



**MINUTES**

<b>Meeting</b>	<b>NON-COMPULSORY BRIEFING SESSION: LEARN/2019/02 - APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF SKILLS PROGRAMMES FOR COOPERATIVES</b>	
<b>Date</b>	12 November 2019	
<b>Time</b>	11H00	
<b>Venue</b>	INSETA Boardroom (Oasis)	
<b>Attendees</b>	Lindiwe Duma (LD) Kgothatso Modise (KM)	SCM Specialist Project Specialist
<b>Item No</b>	<b>Agenda Items</b>	
<b>1</b>	<b>OPENING</b>  LD - Welcomed everyone to the briefing session and declared the meeting opened. She requested all prospective bidders to complete the attendance register. She stated that attendance to the session is non-compulsory, meaning that any other service provider(s) who did not attend the session will be permitted to submit their bids.  She stated that the purpose of the session is to provide clarity and address any questions that prospective bidders might have relating to the bid.	
<b>2</b>	<b>MATTERS DISCUSSED</b>  LD took the prospective bidders through the terms of reference /technical requirements for this tender as follows:  ➤ Indicated that INSETA is looking for appoint two (2) experienced accredited training provider(s) to provide skills programmes in urban and rural areas across South Africa (Nationally) for a period of twelve (12) months.  ➤ She also shared with the prospective bidders the scope of work as follows:  a) Through this RFP, INSETA seeks to appoint two (2) accredited training provider(s) who have scope to offer training in the specific topics of each cluster with the recommendation of a unit standard of a minimum of three (3) credits to be awarded to candidates. b) These providers will be contracted for <ul style="list-style-type: none"> <li>➤ Training a total of 500 Cooperatives members, in urban and rural areas.</li> <li>➤ Loading of learner information on the relevant SETA learner management system.</li> </ul>	

LP

- Conducting assessments and internal moderation
  - Coordinating verifications with Quality Assuring SETA
- c) These (learners) will be broken down as below:
- A total of 500 Cooperatives members
  - Provision of training for a total of 500 Cooperative members across the 3 clusters is required in the 4 regions as outlined in the bid document (this includes the Venue Hire and provision of Catering).

The bid will be evaluated and adjudicated on four (4) different phases as developed by the Bid Specification Committee, these are:

- Compliance Requirements
- Compulsory Requirements
- Functionality
- Price and BBBEE

LD - took the prospective bidders through the evaluation criteria, each criterion as follows:

#### Compliance Requirements

- The bidders are required to register with National Treasury Central Database before submitting their proposal.
- The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 26 November 2019 not later than 11h00 am, late proposal received will be disqualified.
- The bidders must ensure that all SBD forms are fully completed.

Failure to comply with all the above criteria will result in disqualification and will not be evaluated further on compulsory requirement.

#### Compulsory Requirements

- Proof of valid, accreditation with a relevant SETA with scope for the unit standard recommended per cluster. Such Accreditation and scope approval must be valid at least until 30 November 2020.

Failure to provide the above-mentioned compulsory requirement, will lead to proposals being disqualified and will not be evaluated further on Functionality.

#### Functionality Requirements

The functionality requirements of this bid constituted four (4) criteria against which the evaluated will be based on, these being:

- The bidders must provide contactable reference letters on clients' letterhead for similar work done.
  - Bidders must provide facilitators that have a qualification at least one level higher than the qualification to be offered in this project. Facilitators must have at least five (5) years working experience within the insurance and financial services sector.
  - Assessors and moderators must be registered with respective SETA's and must have valid scope for the qualification in question.
  - Bidders must provide the following as proof of capacity:
    - The bidder must provide a project organogram indicating the roles and responsibilities of all members of the team.
- The bidders were referred to the to the tender document for functionality scoring.
- Bidders must obtain a minimum threshold of 70% in order to proceed to the next stages of the evaluation and adjudication process. Failure to obtain the minimum of 70% will result in your bid being eliminated, will not be evaluated further on price and preference.
- Price & B-BBEE Evaluation
- Evaluation based on price and B-BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017, 80/20 preference point system to be used.
- KM - shared with the bidders as to what is expected in terms of scope of work. She also shared with them the deliverable for this tender.

**QUESTIONS AND ANSWERS**

Question/comment	Answers
Page 9-10 of 39: Skills Programmes Should the we quote only on the unit standards on the bid document, i.e. 114970, 114985 & 19915 per cluster? Or should providers choose unit standards that are in line with the skills programme cluster from the Short-Term qualification but still sticking to minimum of 3 credits?	The service provider(s) must make reference only to the unit standards on the bid not to propose. The quote must be for the Skills Programme Cluster.
Provision of catering for training of a total of 500 co-operatives members. How are going to quote for this?	The bidder must provide catering for 500 co-operatives members during training sessions e.g. breakfast and lunch etc. and the costing shall be included in the pricing.

	<p><b>Project Plan: Page 10 of 39, Deliverables</b> The Project plan will be submitted when the appointment has been done and not at a bidding stage, please confirm if so.</p> <p>Subcontracting, Page 23 of 39.</p> <p>What is the maximum percentage a provider can sub contract the work to support other providers? If the main provider does subcontract, should the following be submitted in respect of subcontractor with the bid document: Tax clearance with a PIN. Original sworn affidavit in line with the DTI requirements/ or should it be a consolidated BBBEE certificate if any?</p>	<p>Yes, the project plan will be required from the successful service provider(s) when the appointment has been made.</p> <p>In terms of PPPFA clause 10 under subcontracting reference as follows: 10.1. A bidder must not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract. 10.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract. The bidder must submit CSD reports for both (main contractor and sub-contractor). INSETA will verify tax matters on CSD.</p>
3	<p>The bidder(s) were advised to send any other questions that they might have to: Supplychain@inseta.org.za The bidders were requested / advised to send their enquiries not later than 15 November 2019 for INSETA to be able to respond on time. It was emphasized that INSETA will not entertained any telephonic enquiries, all enquiries must be sent via e-mail.</p> <p>LD Mentioned that the bidders are required to register with National Treasury Central Database before submitting their proposal. Failure to do that will be a straight disqualification. The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 26 November 2019 not later than 11h00 am, late proposal received will be disqualified. She added by stating that the bidder must ensure that all SBD forms are fully completed and supporting documents are attached together with their proposals.</p>	
4	<p><b>Closure</b> LD thanked everyone for attending and declared the briefing session adjourned @11:20</p>	

  
Lindiwe Duma

SCM Specialist

20/11/2019  
Date