



MINUTES OF THE VIRTUAL BRIEFING SESSION HELD ON 29 APRIL 2021 AT 10:00 am

BID 1230/2021-F: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST THE KWAZULU-NATAL PROVINCIAL TREASURY (MUNICIPAL FINANCE MANAGEMENT PROGRAMME) TO FULFIL ITS OBLIGATION IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (MFMA) BY PROVIDING SERVICES ON AN “AS AND WHEN REQUIRED” BASIS

Present:	
Ms. S. Radyn	
Mr. F. Cassimjee	
Ms. S. Balgobind	
In Attendance:	
Ms. A. Zondo	
Ms. T. Makhathini	
Ms. N. Khumalo	
Mr. N. Nxumalo	
Mr. L. Ngema	

ITEM	
1	WELCOME: The meeting was declared open at 10H00. The Facilitator, Ms. A. Zondo welcomed all the bidders and thanked them for attending. It was noted that the Municipal Finance Management Programme required the Bid.
2	ITEM FOR DISCUSSION: 2.1 Completion of tender documents 2.2 Terms of Reference 2.3 Questions and responses 2.4 Closure



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3.	PRESENTATIONS
3.1	SUPPLY CHAIN MANAGEMENT PRESENTATION The bid document ZNT 1232/2021- F was tabled. Ms. Zondo presented how the tender document should be completed. She highlighted Sections that need to be completed in order for the bidder to be responsive, emphasizing that the bid was to be valid for 180 days. She thereafter went through the following: <ul style="list-style-type: none">• Invitation to Bid SDB 1: Ms. Zondo specified that the closing date of the bid is 10 May 2021 at 11h00. Furthermore, indicated that the Department will not under any circumstances accept faxed or emailed bids. Bids were to be delivered or deposited in the bid box available in the ground floor and they can also be posted on the address provided in SBD 1. However, it is the responsibility of the service provider in making sure that their bid is received by the Department on time.• Section A: Standard Bid Documentation- Ms. Zondo stipulated that there are individuals who are available for general SCM enquiries as well as technical enquiries that relate to the required services. Further, advised that these individuals are not the representatives of the Bid Evaluation nor Bid Adjudication Committees.• Section B: Ms. Zondo went through the Special Instructions and emphasized that the bidders may not retype or redraft the bid document and further emphasized on the use of correcting fluid being prohibited throughout the bid document and any errors made must be corrected and initialed by the bidder Ms. Zondo specified that the bid document must have an original signature and not a copy thereof.• Section C: Registration on the Central Supplier Database (CSD) is imperative because the Department does not conduct business with suppliers who are not registered on the CSD.



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	<ul style="list-style-type: none">• Section E: Declaration of interest- A bidder must declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. • Section F: Tax clearance certificate- The Original Tax Compliance Status Pin must be submitted together with the bid. Failure to submit the original and valid tax compliance pin at the time of submission will result in the invalidation of the bid. • Section G: A completed Briefing Certificate will not be signed as the briefing session is not compulsory due to COVID-19 restrictions. • Section H: Ms. Zondo emphasized on the importance of properly completing the Authority to sign a bid. Furthermore, the following were indicated and must be completed and submitted accordingly in terms of the composition of the entities:<ul style="list-style-type: none">- Company-submit an original or a certified copy of the resolution by board of directors signed by the chairperson of the board authorizing the person to sign the bid.- Sole Proprietor (One –Person Business) - submit an ID copy and municipal rates.- Partnership- submit Partnership Agreement.- Close Corporation – submit an original or a certified copy of a Founding Statement together with the resolution by members authorizing the person to sign the bid.- Co-Operative - submit an original or certified copy of the Constitution of the co-operative together with the resolution by members authorizing the person to sign the bid. • Section I: Conditions of Bid- Ms. Zondo emphasized on the importance of properly completing and to submit <i>domicilium executandi</i>, as failure may lead to disqualification. • Section J: Special Conditions of Contract- Ms. Zondo specified that an awarded service provider will sign a thirty-six (36) months Service Level Agreement (SLA).



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3.2	<ul style="list-style-type: none">• Section 3: Special Conditions of Contract- Ms. Zondo emphasized that bidders need to familiarize themselves with the conditions of the contract. The following clauses were highlighted as important:<ul style="list-style-type: none">- Clause 3.6.1- emphasizes the completeness of the bid.- Clause 3.8.4- The offers shall be made strictly according to the specification and no alternative offers will be considered.- Clause 3.19.3 - Joint ventures, consortiums or trusts must submit a consolidated B-BBEE Certificate that is verified on the joint ventures', consortiums' or trusts' consolidated financial statements.• SBD 6.1: Preference points claim: Ms. Zondo emphasized that bidders complete this document in full in order to be eligible to claim their preference points.<p>Bidders must clearly indicate the B-BBEE level that they are claiming as well as the financial year which their revenue the B-BBEE level is based on.</p> <p>Ms. Zondo handed over to Ms. S. Radyn to elaborate on the Terms of Reference issued with the bid.</p> <p>TERMS OF REFERENCE PRESENTATION</p> <p>Ms. Radyn proceeded to go through the terms of reference (TOR) and emphasized the following:</p> <ul style="list-style-type: none">• Background: due to capacity constraints within the Provincial Municipal Finance Management; a need arose to put in place a panel of expert Municipal Finance service providers to assist the unit in providing advanced support to municipalities in the various categories of municipal financial management, including:<ul style="list-style-type: none">• Budgeting (including compliance with legislation);• Financial Management;• Taxation Related Services;• mSCOA implementation; and• Revenue and Debt Management.



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3.3	<ul style="list-style-type: none">• Scope of Work: Ms. Radyn emphasized that bidders will need to demonstrate on their bid document their capabilities to execute projects satisfactorily according to the under listed categories of focus from the Terms of Reference.• Evaluation Guide and Criteria: the bidder must submit reference letters that demonstrate the company experience of the projects undertaken in various municipalities over the past 5 years. A maximum of three (3) Curriculum Vitae (CVs) accompanied by certified qualifications of specialists were to be submitted for each category depending on the category of service that the bidder is bidding for. In addition, bidders must ensure that the CVs they submit are not included in other bidder's proposals such CVs will be disregarded for both bidders during the evaluation process. Bidders are required to submit a Methodology and Approach for each category of service. The methodology and approach must include developing, implementing, monitoring, managing solutions, reporting, and transfer of skills as well as project management.• The minimum functionality threshold for inclusion into the panel is 65% for each category of service, failure to meet the minimum passing score will form part of the panel. <p>QUESTIONS AND ANSWERS:</p> <ul style="list-style-type: none">• When submitting Gantt chart, should they be generic as the bid is not specific?<ul style="list-style-type: none">- Yes, it should be generic but demonstrate the understanding and knowledge in the municipal finance environment and work stream that the offer is submitted for.• Does EME and QSE have to be level 1? for Generic companies is there a minimum requirement to partner with the EME<ul style="list-style-type: none">- No, there is not percentage. In terms the PPPFA Regulation 2017; Reg 4 the level is not stipulated for EME or QSE.• How to define the actively employed key specialist, should it be a permanent employee only?



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	<ul style="list-style-type: none">- At the time of submitting the bid, the proposed specialists must be employed by the firm to enable the evaluators to determine the firms experience and capacity to provide the category of service. The condition stated that it is imperative that the bidder must ensure that the curriculum vitae/CVs submitted are not included in other bidder's proposals, should a duplication of CVs be identified across proposals, such CVs will be disregarded for both bidder's during the evaluation process.- Furthermore, it was suggested that service providers may submit their CV's together with the appointment letter for the specific resource to confirm that the resource is actively employed by the firm.• Is it allowed to be a joint venture with the company that did not attend the briefing?<ul style="list-style-type: none">- Yes, as this virtual briefing session is not compulsory• Reference letters as requested to be directly obtained from municipalities where the work was performed, it is not easy to get those letters, can the Treasury Department be the one who issue those letters or assist in getting them from the municipalities?<ul style="list-style-type: none">- It is municipality responsibility to issue such letters as it is where the service provider was deployed.- PT to assist in giving the municipalities the go ahead to issue the reference letters.• As three (3) CVs is required can one CV be used for all categories?<ul style="list-style-type: none">- CVs must be specific for each category, but if one key specialist qualifies for more than one (1) category, the CV must not just be duplicated, but drafted to indicate the experience relevant to each category.• As the Terms of References requires "actively employed" key specialists, why should the CVs specify the start and end date?<ul style="list-style-type: none">- Start and end dates on the CVs will be used to calculate the experience of the specialists for each category submitted. The specialists may have gained experience prior to joining the current firm and therefore start and end dates are required to determine the number of years' experience as required by the evaluation criteria.



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	<ul style="list-style-type: none">• Are bidders permitted to include rate fees and pricing in their proposals?<ul style="list-style-type: none">- Reference was made to clause 3.30 (b); the Department will stipulate rates to be paid; they must not be included with the offers. • Regarding a certified copy of the resolution that must be signed by chairperson of the board, in instances where a company has one director, how will that resolution be signed as stipulated in the terms of reference (TOR)?<ul style="list-style-type: none">- The above comply with the directives of the Companies Act. Bidders may refer to <i>Section 50 of the Companies Act</i> where it's required that the resolution letter of board of directors originally signed by the chairperson of the board regardless of the number of directors in that company. • In relation to reference letters older than 5 years as indicated on the Terms of reference, should the company continue to submit the bid including the reference letters, suppose are older than five year?<ul style="list-style-type: none">- They can still bid but they must not submit reference letters older than 5 years. • Terms of references does not indicate the maximum number of bidders that will be considered for the panel, does a department has a fixed number of firms will be appointed?<ul style="list-style-type: none">- No. However, work will be allocated on a rotation basis to give each firm a fair chance
4.	<p>CLOSURE OF MEETING</p> <p>The Facilitator then thanked all attendees and the meeting was declared closed at 11h40.</p>