BS/2022/RFB468 - APPOINTMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES.

Non-Compulsory Virtual briefing Session response Feedback and Q&A

Date: 13 September 2022 at 11h00

Opening Statement – This briefing session is non-compulsory; therefore Service Providers who are not on this platform/ not in attendance will be eligible to submit their bid. All Service Providers are encouraged to bid.

Q1 – Are providers to respond by submitting their bids per province.
A1 – No, responses are not per province as the employees have a National Footprint.

Q2 – On the technical evaluations should we provide all resources
A2 – Yes, the Project Team should comprise of at least a Project Executive / Project Manager and Project Administrator. Should the resources not be provided therefore the provider will not be allocated the points.

Q3 – On technical evaluation under Monitoring and evaluation capability, the reports to be submitted, how detail should they be and how will BANKSETA apply confidentiality?
A3 – The reports requested are from previous work done by the provider, the reports are to be detail enough as per the requirement on the specification, this is to ensure that the Bid Evaluation Committee is able to evaluate the information provided, the information provided to the BANKSETA will be kept confidential and will remain within the BANKSETA.

Q4 – How will Joint Ventures submit their bid proposals on the issue of compliance Documents and BBBEE Certificates?

A4 – Joint Ventures must submit a joint venture agreement between the parties, since this is not a permanent arrangement, it might be for the purpose of this bid hence the need to submit a JV agreement where both parties have signed (agreed to the terms stipulated). In terms of the compliance documents each JV partner should have separate documents completed and signed except for the BBBEE certificate this certificate should be from both parties.

Q5 – Pricing schedule, how will the total bid amount be determined
A5 – The pricing schedule is on a sliding scale and Price Evaluation will be conducted on the sliding scale: 1500 – 2000, which is the upper-level scale. The project is for a 3-year period, therefore providers are to ensure that their total pricing schedule is completed correctly. The total bidding price should reflect the 3 year period.

Q6 – Should providers be accredited by MICT SETA?
A6 – The BANKSETA is not promoting any particular accreditation for this project, as the project requires contract management and administration services.

QUESTIONS RECEIVED AFTER THE BRIEFING SESSION :

Q1 - Please may you advise whether the BEE Certificate is part of the technical submission or is it to be included in the Financial Proposal?

A1 - The BBBEE certificate or sworn affidavit should be included in the financial proposal it does not form part of the technical response documents.

Q2 - Please may you assist us with electronic copies of the following:

BANKSETA Discretionary Grant Policy, BANKSETA PIVOTAL Grant Funding Window Guidelines and BANKSETA reporting requirements such as the DHET National Skills Development Plan (NSFP) reporting template.

A2 - Kindly note that the DG Funding Window Guidelines will be changed in the next month before going out on invitation to stakeholders to apply for funding. Furthermore, the NSDP template will never be completed by the Panel provider. It forms part of the responsibility of the employer to complete. (Documents attached)

Q3 - Upon submitting the bid on the third envelope do we make another copy of the invitation to bid which will sum up to 2 invitations to bids which will be in different envelopes which is envelope 1 and envelope 2
a) Envelope 1 – Original
b) Envelope 2 – Hard Copy of the original document and 1 Soft copy in a memory stick (USB).
c) Envelope 3 – Pricing (Annexure A) include SBD1 – (invitation to bid)

A3 - Envelope A – Original tender document (Without annexure A and SBD 1)

Envelope B – Copy of the original document (You may include the copy of Annexure A and SBD1)

Envelope C – Original Annexure A and SBD1 form

USB – Save the copy of the entire tender document, Annexure A and SBD 1.

Q4 - Kindly check the numbering of : 16. Technical/ Functionality Evaluation (page 17 to 20) as it ends with number 7 however the table is missing criteria number 5. Am I correct in saying that it is therefore in fact 6 criteria, as the weight/percentage does ad up to 100

A4 - The above is correct we have 6 criteria's in total which equate to 100 points

Q5 - Subcontracting and JV, we are a group of companies and our capabilities is across various entities and we would like to discuss if we need to have JV in place or subcontract work to the various entities?

A5 - Note for JVs you need to have a JV agreement in place and this should form part of your submission together with the supporting documents. In the case of subcontracting all documents needs to be attached and complete SBD 6.1 under section 7 which relates to subcontracting.

Q6 - The individual pricing sheet per year make provision only for unit cost for the "Implementation" and "Monitoring & Evaluation" tasks (Yellow cells). For all other tasks the total price per task must be inserted in the yellow cells (as per the formula in the blank cells). If this is the case, then the unit cost per band does not make sense - please advise.

A6 - All unit costs must be completed for price evaluation purposes we will use the last band 1500 – 2000

Q7 - The "Total bidding price sheet" does not make provision for a specific band of learners. The individual pricing sheets per year indicate that "Price Evaluation will be conducted on the sliding scale : 1500 – 2000" please confirm if we need to insert the total price per year for the 1500-2000 band of learners.

A7 - Total bid price was amended to cater for the 1500 to 2000 band and will be posted on e-tenders and BANKSETA website under tender number: BS/2022/RFB468.

Q8 - Total bidding price sheet" the formula for the total bidding price does not add all 3 years – only for year 2 and year 3 and neither does the total price per year pull through to this sheet – please advise if BANKSETA will issue a new pricing schedule as this formula will lead to a different outcome on the tender award as some applicants total price will not reflect accurately and appear to be much lower .

A8 - Pricing schedule was amended to cater for the 3 years, please see above comment for availability of revised documents.

Q9 - Regarding the pricing schedule, we are trying to understand how to complete the spreadsheet. Is it possible that you could share with us an example how we should complete the spreadsheet. This would be very helpful in complete the spreadsheet.

A9 -The yellow cells should be completed, please read the foot notes on the pricing as this relates to sliding scale.

Q10 - SBD1, SBD4 SBD 6.1 and Special Conditions to be aligned (formatting issue)

A10 - Please note SBD 1,4,6.1 and the special conditions needs to be completed in full by the bidder. These will form part of the returnable tender documents. As item number 15 of the **COMPLIANCE/ ELIGIBILITY EVALUATION.** I note the concern pertaining to alignment of the actual SBD forms, Forms amended

Q11 - We noted that the pricing schedule formula only allows one person on the row reflecting the Project Executive/Project manager and Project Administrator. Does it mean we only need to price one of these or at least two as required by Paragraph 6 where the role of the Executive/Manager are separate from those of the Administrator. Please clarify.

A11 - Please price for the project team (Project Executive/Manager and Administrator). Unit price should reflect your total unit price for both resources.

Q12 - The pricing schedule provides for three ranges of the upper and the lower , i.e., 500-999, 1000-1499 and 1500-2000. Should we be using the higher or the lower number of each range or should we be using the midpoint. Please clarify

A12 - All unit costs must be completed for price evaluation purposes we will use the last band 1500 – 2000

Q13 - The pricing schedule on each year, provides for 3 scenarios, 500-999, 1000, -1499, and 1500-2000. It is correct to assume the service providers are required to provide pricing for each "scenario" and if so, one would have expected that the excel sheet on total bidding price, should also make provision for the scenarios. Please clarify for us.

A13 - All unit costs must be completed for price evaluation purposes we will use the last band 1500 – 2000. The total bid price will be taken from the upper level band (1500-2000)

Q14 - Paragraph 4 of the terms of references, states that the service provider will be managed using project Management Principles such as PMBO or Prince II methodology. Does this includes academic qualifications on Project Management (and or subjects as part of academic qualification) from recognised institutions of learning.

A14 - The PMBOK and Prince II methodology are examples of project management principles the project team should have a Project Management qualification of at least NQF level 5 or higher

Q15 - Paragraph 16 " Technical Evaluation" under Project Plan, the service provider is required to provide project plan previously implemented where they worked with more than 10 contracts. The question is whether we need to provide the ACTUAL plan or a sample. If ACTUAL, how do we go around confidentiality.

A15 - The project plans to be submitted are from previous 10 concurrent projects ran, indicating the project plan phases as indicated in the specification this is to ensure that the Bid Evaluation Committee is able to evaluate the information provided, the information provided to the BANKSETA will be kept confidential and will remain within the BANKSETA.

Q16 - Under the M&E , the service provider is required to give 3 or 2 site reports of previous work done. Are Service Providers required to give ACTUAL reports or samples. Same concern as above.

A16 - The reports requested are from previous work done by the provider, the reports are to be detail enough as per the requirement on the specification, this is to ensure that the Bid Evaluation Committee is able to evaluate the information provided, the information provided to the BANKSETA will be kept confidential and will remain within the BANKSETA.

Closing Remarks : Last day for sending questions is 06 October 2022 Q&A to be posted by 10 October 2022 on BANKSETA website and e-Tenders portal