

Tender Number: T28/09/20

Tender description: Appointment of an executive search firm (head-hunter) to source and place potential executive and senior management roles of the Industrial Development Corporation.

Question and Answers Version 1

No.	Question	Type	Answer
1	Paragraph 4.1 of the Scope of work /Terms of reference says the following: "The service providers ultimately appointed on the panel will be required to align and integrate the assessment methodology and outcomes to that of the IDC Leadership Competencies." Please furnish me with IDC Leadership Competencies mentioned in the scope of work. This will help us to ensure that we can align our assessment methods to those leadership competencies if we are awarded the contract.	Technical	Please see attached IDC Leadership Competencies
2	Please could you provide the MANCO Structure (Annexure A) as referred to in the RFP.	Technical	Please see attached MANCO Structure
3	I just needed to enquire for how long would a contract run for to find and head hunt in order to determine whether I should consider the bid.	Admin	The IDC intends to put in place a panel of head-hunters for a period of up to five years and services will be required on an as needed basis by the IDC. Refer to section 3 , Project Timelines in the tender document.
4	Regarding the returnable schedules, Please confirm if the repetition of the attachment of Annexure 7 at 12.4.2 is a typing error. Should we be attaching Annexure 10 (f applicable) it that point?	Admin	No ,this is not a typing error. You are required to complete Annexure 7 as indicated on 12.4.2 as this forms part of Schedule 3 of your response to this tender.

5	<p>I am interested in responding as a sub-contractor to the tender quoted in my subject line above. My proposal will only be on the provision of psychometric assessments as required in the scope of work of the tender. Please clarify the following:</p> <p>1. Paragraph 12.3.12 says the ff: "If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium / JV member, or Prime Contractor and Subcontractor(s)." Question: As a prospective Subcontractor, will I have to submit the Annexures 1 to 9?</p> <p>2. My business can be classified as a new SMME with no financial history. As a prospective Subcontractor, do I have to submit financial statements or Cash Flow Budget as stipulated in par 12.3.14?</p> <p>3. Local Content Declaration. If awarded the contract, my company will use assessment tools from Texas, USA. I need to determine the minimum threshold for local production and content as a percentage as required in par 3 of Annexure 10, Local Content Declaration. I have tried twice to access the website http://www.thedti.gov.za/industrial_development/ip.jsp but I get the following error messages: Error 403 Access forbidden. Therefore I can't determine the minimum threshold for local production and content as a percentage. Please assist to resolve the issue regarding inaccessibility of the DTI website for this purpose.</p>	Admin	<p>1. Yes , the bidder must submit all listed documents for both the prime contractor and that of the sub-contractor as called for in the tender. This means there is going to be a set of documents for the main bidder (prime contractor) and the set of documents for the sub contractor.</p> <p>2. As per the referenced requirement, you should submit Cash Flow Budget if the entity is newly established.</p> <p>3. The assessment tool you will be using is not classified as a designated product so there is no minimum threshold for it, and local content is therefor not applicable.</p>
6	<p>Page 13: 14. Promotion of Emerging Black owned Service Providers – what if the company submitting is classified as an SMME? Is this still relevant?</p>	Admin	<p>No , it will not be relevant in that case. However, you need to indicate that the company is a SMME.</p>
7	<p>•Section 1 P6: The Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response. Is the bidder required to submit a written confirmation when they are also attaching their SARS Tax Clearance Pin document?</p>	Admin	<p>Please attach/ write SARS Tax Clearance Pin.</p>

8	<p>•Section 1 P10:</p> <p>12.3.14 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.</p> <p><i>For bidders whose financial statements are still being processed, may we attached last/previous Audited Financial Statements and a letter from our Accountant?</i></p>	Admin	Yes, please attach latest Audited Annual Financial Statements
9	<p>Page 10: Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked): 12.1 Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name) – <i>is this still the case, seeing we will be submitting electronically?</i></p>	Admin	Yes , it is still the case. The submission must still have the cover page and be organised and structured in returnable schedules as called for in the tender.