
**NON-COMPULSORY BRIEFING SESSION
MINUTES**

**FMA 0002-2025/26: PROCUREMENT OF TECHNICAL COMPETENCY FRAMEWORK DESIGN AND DEVELOPMENT
SERVICES FOR A PERIOD OF 8 MONTHS**

1. OPENING AND WELCOME

1.1 The Non-Compulsory Briefing Session was held on **Thursday, 15 May 2025**, and commenced at **10h35am**. Ms Kim-Leigh February welcomed all to the meeting and introduced the Departmental officials to the bidders' present.

1.2 STAFF ATTENDING THE BRIEFING SESSION.

- Kim-Leigh February
- Jani Roux

2. BRIEFING SESSION AND NOTES

2.1 The meeting was held online and recorded via Microsoft Teams.

2.2 Bidders in attendance:

No	Bidding Company Name	Representative/s in attendance
1.	CCI-GrowthCon (Pty) Ltd	Lynn Muller
2.	Be Solid Consulting ZA	Sherwyn Roussouw
3.	Appleworx (Pty) Ltd	Kganya Seroto
4.	QBIT	Francois Doman
5.	QBIT	Herman Jacobs
6.	Africa International Advisors (AIA)	Somona Kabemba
7.	Mogale Solutions Providers (Pty) Ltd	Mogale Ishmael Matlala
8.	Appleton Consulting and Business Accounting	Michael Cloete

3 COMMUNICATION:

3.1 It was agreed that the following will be made available to all bidders in attendance via e-mail:

- Presentation.
- Non-Compulsory Briefing Session Minutes (Questions and Answers)

4 PRESENTATIONS:

- 4.1 Ms Jani Roux presented the particulars pertaining to the content, background, and scope of services of the bid.
- 4.2 Ms Kim-Leigh February presented the SCM information regarding the bid document and informed the bidders as follows:
- Discussed the supply chain management process outline with a presentation thereof (see attached presentation)
 - Bidders were informed that no late bids will be considered and upon submission of their bid document.

5 QUESTIONS AND ANSWERS:

- 5.1 Questions posed at the Non- Compulsory Briefing Session:

Questions asked by bidders at the Non-Compulsory Briefing Session Meeting		
Requested by:	Questions:	Response by the Project Manager/ Supply Chain Management
1. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Asked about the number of locations required.	They are across the province. But in terms of our engagement, it's quite possibly going to be centralised in Cape Town CBD.
	Asked about the on-site resources versus working virtually	Jani indicated that in terms of travelling just to give an indication their onsite resources we can center around hybrid type of engagements with the type of functional clusters that we're also looking at.
2. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Asked that should it become a requirement he assumes that will be by mutual agreement.	Yes
3. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Asked whether an electronic version is required as the document relates to the electronic version. He also asked whether it must be an excel version which you can simply upload and manipulate the way you want.	Jani Indicated that the Department does not have a specific requirement for it either being excel or a system that we need to co- develop. That is open to consultation in terms of the process. The need of the Department requires that the competency information be electronically accessible, in any format that supports such accessibility.

4. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Asked when developing the technical competency framework—specifically for the five functional areas (plus a sixth for management, if he understood correctly)—should each of these standalone frameworks also include the relevant behavioral competencies, or are they meant to remain separate at this stage? Once the individual technical and behavioral competencies have been identified and developed for each function, is the intention then to combine them into a single, consolidated competency library that includes both behavioral and technical elements?	Jani indicated that the goal is to develop a comprehensive competency library that includes both technical and behavioral competencies. This library should support functionality across different roles, job levels, clusters, or functional areas—however we choose to structure it. At the job or role level, we'll need to define: The technical competencies required for that position. The behavioral competencies, using the existing language and structure we've already adopted and intend to maintain. This means the behavioral framework will need to be integrated in a way that aligns with how we're already using it, ensuring consistency and continuity. So, in short, the end goal is a fully integrated, comprehensive competency library. That's why we also need support in developing a blueprint—a clear, practical guide for how this integration should work and what the most efficient and scalable approach would be.
5. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Indicated that in addition to the capacitation component. He has also identified a possible need for something like a standard operating procedure (SOP) or step-by-step guide that could be linked to the competency library. This would serve as a practical reference for applying the competencies in real-world scenarios	Jani indicated that the assumption is correct. We do have a clear understanding and a vision for the approach we want to take. However, we definitely need support in translating that vision into something more practical and actionable. At the moment, much of it remains quite theoretical—the conceptual understanding is there, but we're looking for guidance to help solidify



		and operationalize it in a way that works on the ground. While we do have one part in place, the nature of our organization is quite unique—very different from most companies. We're working with a large amount of informal knowledge and information, and we need a way to make that easily accessible and usable. It's important that whatever solution we develop is user-friendly and adaptable to a wide range of user groups across the organization. That's an area where we definitely need support—particularly in designing something that's both practical and intuitive for diverse users.
6. Bidding Company: Appleton Consulting and Business Accounting Representative: Michael Cloete	Indicated that the terms "methods" and "tools" are sometimes used interchangeably, there is a difference as there is a method and there are assessment tools. His understanding is that the Department wants both.	Yes, we do.
7. Bidding Company: CCI-GrowthCon (Pty) Ltd Representative: Lynn Muller	Asked about the size and skills of the internal resource pool.	Jani indicated that in terms of internal support, we will be allocating a minimum of four internal resources to work alongside the resources you'll be providing. This is the baseline we're working with, and it will be reflected in the terms of reference as our starting point. In terms of skills, our internal team already has a foundational understanding and some experience in working with competency design and development. The specific expertise we're assigning to this project will be focused on the people management function, which is where our internal resources will primarily contribute. Jani also indicated that she is an industrial psychologist working within the competency-based assessment center, and been actively involved with the competency model—so that's



		the type of expertise I'll be bringing to the project. In addition to her role, the internal team may also include individuals from job design, human resources, and other relevant areas who bring a strong understanding of the organizational functions. We'll also provide access to subject matter experts (SMEs), which is a standard part of our process during the initial phases. The core task team will be focused specifically on the people management function, and our internal resource support will be aligned to meet the needs of that area. A key takeaway is that the internal task team should not be considered as the core delivery team for the project, that onus is placed on the successful bidder and their resources who needs to ensure that the project deliverables are met.
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6. SCM Comments

- 6.1 Any further questions with regards to Supply Chain Management or assistance to bid portfolio to be communicated to Ms Kim-Leigh February for a before close of business **Monday, 19 May 2025**. The bid presentation and all documentations listed in paragraph 3.1 will be circulated before close of business on **Wednesday, 21 May 2025**.

7. Meeting was adjourned at **11H15**.

Name: Ms. Kim-Leigh February Designation: SCM Facilitator	Name: Ms. Jani Roux Designation: Project Manager
Signature and Date:	Signature and Date:

