NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE:	**26 OCTOBER 2021**
TIME:	**10:00 to 11:00**
TENDER NUMBER	**DBE174**
DESCRIPTION:	**APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICES PROVIDERS (PSPs) FOR INTERNAL AUDIT SERVICES AND INVESTIGATIONS**

1. **WELCOME AND INTRODUCTION**

   Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr S Banda, Mr D Moukangwe (Supply Chain Management) and Ms E Mmola (Project Manager). She gave the Bidders an opportunity to introduce themselves (indicating the individual's names and the name of the company/ organisation one is presenting).

2. **BID PRESENTATION**

   Presentation of the Terms of Reference (TORs) by Ms E Mmola.

3. **SUPPLY CHAIN MANAGEMENT (SCM) MATTERS**

   The SCM indicated that:

- The briefing session was non-compulsory as indicated in the Tender advert. Non-attendance to the briefing session does not lead to disqualification of the Bidders' proposal/s.
- The tender is closing on **12 November 2021 at 11:00**. A bid which is submitted after 11:00 on the closing date will be regarded as late and will not be accepted by the DBE.
- The documents must be submitted as hard copies, emailed documents will not be accepted.
- The clarity seeking questions should be done at least seven (7) days before the closing date as indicated in the tender advert. The questions should be directed to Tenders@dbe.gov.za. The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and uploaded on the Department's website (www.education.gov.za) and eTender Portal (www.etenders.gov.za) where the tender advert and documents are published.
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.

4.   **QUESTIONS RAISED AND RESPONSES PROVIDED (during the briefing session)**

No.	Question raised	Response/ clarity
1.	a. On the evaluation criteria it is stated that one must get 60% to qualify for the next stage and that there are four categories; what if the Bidder/ firm only provides category number 1 or 4; does that mean the Department is looking for one service provider that will provide all the services?	a. If the Bidder meets the requirements and qualifies in one category, the Bidder will be considered for that category and if the Bidder qualifies in two categories, the Bidder will be considered for those two categories to be on the panel of service providers. Categories have been split to give opportunities to more service providers and have a bigger pool of service providers to obtain quotations from.
	b. Will the 60% come from the 25 points that the Bidder gets for each category.	b. It is 60% for each category. For example, if one is submitting the proposal on investigation, it will be 60% of the 25 points for that category.
	c. If bidding for all categories one should meet the evaluation criteria for all categories?	c. If bidding for all categories, the Bidder will be evaluated on those categories and for one to qualify you need to get 60% of 25 points of each category you have applied

		for.
2.	a. Should it be one proposal clearly stipulating the categories one is applying for?	a. Yes, so that the evaluators could see that the categories the Bidder is applying for, have been specified?
3.	a. Your financial statements had qualified opinions; what were the main issues in those qualified opinions?	b. The qualification for 2019/20 financial year, was on capital commitments and provision and irregular expenditure. They were cleared during 2020/21 review of the audit.
4.	a. There are five (5) items on the Scope of work, can the Bidder respond to all five items?	a. Yes, the bidder can respond to all five (5) items and indicate in their proposal that they apply for all categories as reflected on the TORs
5.	a. Paragraph 3.1.3 stated "Periodic Assessment", what does that mean, what is the bidder expected to perform there?	a. On Periodic Assessments, the Department does the quarterly review on performance information and other reviews; there could be other quality assurance reviews on certain programs which are done on periodic but the ones that are normally done are on performance information for the APP.
6.	a. Would Bidders be evaluated on rates as it is required that the table for rates should be submitted?	a. The evaluation would be done on functionality and not on price as this is the creation of a pool of service providers.
7.	a. The Terms of Reference do not require the methodology and approach, is it intentional that Bidders are not required to put forward their methodology and approach considering the fact that Bidders will be scored on functionality?	a. Yes, methodology and approach will not be necessary as it is indicated that the Department will be looking at qualifications and professional certification. The DBE methodology will be used for both audit and investigation.
8.	a. On qualifications of the Team Leader, which level is the Department looking for; are you looking for a Director or Senior Manager or Manager level? b. What are the qualifications required for a Team	a. The Department does not necessarily need the Senior Manager or Director in the company but the Senior Auditor or a Project Manager who can be assigned to the project. b. The qualifications and professional certification required

		Leader?	for the Project Team Leader are specified/ indicated per service category.
	c.	If the company/ Bidder has two people on the leadership role and one has the type of certification the Department is looking for but does not have the years of experience as required per category; can the Bidder use two different individuals whereby one has relevant qualifications and the other one having the required years of experience, would you evaluate separately or you are looking at one individual who will be a Project Team Leader and looking at their certification and experience **or** the Bidder can have a mix of people where one can look at necessary requirements?	c. The Terms of Reference are specific on the evaluation of the Project Team Leader. The Project Team Leader must have the required experience and professional certification.
	d.	In other words, the Department would be looking for one Project Team Leader with all the credentials?	d. Yes.
9.	a.	To recap the above, the Bidders do not need to provide the quotation or a document on approach and methodology, what is required is the credentials for a Project Team Leader and qualifications?	a. Pricing will not be used for evaluation at this stage but Bidders must state the rates per hour for members they are proposing for these services. b. The documents on approach and methodology is not a requirement for evaluation if is provided it will be for information.

5. CONCLUSION

Bidders were reminded:

- To be mindful of the tender closing date and time as indicated in the tender advert.

- That they can still ask questions until at least seven (7) days before the closing date; questions should be directed to Tenders@dbe.gov.za.

Ms Metula thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned.

6. QUESTIONS RAISED (after the briefing session) AND RESPONSES PROVIDED

No.	Question raised	Response/ clarity
1.	Please advise how many copies of the completed Bid Documents you require.	The bidder must submit one completed bid document.
2.	We would like to clarify the below regarding the above referenced tender - Are we required to quote a full price for the entire 36 months' contract or are we only required to provide a rate per hour? - Note, the pricing schedule is asking for a full cost for each phase of the audit	The bidder is required to provide a schedule indicating the project team members indicating service category that members will render as per paragraph 4.2 Phase 2 mandatory requirements item no. 7. Item no.8 it requires that the bidder to indicate the rate per hour for the project team.

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