

<b>Attention</b>	:	Prospective Bidders
<b>From</b>	:	Supply Chain Management
<b>Date</b>	:	14 December 2021
<b>Bid Number</b>	:	RFP2021/08/NYDA
<b>Bid Title</b>	:	APPOINTMENT OF A PANEL OF VARIOUS ACCREDITED TRAINING PROVIDERS TO NYDA MPUMALANGA COMMUNITY WORKS PROGRAMME (CWP) BENEFICIARIES FOR A PERIOD OF TWELVE (12) MONTHS.

**YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES**

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

**1. QUESTIONS AND ANSWERS DURING THE COMPULSORY BRIEFING SESSION HELD ON THE 07 DECEMBER 2021 AT 10H00**

1.1	<b>Question</b>	:	Is the service provider required to provide the venue for trainings?
	<b>Answer</b>	:	Yes.
1.2	<b>Question</b>	:	Will the service provider be required to provide the catering?
	<b>Answer</b>	:	No.
1.3	<b>Question</b>	:	How many learners should be catered for in terms of training?
	<b>Answer</b>	:	The expected number of learners to participate per training programme is a maximum of 100.
1.4	<b>Question</b>	:	Does the proof of office presence to be provided only limited to Mpumalanga?
	<b>Answer</b>	:	Yes.
1.5	<b>Question</b>	:	the copies & the original documents that are required must be in one or separate envelopes?

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**Board Members:**

Asanda Luwaca - Chairperson | Karabo Mohale – Deputy Chairperson  
Avela Mjabubana | Lebogang Mulaisi | Thulisa Ndlela | Pearl Pillay | Alexandria Procter | Waseem Carrim (CEO)

	<b>Answer</b>	:	Either one or separate envelopes. However, four (4) documents are required in total (one hard copy of the original submissions, clearly marked "original" and the three (3) copied versions of the original)
1.6	<b>Question</b>	:	Are the relevant experience testimonials letters required only limited to the company?
	<b>Answer</b>	:	No, the signed positive testimonials letters on the client letter head with contact details, brief description of the services provided, client name, value of the project and the level of satisfaction for attention to the director/owner of the company will be also accepted.
1.7	<b>Question</b>	:	what is the minimum threshold for functionality/technical criteria on this tender?
	<b>Answer</b>	:	60 points per programme.
1.8	<b>Question</b>	:	will the experience of other members of the company be considered?
	<b>Answer</b>	:	Yes, functionality/technical criteria assessment, under capacity to implement the project.
1.9	<b>Question</b>	:	Can have clarity on the two-envelop system as stipulated in the tender document?
	<b>Answer</b>	:	The two-envelop system is not applicable to this Tender
1.10	<b>Question</b>	:	Can I have access to the recording of this briefing meeting?
	<b>Answer</b>	:	No, the recording is for NYDA use only.
1.11	<b>Question</b>	:	if you are applying for more than one programme, do you have to submit different envelopes as per programme?
	<b>Answer</b>	:	No, you just need to select the programmes that you are bidding for and submit supporting documents for each programme as per the requirements of the tender.
1.12	<b>Question</b>	:	In terms of the required reference letters, can we provide appointment letters instead?
	<b>Answer</b>	:	No.
1.13	<b>Question</b>	:	Can bidders submit in other NYDA branches?

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	<b>Answer</b>	:	No. they can only submit to the three (3) branches indicated in the tender documents
1.14	<b>Question</b>	:	It is a mistake that the training program to maintain and conserve the flora in nature areas is included twice?
	<b>Answer</b>	:	Yes. SAQA Qualification ID 377220 will be removed from the training programmes.
1.15	<b>Question</b>	:	Can a company from Gauteng do a JV with a company from Mpumalanga?
	<b>Answer</b>	:	Yes, however the bidder will be required to comply with clause 1.3 of the tender data and conditions of the tender (page 7).
1.16	<b>Question</b>	:	Are bidders required to include the pricing per programme?
	<b>Answer</b>	:	No.
1.17	<b>Question</b>	:	Can we provide USBs of CDs for copies of documents instead of the printed copy?
	<b>Answer</b>	:	No.

## 2. QUESTIONS AND ANSWERS AFTER THE COMPULSORY BRIEFING SESSION BUT BEFORE THE 09 DECEMBER 2021

2.1	<b>Question</b>	:	Can one training venue be used by more than one training provider as their proof of address?
	<b>Answer</b>	:	No.
2.2	<b>Question</b>	:	is a training provider that has been issued with a letter by QCTO/SETA but not yet obtained an accreditation eligibly to qualify?
	<b>Answer</b>	:	No.
2.3	<b>Question</b>	:	I would like to ask if the company is not accredited, but also sub-contract with a company that is accredited, is that allowed? Or should I go into JV?
	<b>Answer:</b>	:	Joint venture. However, the bidder will be required to comply with clause 1.3 of the tender data and conditions of tender (page 7)

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2.4	<b>Question</b>	:	If a company was not able to attend the compulsory meeting as we were waiting for the link to the meeting that we did not receive, please advise if we are able to download the documents and complete for submission without having attended the meeting?
	<b>Answer</b>	:	No, the link was published in the NYDA and etender websites
2.5	<b>Question</b>	:	During the briefing session, you have pointed out that NYDA will appoint six Service Providers per program or Qualification. Which strategy are you going to use to rotate the appointed Service providers to implement such program?
	<b>Answer</b>	:	<p>The panel will be appointed on rotation basis, where the shortlisted supplier(s) will submit quotation in line with the NYDA rates per programme and considering the following criteria:</p> <ul style="list-style-type: none"> <li>• The training provider has valid accreditation during the training period</li> <li>• The training provider's office footprint</li> <li>• Training provider's capacity to train learners</li> <li>• Confirmation of a training Centre readiness by NYDA</li> </ul> <p><b>NB:</b> The maximum rates per programme (per learner) on the price schedule are indicative. NYDA will negotiate the final rates with shortlisted suppliers and fix the price for the duration of the contract.</p>
2.6	<b>Question</b>	:	Is it okay if I will use courier guy to submit my documents and how I will know that my documents arrived?
	<b>Answer</b>	:	Use of courier service is allowed, and it is the responsibility of the bidder to ensure that the documents are delivered on time and at the correct address.
2.7	<b>Question</b>	:	If the business is 1 year accredited, is it allowed to apply with no experience?
	<b>Answer</b>	:	Yes, however, the points will be allocated as per the functionality/technical criteria stipulated in the document.
2.8	<b>Question</b>	:	From Page 16 on the tender document, we are required to provide 'Mpumalanga training Centre location' and during the briefing session it was mentioned that there are 18 sites earmarked for the programme. Do we select from the 18 sites (if

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			so, kindly provide the locations) or do we provide names of our own locations that will be used to conduct the training?
	<b>Answer</b>	:	Bidders are required to provide names of the locations that will be used to conduct the training in Mpumalanga.
2.9	<b>Question</b>	:	Is International Computer Drivers License accredited under SAQA Qualification?
	<b>Answer</b>	:	No, the International Computer Drivers License is accredited by IDCL SA.
2.10	<b>Question</b>	:	Is NYDA covering the cost of training venues?
	<b>Answer</b>	:	No.
2.11	<b>Question</b>	:	What is the minimum number of learners per programme?
	<b>Answer</b>	:	The minimum number of learners is 30 per programme

### 3. ANNEXURES

<b>3.1</b>	Presentation	Annexure A
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