

COMPULSORY BRIEFING SESSION QUESTIONS AND ANSWERS FOR BID NO. DRDLR (CRD-08) 2019/20

No.	Question	Answer
1.	Banks no longer stamps the Supplier Maintenance (Banking Details) Form provided on Page 26 – 27 of the Bid Document	In the absence of the Bank Stamp, bidders are advised to obtain and submit an official Bank Letter confirming their Bank Account details. The letter must have been issued within the last 2 months leading to the closing date of the bid.
2.	How is the Joint Venture arrangement going to work?	Joint Venture agreement should be submitted as part of the bid response. Amongst other things, the Agreement should indicate the name of the Lead Partner. All Joint Venture Partners must be registered on Central Supplier Database and their tax matters must be in order.
3.	Are bidders required to submit the proposals in two envelopes separating the Pricing proposal from the Technical proposal and Standard Bidding Forms?	One envelope is required and bidders were encouraged to bind their bid proposals.
4.	The average number of Weeks per Month as stated on Page 8 and 9 of the Bid Document, should it be 4.333 or 4.33	4.333 as stated.
5.	Should the Bid Price be inclusive of Value Added Tax (VAT)?	Duly registered VAT Vendors should provide their VAT inclusive Bid Price.
6.	What is the applicable minimum Hourly Wage Rate for Supervisor?	The same minimum Hourly Wage Rate applicable for Cleaners (Currently R22.00). It was emphasised that the above Rate is just a minimum as prescribed by the Department of Labour.
7.	With regard to UIF compliance, are bidders allowed to provide their SARS Pin in order for the Department to verify and confirm compliance?	Bidders are required to submit valid Letter for Tender Purpose or Certificate of Compliance as indicated on paragraph 6.3 on Page 33 of the Bid Document.
8.	Does the Pricing Schedule make provision for the Overheads Cost?	Yes, Refer to Table 2 of the Pricing Schedule on Page 10 of the Bid Document – OTHER (e.g. Profit, Operational costs, etc.)
9.	Does the Contribution deductions stated as part of the Additional Cost on Table A and B of the Pricing Schedule on Page 8 and 9 of the Bid Document include both the Employer and Employee contributions?	Yes, the cost should include both Employer and Employee contributions.

10.	The Pricing Schedule does not make provision for the annual increase of cleaners wages	Bidders are not required to cater for the increase in cleaners' wages as they will be allowed to make adjustment as and when the Department of Labour publish the new Rates applicable to Sectoral Determination 1: Contract Cleaning Sector.
11.	<ul style="list-style-type: none"> • Is training for all cleaners compulsory considering that the training requirements does not form part of mandatory requirements, instead the training forms part of functionality evaluation criteria. • Please clarify the Terms and Conditions item 13.13 on Page 41 of the Bid Document with regard to the type of training that should be conducted prior the commencement of contract and that which should be done during the contract. • In the event that the Training Plan is provided as part of the Technical Proposal (for the purpose of attaining functionality points), will the successful bidder be required to implement such plan? 	<ul style="list-style-type: none"> • Although the training does not form part of the mandatory requirements, it is part of the terms and conditions of the bid which will then be transferred into the service level agreement/ special conditions of contract between the successful bidder and the Department, therefore it is not a nice to have and should be regarded as being compulsory. • Cleaners orientation which covers the basic principles of cleaning and handling of material and chemical should form part of the training to be conducted prior the contract commencement. The rest of the training as specified in the Bid Document as well as on the Training Plan to be provided by the bidder shall be done within the first 12 months of the contract and completed 6 months prior the expiry of the contract. • Yes, the successful bidder will be required to implement the proposed Training Plan.
12.	Are we required to supply toilet papers?	No, there's a separate contract for hygiene services and toilet papers are supplied as part of the hygiene contract.
13.	Will reference letters from the Private Sector be considered or only those coming from Government Entities are permissible?	Reference letters from either Public or Private Sector shall be considered provided they meet the requirements stated on the evaluation criteria.
14.	What is the difference between letter of good standing for COIDA and certificate of compliance for UIF?	COIDA cover for workplace accident or work-related disease (injured, disabled, or killed; or become ill). All employers who employ 1 or more part- or full-time workers must register with the Compensation Fund and pay annual assessment. The Department needs a letter of good standing from all bidders to prove that the bidder is registered and that assessment payments are up to date. Bidder who have not employed

		<p>any worker or have not registered with the Compensation Fund are required to submit the letter for tender purpose.</p> <p>Employers are required to register their employees for UIF, declare employees details (submit employee returns) as per the UIF Act, and Pay contributions to SARS or the Fund. The Department therefore needs a certificate for compliance from all bidders to prove that the bidder is registered and that payments (contributions) are up to date. Bidder who have not employed any worker or have not registered with the UIF are required to submit the letter for tender purpose.</p>
15.	How does the Terms and Conditions item 13.17 affect the Bid Price quoted by bidders i.e. what will happen when the Department decide to close some of the offices or relocate to another office?	As indicated, this will be communicated prior and the service provider will be required to make a price adjustment.
16.	Both First Aid and OHS Training are extremely expensive, is it necessary to train all 29 cleaners or the service provider will be allowed to train at least one or two cleaners as it is the case in other departments?	Bidders should cost for the training of all cleaners as stipulated in the Bid Document (item 13.13 of the Terms and Conditions).
17.	Will the briefing session attendance certificate be issued to all attendees?	No, all prospective bidders are required to register their details on the Attendance Register. Bidder's attendance shall be verified against the Attendance Register.
18.	One prospective bidder alleged that the functionality criteria scoring system for this bid does not give emerging companies an opportunity to qualify and subsequently win the contract.	It was emphasised and practically demonstrated that companies without experience can still achieve a minimum of 60 points set as the cut-off points for functionality.