



OFFICE OF THE CHIEF REGISTRAR OF DEEDS

Directorate: Supply Chain and Facilities Management Services
Private Bag X918 Pretoria 0001 Tel: (012) 338 7208 Fax: (012) 338 7277 Web: www.drdir.gov.za

QUESTIONS AND ANSWERS

BID NUMBER AND DESCRIPTION: OVG (02) 2019/20 - APPOINTMENT OF A SERVICE PROVIDER TO ESTABLISH A PROJECT MANAGEMENT OFFICE (PMO) AND PROVIDE PROJECT MANAGEMENT (PM) SERVICES FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF 12 MONTHS

No.	Question	Answer
1.	Will the deployed resources be situated at the Office of the Valuer-General "OVG" premises or they can work from outside?	OVG premises
2.	Will the deployed resources be required to travel around the country?	No
3.	Are the suppliers only required to submit ICT projects related to land restitution as the only related experience or they can also submit any Project Management Experience?	Any project management office experience can be submitted as proof of experience
4.	What size of the resource pool does the OVG currently looking for?	Part of the work that the potential bidder has to do is to advise on the structure of the PMO
5.	Can bidders submit any degree equivalent to NQF level 6 and 8 or are they required submit NQF level 6 and 8 relating to Programme / Project management?	Programme / Project management NQF level 6 and 8 qualification must be submitted together with the proposals
6.	Will penalties be imposed to a service provider that fail to finalise the work within the specified estimated hours for the project?	The OVG does have processes to deal with non-performance and they will be implemented should a supplier not perform in line with the signed SLA
7.	Does the OVG need the Project Team to also submit their Professional Registration for scoring purpose?	Yes
8.	Does the OVG have preference on methodology?	No
9.	Are bidders permitted to duplicate the resources on PMO build and Project Management Resources?	Bidders are welcome to use the same resource on multiple deliverables at their discretion. Where the bidder chooses to do this it must be clearly demonstrated in the bid proposal and such a resource must have such multiple skills, experience and knowledge to pass the functionality test on each deliverable where they are deployed

QUESTIONS AND ANSWERS

BID NUMBER AND DESCRIPTION: OVG (02) 2019/20 - APPOINTMENT OF A SERVICE PROVIDER TO ESTABLISH A PROJECT MANAGEMENT OFFICE (PMO) AND PROVIDE PROJECT MANAGEMENT (PM) SERVICES FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF 12 MONTHS

10.	Should the PMO software form part of the bid price or the OVG shall acquire its own software for PMO?	As part of the work to be done in the 1 st few months the service provider will recommend systems and/or software required and the OVG will then procure
11.	What is the total number of OVG staff members to be trained and what are the different types/ levels of training required?	The potential bidder will advise on the PMO structure as part of the work to be done in the first 3 months. Based on the advice the OVG will then decide on how many people need to be trained. Currently the office have 17 staff members
12.	Did you take into consideration that the training required by the OVG might overlap to the next 9 months because theoretically the OVG has no one to train? <i>Taking into consideration that the supplier will have to develop training plan and also get someone to train officials</i>	Yes, the OVG acknowledges that and specific deliverables will be agreed to with the successful service provider
13.	Should training be provided by the qualified training provider or it can be done by one of the assigned Project or Programme Manager?	Qualified training provider
14.	Where does Change Management fit in on the mentioned resources?	Training resource
15.	Can you restructure your pricing schedule so that it can also accommodate Change Management specialist to develop Change Management and train as change management also need to Develop plan and strategy for Change Management needs its own resource and it must be budgeted?	The OVG initially built the Change Management hours into the resources hours training and if the hours allocated are not enough the OVG should be able to negotiate the hours with the awarded bidder. Bidders are encouraged to be guided by the pricing schedule.
16.	With regard to the Entity Maintenance form, can bidders submit banking details confirmation letters instead of the bank stamped forms?	Yes, provided the letter is issued within the last 3 months calculated from the closing date of bid
17.	As the banking information is available on CSD, will it be necessary for the bidders to submit letters from the bank?	Yes
18.	Will it be necessary for an EME or QSE owned 51% or more by black people to subcontract?	It is necessary, however bidders that are black owned EME or QSE who do not subcontract will not be penalised
19.	When should bidders declare their intention to subcontract?	On paragraph 7 of the SBD 6.1 on page 16 of the bid document. Furthermore, the bidder must at time of bid provide proof of intent to subcontract either via a joint venture agreement or subcontracting agreement with the targeted Black EME or QSE, as indicated on paragraph 5.3 of the mandatory requirements

QUESTIONS AND ANSWERS

BID NUMBER AND DESCRIPTION: OVG (02) 2019/20 - APPOINTMENT OF A SERVICE PROVIDER TO ESTABLISH A PROJECT MANAGEMENT OFFICE (PMO) AND PROVIDE PROJECT MANAGEMENT (PM) SERVICES FOR THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF 12 MONTHS

20.	Can the bidders subcontract more than 25%?	Yes, 5% as stated on the bid document is just a minimum threshold for this bid
21.	Should the CSD report of the subcontractor be submitted together with the bid proposal?	It is a requirement of the bid that the subcontractor must also be registered on CSD and that their tax matters must be in order. The OVG will verify the above on CSD during the bid screening, evaluation and adjudication process, thus it is not a requirement to submit the CSD report as this document will be accessed on CSD website
22.	Does the OVG only requires Project Management experience or bidders can submit reference letter which confirms that the bidder has rendered a service as consultant for quality assurance?	Only Project Management office experience is required by the OVG
23.	Will the BEC accept reference letters which confirms that the bidder has rendered 7 projects for one client?	Yes if those projects are similar to that of the OVG
24.	If company A get awarded the bid will they be allowed to bid for the upcoming bids at the OVG?	Yes, currently there's no policy which prevents that
25.	How can the quality of work be measured by the number of projects the company had performed? <i>"it is unluckily that you can do many projects of such nature without complaints"</i>	The reference letters as submitted would normally highlight whether the client was satisfied or not. In the absence of such a highlight, The OVG has an option to contact the clients
26.	Why there was no benefit given in this bid for people who had worked with communities and government in the Project of Land Restitutions?	Yes. The OVG forms part of the land reform process, however work done for the restitution will not be relevant for this specific contract.
27.	When are we getting this question and answer because you are saying the technical team are on leave?	By the end of the week
28.	Can we add other resources in addition to the 7 that are specified?	Bidders are advised to specify resources in line with the pricing schedule
29.	When will the project start?	As soon as an award is made
30.	Will it be possible for the OVG to evaluate the proposal based on the number of years not by the number of projects the supplier has rendered? Taking into consideration that our companies are still young to have such experience.	Bidders are advised to be guided by the Terms of reference in particular the evaluation criteria and scoring guideline provided. The proposal as tabled by the prospective bidder will be considered in future bids.