

**Tender Number: T16/09/16**

**Tender description: Panel of preferred service providers for the Business Support Programme**

**Question and Answers Version 1**

No.	Question	Type	Answer
1	If a company is already a service provider with IDC on the business support programme with a few months before the contract to lapses, do we need to reapply for the business support programme.	Commercial	Yes, all bidders on the current panel of service providers for Business Support Programme must re- apply as the current contracts will not be renewed when they lapse.
2	We operate in the IT risk management and IT consulting arena. We frequently assist our clients with IT turnaround services. Our services apply to all the "Service Categories" that you have identified. Which sector do we choose?	Commercial	Bidders may apply for any service category that they have the requisite skills for.
3	Our company is a global company operating in 75 countries. We recently opened an office in SA (about 2 years) and have been building our business here steadily. If we tender as our global entity we would tender as a large entity and if we tender as our SA business we would tender as small entity. Which would work best for you at the IDC? To have a local partner with global expertise or to have a global company with international resources and a local office/ partner?	Commercial	It is in the bidders' discretion to determine how they structure themselves for responding to IDC tenders. However, it must be noted IDC supports the development of local skills.
3.1	If we do tender as the global company we would not qualify for BEE? But if we use our SA company it is 70% internationally owned, in that case are we at a disadvantage to SA based companies?	Commercial	The B-BBEE points are allocated to bidders on the basis of their B-BBEE contribution level as prescribed in the PPPFA Regulations. Bidders can access the PPPFA Regulations from the National Treasury website in order to determine how points are allocated.
3.2	We are a Euro rated company and all our consultants are senior with vast experience. Would we put all these under Director General level? As the rate that we are expected to charge is lower than our usual rate that we charge at corporate level. We are happy to tender in line with your rates, but would we then need to tender as director general level for our entire team?	Commercial	Bidders may determine the relevant rates for their consultants considering all relevant factors e.g. consultant's level and experience etc. However, the IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.
4	We would like to provide S.H.E services in all nine provinces. Does that mean our response should include nine (9) times of the following: 2 X duplicate hard copies, CD	Commercial	For any Service Categories other than Functional Management Areas and General Business Support, the bidder is not required to provide a bid for each province. However, it will be helpful if the bidder indicates the province(s) the bidder has presence in.
5	Do we need to supply a cost per hour for our services?	Commercial	Yes, as indicated on page 44 of our bid document.

6	We believe we have a unique service offering that could benefit the IDC and would not mind working with companies through out the country, so will travel be compensated if not in our own province?	Commercial	Bidders are required to only tender for province they have presence in. Service providers on the panel will be re-imbursed according to the agreement that would be reached for each angagment/ project.
7	There is mention this is a 5 year contract, would that be retainer based or specific to projects as they arise?	Commercial	It will be based on specific projects as they arise.
8	My question is with regard to the service providers in the Functional Management Area. Are we able to bid for one or two specific areas, for example , Cost and Management Accounting and Financial Accounting or do we have to bid for the Functional Management Area as a whole and therefore have expertise in all the functions listed therein. If we can bid for one or two areas, do we have to submit a separate tender document for each function or can we submit one document for all the functions?	Commercial	The bidder is not required to have expertise in all areas of expertise in the Functional Area. However, the bidder must clearly indicate their area of specialisation/ expertise. Bidders are not required to provide a separate bid for each functional area. Separate bids are required for different provinces wherein the bidder has presence to provide the required functional management expertise.
9	Please advise us of the time and venue details of the site visit for the above RFP.	Commercial	Please note that there is no site visit for this tender.
10	I would like to know if IDC will accept a joint venture between my company and an individual who does not own a company. If the answer is yes, what documents, if any, must the individual submit.	Commercial	Yes, the IDC accepts Joint Ventures. We need Full Names of Individuals, ID Numbers , Copies of ID's, Tax Clearance Certificate, BEE Certificate /SWORN AFFIDAVIT.
11	I refer to the above proposal and have some queries regarding the submissions to be made. On page 34 item 2 the note requires that "Bidders that are bidding for General Business Support and/ or functional Management Areas must submit responses for each province that the bidder has presence in".	Commercial	The bidder must bid for the province they have presence in.
12	If a subcontractor to a prime contractor is an individual and not a legal entity, is it still necessary to meet the conditions under Returnable Schedule 1; numbers 1.3-1.7, 1.9-1.11, & 1.15?	Commercial	Yes, the individual will need to meet these conditions: 1.3; 1.9; 1.11; and 1.15.
13	Kindly advise whether there is a particular preferred format in which the bids should be submitted.	Commercial	The response format is on pages 5 and 6 of our bid document.
14	I would like to make an enquiry with regards to the B-BBEE certification requirement. I am the sole director and the company is wholly owned by myself.  Will an affidavit suffice in this instance as opposed to a B-BBEE certificate?	Commercial	A sworn affidavit will suffice if your company annual turnover is below R50 million.

15	We provide professional consulting service, for example : Quantity Surveying, Project Management, etc. and we could not find a Category that is allocated for Professional Services. Please advise on which Category, we should consider bidding on as none of the listed Categories are clear regarding Professional Services Provision.	Commercial	Bidders should only bid for services that are clearly listed in the tender document.
17	According to my knowledge, no invitation went out to attend a briefing session (maybe I'm wrong or might have missed it). Will you kindly give direction regarding the process?	Commercial	Yes, there was no briefing session for this tender.
18	Is the Tax Clearance Certificate issued by the SARS E-filing website acceptable or an original copy from SARS is required.	Commercial	Yes, the TCC issued by SARS e-filing website is acceptable. Bidders must also ensure that they are registered on CSD where the valid TCC status should also be confirmed.
19	The bid documents indicate that a separate bid response is required for service category for example, General Business Support and Functional Management areas, as well as for each area/ province within a category. Does this only mean separate bid responses in terms of Annexure 2 for each category, or will we need to attach all the Returnable Schedule 1 docs to each service category as well?	Commercial	The Returnable Schedule 1 documents must only be submitted once, and the separate bid responses are required for each service category as outlined in Annexure 2.
20	The bid number written on page 7 (5.1) differs from the one written on page 1 and the advert. Page 7 reads: "T16/08/16" whereas page 1 and advert reads: "T16/09/16" . Please clarify the correct bid number to be used on the envelope.	Commercial	The bid number is T16/09/16
21	If we are for example submitting the following three categories e.g. AGRO/100 in KZN.  KZN- GEN/1003 Gauteng Province – GEN/109 Gauteng Province- FUN/1008  Do we need to have 1 big Envelope that will then contain the following; • 1 Envelope with schedule 1 returnable • 3 separate envelopes with 3 x Schedule 2 returnable	Commercial	Yes, you will need to submit 1 envelope with Returnable Schedule 1 and 3 separate envelopes with 3 x Returnable Schedule 2.
22	The CV's of the resources and experts, Can this be a bio highlighting the qualifications and area of experience/competence of these resource and experts or do the IDC require formal CV's in appropriate CV format.	Commercial	Yes, the CV can be a bio highlighting the qualifications and area of experience/competence of the resource and experts.

23	IDC is also a partner to our organisation. Could we ask our contact person at the IDC for a letter of Reference for this Bid, or is there a conflict of interest if this is done?	Commercial	The may bidder may submit a relevant reference from the IDC.
24	Can we send the tender documents through e-mail as we are based out of India and traveling will be an additional expense. If the answer to the above question is 'No', can we send the tender documents to IDC office through courier service directly as we cannot put it in the box provided.	Commercial	IDC does not accept bids that are sent electronically as stated on paragraph 5.5 (page 8) of the tender document. The bidders may send their documents via a courier company. However, the bidder must take note of paragraph 5.4 (page 7) of the tender document which states: 5.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.
25	As we are new in the South African market, we do not possess the SAR's tax clearance certificate and company registration documents. Can we still submit a response to this tender regardless?	Commercial	The bidder must submit all the required documents as outlined in Returnable Schedule 1.
26	The requirement stipulated is for 2 hard copies and 1 electronic copy on cd. My question is - do we have to do a separate CD for each response i.e. per service area and/or per province.	Commercial	No, the bidder may submit one CD. However, the hard copies must be for each service category the bidder is bidding for.
27	With regard to paragraph 12, Section 12(A) Technical Evaluation Criteria for Small and Medium sized entities, section 12.1.1: Experience of the Bidders Team (page 23), makes reference to the format in Annexure 6 (page 44), table (a) and table (b). This format does not seem to be included in the tender documentation. Only the pricing schedule is presented for resources and experts. Please forward me the format or advise on a format to submit.	Commercial	The format is actually included in Annexure 7 as Table (a) and Table (b), on page 45 of the bid document.
28	Can I use one postal address when applying for more than one province because the other address is not reliable?	Commercial	The bidder is only required to provide their address on Annexure 1 which should be part of Returnable Schedule 1.
29	On Annexure 7 of tender document T16/09/16, page 45 we are asked for a code, could you please tell us which code is being referred to? Thank you.	Commercial	The code referred to is for the service category you are bidding for.
30	The company provides a marketing service that can be done on a national basis and is applicable in all service categories, is it not possible to provide one comprehensive document for all categories? The reason being that there would be a lot of duplication if each is done separately.  If it is required that a separate document is required for each must they each be hand written or are copies allowed?	Commercial	The bidder must submit a separate bid response for each service category that the bidder is bidding for. Our bid document does not prescribe if the bid responses should be hand written or typed etc. Therefore, bidders may use their discretion in this regard. However, the bidder must ensure that their response is legible.

31	I have 15 subcontractors working for me and i have a service level agreements with them. I don't pay them a basic salary, i only pay them for the work completed. These contractors are individuals and do not have registered entities. Do i register these consultants as subcontractors or will they form part of my permanent staff because they do not work for other companies. Please advise on how i can structure this according to your criteria.	Commercial	It is in the bidders' discretion to determine how they structure themselves for responding to IDC tenders. However, we would advise that the bidding structure must seek to harness the capacity of all parties.
32	I just wanted to clarify, if our team consists of many individuals who are not necessarily our full time employees but will be working with us in their capacity as individuals (not as companies) how would that work with regards to the returnable; would we be considered a consortium or not – Key Accounts would be the contracting company and they would all be consultants to Key Accounts and not directly to the IDC.	Commercial	It is in the bidders' discretion to determine how they structure themselves for responding to IDC tenders. However, we would advise that the bidding structure must seek to harness the capacity of all parties.
33	Page 5 of the bid document; paragraph 1.7 (latest financial statements). My consulting firm is a newly formed company (registered in April 2016) and therefore it does not have financial statements as yet. Will non submission of financial statements lead to disqualification?	Commercial	No, none submission on financial statements will not lead to disqualification. However, the bidder must letter from their registered Accountants to confirm the financial position of the company.
34	Page 11; paragraph 13.2.1 first table (reference letters and relevant experience of the bidder's team). The bidder is a new company and it has not done similar work before, but myself as the Managing Director (key personnel) have gained many years work experience while I was permanently employed in the fields of Governance and Compliance, Risk Management and Financial Management/Accounting. I am also a Professional Accountant (SA) and a Compliance Practioner. Is my work experience from my previous permanent employment going to be considered; if yes, what evidence is required?	Commercial	Yes, work experience from your previous permanent employment will be considered. For the evidence the bidder must submit a CV and reference letter.
35	On the technical evaluation if one is an SME and they have completed section 12 i.e. pg 23-25 do they need to also complete section 13 i.e. pg 26-29.	Commercial	No, pages 26-29 are only meant for Large Entities.

36	Page 5 of the Tender Document. Point 1.7 Latest financial statements – our financial statements are in the process of being signed off by Head office. Would it be possible to provide you with a letter from an independent reviewer, member of SAICA, to verify our turnover for the period concerned? If not, please advise what would be required instead.	Commercial	Yes, the bidder can submit the letter from independent reviewer, member of SAICA, and also submit the financial statements of the previous financial year.
37	Page 9 of the Tender Document. Point 9.5 National Treasury Instruction – As we are a specialist management consulting company, do we need to comply with the rates, as set out in the National Treasury Instruction 01 of 2013/14, with adjustment made by - DPSA (Hourly Fee Rates for Consultants – with effect from 1 April 2015)? If possible, could we submit a rate card and provide discounted rates, based on project size. Furthermore, as there is no industry board regulating management consulting fees. Would this be acceptable or prejudice us in the tender process.	Commercial	Yes, the bidder must comply with National Treasury Instruction 01 of 2013/14, with adjustment made by - DPSA (Hourly Fee Rates for Consultants – with effect from 1 April 2015). The bidder may submit a rate card and provide discounted rates, however the proposed rates should be in line with National Treasury Guidelines.
38	Page 44 of the Tender Document. Annexure 6 – Pricing Schedule, As an SME, we would possibly use both local and international resources, based on timing, availability and project size. We are also in the process of recruiting for our SA office. Would we be allowed to state only the resource Designation, with estimate years of experience and an hourly rate, or do you actually require the actual resource name and CV to be included? This might change from project to project. Would this be acceptable or not?	Commercial	Bidders may state only the resource Designation with estimate years of experience and an hourly rate.
39	Page 45 of the Tender Document. Annexure 7 – Bidders experience and proposed Project Team – Table A. Do you require that we only fill in the table below and provide details of previous projects or would you require a letter of reference as well from the clients?	Commercial	For the purposes of Table (a) of Annexure 7, the bidder is only required to complete the details of previous projects. However, the bidders are required to submit letters of references as stipulated on page 24 for Small/Medium and 27 for Large Entities.
40	Page 46 of the Tender Document. Annexure 7 – Details of bidder's current and past experience in working with youth entrepreneurs – Table C. Being a young SME, we have no experience working with youth entrepreneurs, will this automatically disqualify us from bid?	Commercial	No, this will not automatically disqualify a bidder.
42	On the GENERAL BUSINESS SKILLS/ SUPPORT – can a bidder from one Province also submit a separate proposal (envelope) for another Province in addition to the Province of his/ her residence?	Commercial	Bidders must submit proposals for provinces where they have presence in.



43	On the FUNCTIONAL MANAGEMENT AREA – can a bidder also submit a separate proposal (envelope) for another Province in addition to the Province of his/ her residence?	Commercial	Bidders must submit proposals for provinces where they have presence in.
44	On costing – Seeing that duration for the project will be determined at the discretion of IDC and allocated to a qualified panelist at the time, how do we cost on the project? Are we expected only to indicate an hourly rate and or total cost to company on the project?	Commercial	The bidder is required to only indicate hourly rates as stipulated on page 44 of the tender document.
45	Could you please confirm that bidders responding to the above call do not need to add information to Annexures A and B of the SLA (Annexure 10 – Schedule 1)?	Commercial	Yes, bidders will not be required to add any information to annexure A and B of the SLA.
46	Ref Section 5.3. return address must be endorsed. Could you please clarify this point for us. Also, we shall be seeking to work with a team of experts under ONE company name . Would they be considered JV partners or Sub-contractors in your opinion?	Commercial	The return address steted in paragraph 5.3 of the tender document refers to the address to which the bidder would prefer to be used when the bid response may have to be returned to the bidder for whatever reason.
47	How many panels will you appoint?	Commercial	IDC reserves the right to appoint a limited number of bidder's to the panel of Experts/ Service Providers for the provision of Professional Services to the IDC and will apply the provisions of the PPPFA in determining the Top Scoring Bidders.
48	How long does the process take before you award typically	Commercial	120 days.
49	On page 46 of the Tender document - [Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3] This RFP has no Schedule 3- is the underlined a typo? If not please clarify requirements of Schedule 3.	Commercial	The reference to Schedule 3 is a typo. Bidders are required to complete Annexure 7 and submit it as part of Returnable Schedule 2.
50	In order to specify which functional areas we are applying for, can we use a table, that depicts which areas we have selected and also shows the credentials in the same table where multiple functional areas were required for a single project? Most of our projects are across more than one functional area listed in table on page 47.	Commercial	Yes, the bidder may use a table to depict such information.