktop).

Late bid offers shall not be admitted for consideration.

Bidders to note that should the Bid document be too big to fit into the Bid Box, to please contact the following Supply Chain Management office who will ensure that bid documents get deposited into the bid box before the closing date and time: Procurement Office - 021 483 4679 / 8213 / 3578 / 2943

Completed and signed (in ink) bid documents must be submitted on the official bid forms and may not be re-typed.

Completed and signed (in ink) bid documents if posted must be addressed to:

The Director, Supply Chain Management and Administration, P.O. Box 659 Cape Town, 8000 and sufficient time must be allowed for the delivery of the bid to the offices of SCM, situated in 7 Wale Street, Cape Town.

Or

DEPOSITED IN THE DEPARTMENT OF THE PREMIER TENDER BOX SITUATED ON THE GROUND FLOOR* (ENTRANCE) OF NO. 4 DORP STREET, CAPE TOWN (CNR KEEROM AND DORP STREET) before the closing time of the bid.

RFB/s will be regarded as late if received after the closing time of the bid.

The Department of the Premier (DotP) reserves the right to cancel the bid at any stage of the process.

ALL PRICES MUST BE QUOTED IN RSA CURRENCY AND MUST BE INCLUSIVE OF VAT.

The service provider/s must comply with the conditions for the processing of personal information as prescribed by the Protection of Personal Information Act, No 4 of 2013 (POPI). The service provider/s is required to provide the WCG with a certificate confirming that the personal information provided to the service provider/s by the WCG has been destroyed.

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and any other Conditions and or Special Conditions of Contract that might be stipulated in the requirement. Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

The successful bidder will be required to sign a written contract form within 7 days after the award of the bid.

Important Note to Bidders

IMPORTANT NOTICE TO BIDDERS

We are pleased to inform you that the Department of the Premier is transitioning to a digital system to enhance efficiency and streamline processes. As part of this initiative, we hereby request that you submit an electronic copy of your bid on a storage device (such as a USB flash drive) along with your physical submission.

❖ Please note that while the electronic copy is for our records and future reference, **the physical submission is mandatory and only the physical submission will be evaluated.**

Thank you for your co-operation and understanding.

WCBD 1 FORM – Invitation to Bid

| |
|--|
| 1. BID SUBMISSION: |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7). |
| 2. TAX COMPLIANCE REQUIREMENTS |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID. |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE. |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |
| NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID |

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Proof of Authority /Resolution Letter

TWILIGHT SAGA (PTY) LTD

1234 Nimble Way
Cape Town
South Africa
80001

Board Resolution Letter

Board of Directors: Mr.Jacob Black
Ms.Alice Cullen
Mr. Jasper Hale

Resolution Passed at the meeting of the board of directors of Twilight Saga (Pty)Ltd held on 15 May 2024 at 1234 Nimble Way Cape Town.

Resolved that the company has authorised Ms. Bella Swan and Mr Edward Cullen and is hereby authorised to sign all documents on behalf of:

Twilight Saga (Pty)Ltd

Signed on behalf of the board: Jacob Black
(Mr.Jacob Black)

Signed on behalf of the board: Alice Cullen
(Ms.Alice Cullen)

Signed on behalf of the board: Jasper Hale
(Mr.Jasper Hale)

CSD Report

DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER 1

| | | | |
|-------------------------------------|-------------------------------------|--|-----|
| Director type | Director | Owner | No |
| Director status | Active | Created by | |
| Name(s) | | Created date | |
| Surname | | Edit by | |
| Country | South Africa | Edit date | |
| Identification type | South African Identification Number | Restricted Supplier | No |
| South African identification number | | Restriction Last Verification Date | |
| Work permit | 0000000 | Government Employee | No |
| Appointment date | | Government Employee Last Verification Date | |
| Email address | | SA identification number Verified | Yes |
| Cellphone number | 000 000 0000 | SA identification number verification date | |
| | | Companies involved in | |

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I have read understand the content of the document;
- iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
- v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
- vi. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

WCBD 4- Declaration of Interest Page 8

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER:
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER:
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER:
- 2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
SIGNATURE FULL NAMES Commissioner of Oaths
Designation (rank) ex officio: Republic of South Africa
Date:..... Place

Business Address:

.....

Joint Venture Requirements

| WCBD 1 Form – Invitation to Bid | In the name of the joint venture or individual forms per member company |
|---------------------------------------|---|
| WCBD 4 Form – Declaration of Interest | x2 for each of the member firms. Directors on WCBD 4 need to match the directors on the CSD Report. |
| WCBD 6.1 | x1 in the name of the joint of joint venture |
| Consolidated BBEE Certificate | x1 in the name of the joint venture and should reference the bid number that is being tendered for. |

EVALUATION: PHASE 1

Phase 1(a): Compulsory Conditions of Bid (Par. 7)

Only bid offers that comply with all compulsory requirements of the bid will be eligible for migration to Phase 1 (b) of the evaluation process.

Bid **FMA 0002-2025/26** refer to stamped pages **000041 to 000047**.

Bid documentation must be supported with evidence for all the requirements indicated in compulsory requirements.

EVALUATION: PHASE 1

Phase 1(b): Conditions of Contract (Par. 8)

Only bid offers that agree to all conditions of contract will be eligible for migration to Phase 2 of the evaluation process.

Bid **FMA 0002-2025/26** refer to stamped pages **000048** to **000053**.

Bid documentation must be supported with evidence for all the requirements indicated in compulsory requirements.

EVALUATION: PHASE 2

Phase 2: Pricing and BBBEE

Bid **FMA 0002-2025/26** refer to stamped page **000054-000055**

Note:

- The price evaluation will be done on the total all inclusive fixed service fees payable in respect of each phase of the services per Pricing Schedule WCBD 3.3.
- The WCG is allowed to negotiate rates prior to the award of the bid.
- The bid will be evaluated on the 80/20 principle as follows:
 - PPPFA/BBBEE scoring - 20
 - Price scoring - 80

CLOSING DATE AND TIME DETAILS

CLOSING DATE: **30 May 2025**
TIME: **11H00**

DEPOSITED IN THE DEPARTMENT OF THE PREMIER TENDER BOX SITUATED ON THE GROUND FLOOR (ENTRANCE) OF NO. 4 DORP STREET, CAPE TOWN (CNR KEEROM AND DORP STREET) before the closing time of the bid.

Bid/s will be regarded as late if received after the closing time of the bid.

CONTACTABLE INFORMATION

All requests for clarification and/or any queries in relation to the Technical requirements and Supply Chain Management must be submitted to:

Ms. Kim-Leigh February - Kim-Leigh.February@westerncape.gov.za

DOTP Acquisitions- Dotp.Acq@westerncape.gov.za

Ms.Jani Roux – Jani.Roux@westerncape.gov.za

Any further questions w.r.t Supply Chain Management or assistance to bid portfolio should be communicated via e-mail before Monday 19 May 2025 at 15H00.

The Presentation and Minutes will be communicated via e-mail to all Bidders present before end of business Wednesday 21 May 2025 at 15H00.

Q & A

Please raise your hand , once acknowledged, state your name and Bidding company in representation

Thank you