

**Tender 36374-5M PROVISION OF A RECRUITMENT AGENCY TO SUPPLY CASUAL
STAFF DURING EVENTS FOR THE COMMERCIAL SPORTS FACILITIES DIRECTORATE
FOR A PERIOD OF 36 MONTHS**

Consolidated List of Questions and Answers from Prospective Bidders

Q&A from Shanelle Chellan – Rapid Recruiting

Could you please confirm the following:

1. Is the annual total intended to be the accumulation of all estimated quantities and rates for the applicable 12-month period?
 - Please refer to Section 8: Schedule of Rates, which provides for pricing per unit by job title across the three-year period. The totals (Year 1, Year 2, and Year 3) and the combined subtotal are to be calculated based on the rates provided.
2. Are the quoted rates expected to include Saturday and Sunday work, or should separate weekend/overtime rates be applied where applicable?

As stipulated under Section 8: Schedule of Rates (NB page 59), service providers are required to submit rates for:

- Weekdays (Monday to Friday at x1)
 - Saturdays (at x1.5)
 - Sundays and public holidays (at x2)
3. For fixed personnel, should pricing be based on a standard 5-day work week or on operational requirements that may include weekends?
 - The tender is only applicable to the provision of casual staff.
 4. If weekend work is required, please advise whether any specific overtime multipliers or labour-related premiums should be incorporated into the pricing.

- Please refer again to Section 8: Schedule of Rates (NB). The applicable multipliers (Saturday at x1.5 and Sunday/public holidays at x2) must be applied. These prescribed rates should be used in your pricing, together with compliance with labour legislation as outlined in Clause 10 (Compliance with Legislation).

Q&A from Kelly Donnelly – Tipsy Tiki

Could you kindly advise where we may obtain the full tender documentation and all required submission forms? We would also appreciate any guidance regarding compulsory briefing sessions, registration requirements, and the submission process to ensure that our proposal is compliant.

- You can find the complete tender document on our official ethekweni website under Tenders, all the details are clearly explained in there for your reference if you have any technical questions, please direct them to [@Precious Ndwane](#) copied on the email

Q&A from Njabulo Xaba – Affirmative Portfolios

I refer to the above tender's rate schedule on pages 56 – 57 of the documents. Attached for ease of reference. Your note on page 57 states that we are required to provide a rate for standard weekdays, Saturday, Sunday and Public holidays. However, the schedule on provides a column/space for one item (rate). Please advise how we are to fill this in.

- Please note that what ever rate you put in the schedule of rates will be used and we will times it by 1.5 Saturday and x2 on Sunday or public holiday. (we will use the standard rates that you have put and times it accordingly for services rendered on weekends and public holidays) as per the note

Thank you for your prompt response, much appreciated. Just one more question I forgot to ask, is the rate the pay rate or invoice rate including management fees and statutory costs?

- Whatever rate you put for the individual staff should have all cost included because we dot pay a separate rate for management fee or statutory cost

additionally [@Precious Ndwalane](#) kindly confirm if you need further explanation
please do give Precious a call