

**MINUTES OF THE BRIEFING SESSION BID FAS/AZ/FINANCE/INTERNALAUDIT/CON3064**

**Time and Date: Friday, 24 January 2020 at 10:00**

**Venue: Fasset Ingonyama Boardroom**



**PRESENT:**

**Fasset Members**

Lebogang Tsagae	SCM Manager
Doctor Khashane	ICT Manager

**Minutes**

Queen Maphoto	Procurement Administrator
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**Individuals from various companies.**

**1. WELCOME**

SCM Manager opened the meeting by welcoming everyone. The attendance register was circulated and signed by all service providers present.

**2. APOLOGIES:**

No apologies were noted.

**3. COMPLIANCE**

SCM Manager reported that:

- The briefing session was compulsory. Bids will not be accepted from providers who did not attend the session.
- All attendees must ensure that they sign the briefing session attendance register.
- All attendees must collect the confirmation of briefing session attendance form which must be submitted together with the proposal on the closing/ before the closing date and time of the tender.
- The tender was advertised on 17 January 2020 on the Fasset website, etender Portal and Government tender bulletin.
- The tender closes on 07 February 2020 at 11:00. Late submissions will not be accepted.
- Bid received late will be posted back to the bidders.
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- Minutes of the briefing session as well as Questions and Answers will be published on the Fasset website on the 29<sup>th</sup> of January 2020.
- Telephonic clarification will not be accepted.
- Request for clarification should be done in writing to [Lebogang.tsagae@fasset.org.za](mailto:Lebogang.tsagae@fasset.org.za). Response to be provided within three days. Correct tender reference number to be clearly indicated when forwarding queries.
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- Bid must clearly reflect the correct tender reference number.
- An original document plus three hard copies must be submitted. Failure will result in elimination.
- General Conditions of Contract can be downloaded from the Fasset website.



### Compliance Documents

Fasset is a Government Entity and governed by relevant legislation as a result, bidders need to fully complete and sign the following compliance documents stipulated in Section 32, page 21-22 of the bid document:

- 1 Original and 3 copies of bid documents to be submitted.
- POPI Act Consent Form to enable Fasset to publish all submissions on the website.
- Declaration of interest document (SBD4) – fully completed and signed. Details of directors must be listed i.e. Names, ID numbers as well as Tax reference numbers as per the table provided.
- Declaration of bidders past SCM practices (SBD 8).
- Certificate of Independent bid determination (SBD 9).
- Preference points claim form completed and signed (SBD 6.1)- fully completed and signed.
- Valid BEE certificate, or certified copy issued by a Sanas accredited verification agency or a Sworn Affidavit for EMEs and QSEs or an affidavit issued by CIPC. A combined BEE certificate in the case of a Joint Venture.
- Only BBBEE Level 1 to 4 will be accepted
- BBBEE Level 5 to 6 the bid will be eliminated
- The bidder must meet the stipulated minimum 51% Black ownership or subcontracting at least 30% of the value of the contract to one or more majority black owned EMEs
- Invitation to bid to be completed in full and signed. (SBD 1)
- Contract Form – Rendering of service completed and signed in full (SBD 7.2)
- Latest audited Financial Statement not older than three years.
- SARS ax Compliance Status report.
- CSD Summary report need to be provided.
- Business registration documents.
- VAT registration documents.

### 4. Supply chain Evaluation Process

- The bid was advertised on 17 January 2020 on the Fasset website, etender portal and government tender bulletin
- The tender closes on 7 February 2020
- Rules that governs Supply Chain
  - The Constitution
  - PPPFA
  - PFMA
  - Treasury regulations
  - Treasury instruction notes
  - Circulars
  - Fasset policy
- All legislations can be accessed in the National Treasury website
- There will be stages
  - Pre-compliance check
  - Functionality. Bidders need to obtain 70 points to proceed to the next stage
  - The last stage will be PPPFA (price and BBBEE)



<p><b>5. Evaluation Process</b></p>	<p>SCM Manager reported that:</p> <ul style="list-style-type: none"> <li>➤ Bid document can be downloaded from the Fasset website or requested via email</li> <li>➤ The tender closes on the 7<sup>th</sup> of February 2020 at 11:00</li> <li>➤ The validity period will be 90days</li> <li>➤ Bids will be evaluated on the 80/20 principle</li> <li>➤ Compliance check will be done after tender closure to confirm compliance.</li> <li>➤ Compliant providers will be evaluation by the Bid Evaluation Committee.</li> <li>➤ The next stage of evaluation will be to look at the Pricing and BBBEE. The lower the price, the higher the points. Providers who have 100% black ownership obtain 20 points.</li> <li>➤ Recommendation report will then be forwarded to the Bid Adjudication Committee.</li> <li>➤ Envisaged date of award is 01 April 2020.</li> <li>➤ Successful bidder will be informed via email.</li> <li>➤ Unsuccessful bidders will also be informed via email.</li> <li>➤ The name of the successful bidder will be published on the Fasset website.</li> </ul>					
<p><b>6. Technical</b></p>	<p>Doctor Khashane reported as follows:</p> <ul style="list-style-type: none"> <li>• The tender document was prepared by the CFO. It was approved by the Audit and Risk Committee to be advertised.</li> <li>• The current Internal Audit contract expires on 31 March 2020</li> <li>• The SETA operating license was extended to the next 10 years, from 01 April 2020 to 31 March 2030. Previously the license was extended by 2 years.</li> <li>• This tender will be contracted for a period of 36 months</li> </ul> <p>Scope and definition of work</p> <ul style="list-style-type: none"> <li>• Fasset has Core-Business and Support &amp; Administration</li> <li>• Support &amp; Administration consist of Finance, SCM, IT, HR, Marketing &amp; Communications</li> <li>• The Core consist of Quality Assurance, Learner Management &amp; Performance Information</li> <li>• Administrative function include Executive Management,</li> <li>• In terms of pricing, bidders need to include, Year 1, Year 2 &amp; Year 3 and the increment to avoid price adjustment before the completion of the contract.</li> <li>• Bidders should also look at the adhoc</li> </ul> <p>Evaluation</p> <ul style="list-style-type: none"> <li>• Evaluation was divided into two parts, <ul style="list-style-type: none"> <li>➤ Part 1 - functionality based on the scope of work. Bidders need to score a minimum of 60 points</li> <li>➤ Part 2 – reference verification. Bidders need to score a minimum of 10 points</li> <li>➤ A minimum of 70 points for both phases will allow the bidder to proceed to the next phase for price and BBBEE</li> <li>➤ The Bid Evaluation Committee to do the reference checks</li> </ul> </li> </ul>					
<p><b>7. QUESTIONS &amp; ANSWERS</b></p>	<table border="1"> <thead> <tr> <th data-bbox="492 1812 971 1843">Question</th> </tr> </thead> <tbody> <tr> <td data-bbox="492 1843 971 1894">It is a must to complete the POPI Act form</td> </tr> </tbody> </table>	Question	It is a must to complete the POPI Act form	<table border="1"> <thead> <tr> <th data-bbox="987 1812 1461 1843">Answer</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 1843 1461 1894">It is not a must to complete the POPI Act Form, however, bidders are</td> </tr> </tbody> </table>	Answer	It is not a must to complete the POPI Act Form, however, bidders are
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		encouraged to complete the POPI Form since Fasset publishes details of bidders on the website
	Must we separate the pricing from functionality when making submission?	A separate envelope for pricing and separate envelope for functionality.
		Only for pricing, one envelope can be submitted. "Kindly note one envelope for pricing", for functionality original plus three copies must be submitted
	Some of the individuals might be new on the field, will their references be considered?	The references should be based on the company since the company is being evaluated not the individual
	Does that mean that if the company is still new, it will not be considered?	There is a point which says if you have no reference/no reference provided, then you will be scored zero
	Does part 1 (functionality) include experience?	Yes, experience over the years and capacity to deliver
	Does the work being done for Auditor General count as Internal Audit?	Since one will be doing internal audit work on behalf of Auditor General, the count should suffice as long as there was proof that the job was performed.
<b>8. GENERAL</b>	<ul style="list-style-type: none"> <li>➤ All other question to be sent via email. Telephone queries will not be accepted.</li> <li>➤ The tender closes on 07 February 2020 at 11:00. Late submissions will not be accepted.</li> </ul>	
<b>9. MEETING CLOSURE</b>	The meeting closed at 10:30	