

TENDER BRIEFING / CLARIFICATION SESSION MINUTES



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TENDER: 218S/2024/25

TENDER DESCRIPTION: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE IN-HOUSE COMPETENCE (NON-ACCREDITED) AND ACCREDITED (CREDIT BEARING) ADMINISTRATION AND GENERIC SKILLS TRAINING FOR THE CITY OF CAPE TOWN EMPLOYEES

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT OF CONTRACT UNTIL 30 JUNE 2028

SESSION DATE:	11 April 2025
SESSION TIME:	11:30 – 14:30
SESSION VENUE:	Teams
SESSION TYPE:	218S/2024/25 Briefing session
PRESENTER:	Candice Bruce

Introduction

Candice Bruce, from the City of Cape Town Human Resources Department welcomed everyone present. CB highlighted the purpose of the meeting and advised that this was a Non-Compulsory Briefing Session for Tender 218S/2024/25. The service providers were requested to provide their names, surnames, email addresses and the company that they represent. The presentation will focus on the Eligibility Criteria, Specifications, Procurement, Functionality and Mandatory requirements.

Candice Bruce went through the Eligibility Criteria explaining that tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in the tender document as well as all specifications, for example, pricing instructions herein and the contract including its conditions.

Candice Bruce covered 2.2.1.1.4 Additional Eligibility

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For an accredited intervention:

Provide current proof of accreditation (valid at the date of tender closing) as a service provider by a relevant ETQA to offer the applicable unit standards/ similar unit standard at the same NQF level and similar outcomes. Where the unit standard forms part of a qualification, the service provider must provide the details (highlight relevant unit standard in a copy of the full SAQA qualification). The City of Cape Town reserves the right to determine the relevance of alternate or similar unit standard.

Facilitators must have a valid certificate of facilitation with an accredited body to be submitted at closing of the tender.

Only those service providers who are accredited with an ETQA will be declared responsive.

Failure to provide the above requirements at the tender closing, will lead to the bidder not being responsive.

Provider proof of registered assessor/s and moderator/s per accredited intervention.

For an in-house competency interventions:

Facilitators must have a valid certificate of facilitation with an accredited body to be submitted at closing of the tender.

Only those service providers who are accredited with an ETQA will be declared responsive.

Failure to provide the above requirements at the tender closing, will lead to the bidder not being responsive.

Candice Bruce covered 2.2.1.1.5 Minimum Score for Functionality

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

Candice Bruce went through the functionality criteria for Category A and Category B. Minimum qualifying score for functionality is 70 out of a maximum of 100 for these two Categories.

Candice Bruce explained the functionality criteria in detail to the service providers.

Candice Bruce covered 2.2.1.1.6 Provision of Samples

2.2.1.1.7 Provision of samples

Only those tenders submitted by tenderers who provided acceptable samples as stated in the tender specifications will be declared responsive.

Candice Bruce covered 2.1.5 Procurement Procedures

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2.1.5.1 General

Unless stated otherwise in the conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

The city intends to appoint the highest ranked tenderer per intervention and the second highest ranked tenderer per intervention as an alternate service provider. If insufficient responsive bids are received, the City of Cape Town reserves the right not to appoint a tenderer at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a "winner-takes-all" basis whereby the order will always be offered and, if accepted allocated to the highest ranked tenderer ("the winner").

The contract period shall be for a period of 36 months from the commencement date of the contract.

C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which cases such reference must be accompanied by the words "or equivalent"

The pricing instructions from 5.1 to 5.7 were read by Candice Bruce to the service providers so that they can take them into consideration.

The service providers were taken through the contract in detail by Candice Bruce so that they complete the document in the required format and in full. It was also highlighted that each page of the contract have the initials of the service provider.

CB asked if there were any questions and if any questions to first state full name and organisation they are representing.

Person posing question	Question	Response	Person responding
WK	Do you only submit a sample of one of the interventions per category or do you submit training material for each intervention per category?	Submit a sample of each intervention per category for which you are tendering in accordance with relevant unit standard/learning outcomes.	Candice Bruce
TJ	Is the sample content required for this or do we need to submit the content for every single module or intervention that we are responding to?	Yes, a sample for each intervention is required. There should be a lead facilitator and alternate. Facilitators may not be allocated to facilitate more than 6 interventions. Facilitators are required to have 3 years or more experience. Assessors can facilitate and moderate.	Candice Bruce
GA	For the rates do you require duration of 3 day rate or a per day rate, for the price do you require the price per day for each person or do you require the 3 day price?	Please submit per person rate for the duration of the intervention as specified, e.g. for 3 days for year 1, 2 and 3.	Candice Bruce
WK	The line item for e-Learning, is that for attendance that we price that or is it for the design and development of the e-Learning material?	This will apply for the design and development of the e-learning, as this will be loaded onto our SAP system, so it will be available for our staff to use it anytime.	Yonique Morta
WK	Under category A3 Effective Communication, there are two unit standards, unit standard 119460 and 12153 - is that the requirement that we do both unit standards or is it more important to make up the notional hours for the duration of that course?	It is for the duration of the course	Candice Bruce
GA	A3 says 4 days which is 15 notional hours then you get Project Management which is also 15 notional hours but 3 days. Then you get A4 Facilitation Skills which is 100 notional hours and it is 3 days, is there a reason why it was set out like that especially Effective Communication which is 4 days where as project management is a more intense course and is 50 notional hours but its only 3 days?	We will provide clarity on the notional hours and the anticipated duration of the intervention. <u>Clarification:</u> Please adhere to duration of each intervention as advertised, as we have determined duration based on successful implementation of current tender. Notional hours are not limited to classroom activity.	Candice Bruce
WK	At the bottom of page 22 under the Micro and Small Enterprises, there is reference made to financial statements which forms part of the due diligence process, should it be submitted as a letter from the accountant to state if a company is a micro or small enterprise?	These questions are specifically Supply Chain Management related questions. All questions can be sent to mailbox which will be answered.	Yonique Morta
GA	Page 99 has been cut off Page 103,106 and 108 has also been cut off.	Will send replacement pages, document was sent to SCM in landscape and they changed to portrait. All pages that are cut off will be replaced.	Yonique Morta
WK	Could not find anything under venues and requested clarification on the venues	Regarding the venue we have not added anything for venue due to it falling under	

		Pricing Instructions: 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.	
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CB thanked tenderers for attending and also reminded them that if there is any questions or content that they feel they need clarity on to please send to the email box FutureSkills.Training@capetown.gov.za provided. Meeting was adjourned by Candice Bruce.

I, Nomagcina Lolwana, the contract administrator of the tender, confirm the above minutes are correct and are a true reflection of the discussions at meeting.

SIGNATURE OF THE CHAIRPERSON: **Candice Bruce**  Digitally signed by Candice Bruce
Date: 2025.04.24 16:04:57 +02'00'