

TENDER BRIEFING / CLARIFICATION SESSION**MINUTES**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Page | 1

TENDER NO: 61S/2022/23**DESCRIPTION: Provision of a Service Provider to Assist Corporate Human Resources with Temporary Employment Services****MEETING CALLED BY: SCM on behalf of HR – Human Resource Department****SESSION DATE:** 18 August 2022**SESSION TIME:** 12:00p.m – 13:00p.m**SESSION VENUE:** Skype Meeting**SESSION TYPE:** Compulsory Briefing Session**PRESENTER(S)** Michelle Kleynhans, Lihle Cetywayo

NAME AND SURNAME	REPRESENTING
Lihle Cetywayo	SCM
Keikenametsi Ntaba	SCM
Michelle Kleynhans	HR
Carl Nigel Martin	HR
Marilyn Dennis	Health Services
Ashraf Jabaar	Health Services

a) Introduction and Technical Specification – Michelle Kleynhans

Michelle Kleynhans, from City of Cape Town Human Resource Department welcomed everyone present. She highlighted the purpose of the meeting and advised that this was a Compulsory Briefing Session for Tender No. 61S/2022/23 and indicated that this is a replacement tender, she also indicated that the tender will commence from the 1 July 2023 to 30 June 2026. All the City officials introduced themselves. Bidders were requested to provide their names, surnames, email addresses and the companies' name they are representing on IM box so that the minutes of the meeting can be forwarded to all attendees. The presentation will focus on the Specifications, Price Schedule, Schedule 8 – CPA, Schedule 15, Functionality and Compliance by SCM.

TENDER BRIEFING / CLARIFICATION SESSION MINUTES	 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
	Page 2

Purpose of the tender

- ❑ Tenderers to note the importance of the payment agreement for persons employed via Temporary Employment Services. The service provider will be required to not pay staff less than the minimum remuneration prescribed by the collective agreements regulating salaries and wages and which are binding on the Employer. Whatever amount they pay staff should not be less than the amount provided on the pricing schedule. If so they will be disqualified.
- ❑ Main Collective Agreement” – a collective agreement entered into at the SALGBC under the LRA and binding on the CCT specifying the minimum remuneration and conditions of service applicable to employees.
- ❑ The successful bidder to be compliant with the Basic Conditions of the Employment Act in terms of the employment that does not exceed a period of three (3) months conditions of services and benefits with the provision that should any contract extend beyond the three (3) month period the provisions of the Main Collective Agreement shall apply. Should the Temporary Employment Service fail to adhere to the applicable legislation and collective agreements this will lead to the termination of their services.
- ❑ **Place of work** - all categories of this tender will be required to work at any of the CCT sites where their services are required and the place of work will be communicated to the tenderer before the commencement of the contract.
- ❑ **Period of hire** – tenderers to note that it is not intended for the City to hire category of personnel listed in the schedule on a full time basis, they can be hired on the Adhoc services. The duration of placement of hired personnel shall not exceed three (3) months and any placement exceeding three (3) months preferably no longer than a year will require additional approval. This will be communicated to the successful tenderer.
- ❑ **Working time** – it’s a normal 40 hour per week. Any variations to the normal hours to be mutually agreed by the CCT and the tenderer. The use of minutes or other fraction of an hour is not acceptable. There’s also 30 minutes meal interval that each TES member must get. Hired personnel are advised to reflect the 30 minute meal interval on their timesheet. Completion of timesheets to reflect: Purchase Order number, designation classification, name of hire personnel, period worked, signature of hired personnel and (name, signature, designation and contact details of the CC representative line manager).
- ❑ **Adhoc Transportation allowance** – the City’s policy also allows the payment of transportation allowance as and when required on condition that prior approval is received.
- ❑ **Temp to contract/ permanent placement fees** – no placement fees will be paid in respect of personnel who worked for a period of three (3) months or longer. A fee of 5 (five) percent (excl VAT) of basic salary in respect of any of the service provider’s personnel, working on assignment for a period less than 3 (three) months, appointed onto the CCT’s staff establishment whether contract or permanent basis shall be paid by the CCT.
- ❑ **Future involvement** – the service provider upon the conclusion of this tender should not have any expectancy of being involved in any future phase of a project unless a tender is advertised and they submit a new bid to be evaluated accordingly.
- ❑ **Key personnel** – (1 x account manager, 4 x administrative support – inclusive of finance team and 4 x recruiting officers – must possess a three year tertiary qualification).
- ❑ **Documents used in execution of duties** – reference checks, technical assessments, Pro forma CV’s, selection batteries, timesheets and contract utilized. These documents must form part of returnable under schedule 15 as they will assist the City when evaluating your tender submission in terms of functionality requirements.
- ❑ Tender consists of category 1 and category 2: Category 1 - the designations reflecting in the table

TENDER BRIEFING / CLARIFICATION SESSION MINUTES	 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
	Page 3

under Non medical staff are the only designations that are being used on this tender. They are outlined in the document. The same applies to Category 2 (the Medical staff) –

- ❑ **Personal protective Clothing** – tenderer to ensure compliance with OHS Act and to provide, kit and issue free of charge to its contract staff the basic personal protective equipment and clothing requirements.
- ❑ **Pricing Schedule** – it consists of 6 Schedules. The successful tenderer is required to perform all tasks listed against each item.
- ❑ The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. They can't be selective when pricing. They must not leave the price against items blank or zero as they will be deemed that they are providing the service for free.
- ❑ All items to be priced and quoted for all the streams within the categories. Tender will be awarded per category and not per career stream;
- ❑ Tenderers to provide rates per hour. Tenderers can write in the amount on the pages provided in the tender document. Should the tenderer want to type up their submission the pages must be included in a separate bundle, they are advised not to insert it on the tender document as this will be deemed as an alteration of the document, thoroughly indicating a cross reference between the documents. The same can be done for the Schedule 15 returnable documents and tenderers to make sure that the information is 100% as per the document and cross reference to the original pages in the tender document.
- ❑ Whatever amount you are paying staff cannot be less than what is indicated on the pricing schedule table. Tenderers can decide to pay TES more than what is provided on the pricing schedule but not less as they will be disqualified should they pay them less.
- ❑ Tenderers to indicate the amounts and percentages they are charging on the breakdown schedules, provide the percentage for the overheads that they are charging as well as for the PPE per hour. City requires the percentage to be indicated in schedules and not just the amount for that charged.
- ❑ **Contract Price Adjustment** – In terms of the tender agreement the rates increase will be in line with the cost of living adjustment as agreed to between the parties to SALGBC Salary and Wage Collective Agreement. The contract price adjustment applies to the entire hourly rate, inclusive of the employers costs/contributions.
- ❑ **Schedule 15** – this is where tenderers need to provide their supporting documents and this information must be linked or cross reference with functionality for purpose of evaluation. For each area that they will be accessing tenderers will be given a form to complete and this must form part of the tender submission. Tenderers were advised to provide comprehensive information which will help BEC committee to evaluate their tender submission.
- ❑ **Functionality** – the minimum qualifying score for functionality is 70 out of a maximum of 100 for Non-Medical Staff and 60 out of a maximum of 100 for Medical Staff.

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Page | 4

b) Compliance – Lihle Cetywayo

- Advised that this is a Compulsory Briefing Session and therefore only bidders who attended the Compulsory Briefing Session are eligible to submit bids. The City will keep records of the emails provided by the tenderers to ensure that the bids that are being evaluated are those of the bidders attended the meeting and also ensure that the minutes of the meeting are circulated directly to them.
- Tender document is available at 2nd Floor, City of Cape Town Offices in Civic Centre at the value of R200 and is also available for e-Tender or Tender portal for download.
- Tender document to be submitted in box 175 and tender closing date is the 06 September 2022 at 10:00, not a minute after 10:00. Tenders that are received after 10:00 will not be considered as they will be deemed a late submission.
- 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: For those tenderers that are intending to tender as a joint venture they need to complete this schedule and ensure that they submit a joint venture agreement between two parties together with the tender document. They also need to submit their consolidated BBBEE certificate.
- Schedule 2: This schedule needs to be completed as this project value is above R10 million and therefore tenderers need to submit the financial statements.
- Schedule 3: On this schedule tenderers need to indicate their BBBEE level status and the BBBEE contributor and tenderers to that they attach a valid BBBEE certificate or a signed Sworn Affidavit. To those that they are intending on sub-contracting they need to ensure that they indicate on this section and also complete the relevant annexure for sub-contracting.
- Schedule 4: Declaration of Interest – State Employees (MBD 4) tenderers need to ensure that they declare all the directors of the company on this schedule and should they have a large number of directors they attach a separate page on schedule 15 with a list of directors and cross reference it.
- Schedule 5 & 6: to be completed and signed by tenderers.
- Schedule 7: Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town. This City will do the checking of any state owned amount by either the company or directors.
- Schedule 8: Is applicable and will be in line with the SALGBC Salary and Wage Collective Agreement.
- Schedule 9: To be completed and be signed to ensure that you completed your document independently.
- Schedules 10, 11, 12: are not applicable.

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Page | 5

- Schedules 13, 14 and 15: needs to be completed.
- A 90/10 preference point system will be used for evaluation where 90 are for price and 10 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 Adjunction Committee have endorse 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.

	Reference	Question	Response	Responding entity	Response Date
Q 1.	Tender document	Please clarify how did you calculate the total remuneration i.e. Worker R118 097 as it doesn't add up when calculating hourly rate x hours per week/ per month. How did you get to the total figure?	That is the calculated per hour it's not worked out per week/ month. It's the actual hourly rate. The minimum remuneration is the basic yearly rate of the CCT staff. If you take the yearly rate / 52 weeks/40 hours , it will give you the hourly rate	HR	18 August 2022
Q 2.	Tender Document	Schedule 15 (c) pages 77 – please may we have the CCT understanding of selection Batteries.	If you are you using any selection batteries to assess people that are on your database, such as literacy, numeracy etc. those kinds of selection batteries you are using before you place them on your database.	HR	18 August 2022
Q 3.	Tender Document	Pg 128 & 129 (items – 1, 2 & 3) due to the minimum requirements being Code b driver's license, will the nurses be travelling between facilities and should they also have their own vehicles? Must I then have a driver's license assuming that they will	Yes – the nurses will be required to use their own necessary travelling from one facility to another. If it's working time the transport will be provided from the CCT. Not necessarily a need for a license that one is flexible and the City can work around it.	HR	18 August 2022

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Page | 6

		shifts?			
Q 4.	Tender Document	Please could you advise on the insurance values required?	This document speaks about public liability which is R20 million. If they don't have it as yet, they need to make sure that this information is available before a tenderer signs a contract. Tenderers to read through the insurance clauses.	SCM	18 August 2022
Q 5.	Tender Document	Just need to understand where the 5% placement fee comes in. Am I correct in understanding that the 5% placement fee as per (page 111 no 9 b) includes all statutory and other costs?	It comes into effect when your employee is working for the City and gets employed in a permanent position, the City will pay that 5% placement fee should they have been employed for a period of less than 3 months and into the same position they are on assignment for. No placement fee is paid if the assignment was longer than 3 months.	HR	18 August 2022
Q 6.	Tender Document	Is the Professional Employment Agency (PEA) certificate a requirement as in the past?	It is not indicated as a requirement in the tender	HR	18 August 2022
Q 7.	Tender Document	If the submission is too large to fit in the tender box, what is the process? How are we to deliver and will a receipt be granted.	Tenderers can split the tender document. They can have set of 2 batches, 1 for tender submission and another for the supporting documents. The supporting documents are the ones that make the document to be too big. The documents need to be clearly marked.	SCM	18 August 2022

MEETING ADJOURNED @ 13:00 pm

I **Michelle Kleynhans**, 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 briefing meeting)

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD