

OUTCOMES OF THE NON-COMPULSORY BID BRIEFING SESSION
VENUE: (VIRTUAL) MS TEAMS
DATE: 07 AUGUST 2026
TIME: 08:00

APPOINTMENT OF ACCREDITED SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF THE CULINARY PROGRAMMES: PROFESSIONAL COOKERY AND FOOD & BEVERAGE SERVICES TRAINING PROGRAMMES. BID NO NDT0008/26 AND NDT0009/26

NO.	ITEM	PRESENTATION / DISCUSSION
1.	Opening and Welcome	- The Chairperson welcomed all attendees and thanked prospective service providers for attending the non-compulsory briefing session for the Professional Cookery and Food and Beverage Services Programmes. - The Chairperson explained that a single briefing session was held because the two programmes are closely related and share implementation processes. The purpose of the session was to provide clarification on the bid requirements and programme implementation to enable bidders to prepare responsive proposals. - The Chairperson further advised that the minutes and responses from the session would be published in accordance with National Treasury requirements.
2.	Attendance Register	The Secretariat requested all attendees to record their names, company names and email addresses in the meeting chat. This attendance register was maintained for record purposes only, as attendance was not compulsory.
3.	Bidding administration process presentation	Secretariat provided an overview of the mandatory requirements, bid evaluation process, bid submission requirements, bid opening process and applicable conditions. - It was highlighted that bidders must provide proof of an office in the province for which they are bidding. Acceptable proof includes a valid lease agreement, municipal statement, or permission to occupy. - Bidders are permitted to bid for one province only per project, non-compliance with mandatory requirements may result in disqualification, and must submit the required accreditation documentation and completed cluster bidding form. - Successful bidders will be required to enter into a Service Level Agreement with the Department. Proposals must indicate the proposed project team and include CVs, three contactable references and certified qualifications for relevant personnel.

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		- The 80/20 preference point system will apply, with 80 points allocated to price and 20 points to specific goals. Bidders must first meet the mandatory requirements and achieve a minimum functionality score of 80 out of 100 to proceed to the price and preference evaluation. - Bidders were reminded to ensure that all required SBD forms and supporting documents are completed and submitted, including a full SARS PIN and CSD report, accreditation documents and the completed checklist. The bid closes on 24 August 2026 at 11:00, and late submissions will not be accepted. Bidders were encouraged to submit their proposals before the closing date. - It was further noted that bidders may attend the public bid opening, where the names of bidders and prices quoted will be read out. The bid-opening record will be prepared and published on the Department's website.
4.	Technical briefing on project presentation	The Project Manager presented the technical aspects of the projects. Key information included: - The programmes support demand-led skills development within the tourism and hospitality sector. - The implementation period is 12 months. - Training consists of theoretical learning and workplace experiential learning. - Beneficiaries will be unemployed youth, particularly from villages, townships and small towns/dorpias. - Recruitment and selection of beneficiaries will be undertaken by the Department in partnership with Harambee Youth Employment Accelerator. - Service providers will be responsible for project implementation, learner induction, training, workplace placement, project administration, reporting and learner support. - Learners must be registered with CATHSSETA/QCTO within the prescribed timeframes. - Service providers must maintain sufficient project staff, including project managers, coordinators, facilitators, assessors, and moderators throughout the implementation period of the project.
5.	Questions and Clarification session	Can a company submit bids for both the Professional Cookery and Food and Beverage Services programmes? ✓ The Department confirmed that service providers may bid for both programmes. However, separate bid proposals must be submitted for each programme and bidders must comply with the requirements applicable to each bid. Who will provide the training venues for programme implementation? ✓ The Department advised that it will be responsible for procuring the training venues. Provincial tourism departments and municipalities may also assist by making suitable training facilities available where possible.

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		3. Will successful service providers be required to enrol all 100 learners simultaneously or in phases? ✓ The Department confirmed that all 100 learners allocated to a province must be enrolled at the commencement of the programme. Learners will first complete the theoretical component before being placed with host employers for workplace experiential learning. 4. Are service providers required to secure host employers or will these be arranged by the Department? ✓ The Department clarified that service providers are responsible for identifying and securing suitable host employers for workplace placement. The Department will support the process where necessary, however, bidders are expected to demonstrate their ability to secure appropriate host employers. 5. What happens if a service provider has host employers in an area where the Department has not identified learners? ✓ The Department explained that learner recruitment is undertaken by the Department in partnership with Harambee Youth Employment Accelerator, based on the strategic objectives of the programme. Successful bidders will be informed of learner locations during the project initiation phase and will then be expected to secure host employers within those targeted areas. bidders are expected to secure appropriate host employers in line with the targeted villages/townships/small towns/dorpias, with further details to be discussed with successful service providers before signing of service level agreements 6. Can small businesses include personnel who are not currently employed but will be appointed if awarded the contract? ✓ The Department advised that bidders must demonstrate the required human resource capacity by submitting the necessary qualifications, CVs and supporting documentation as stipulated in the evaluation criteria. How bidders secure this capacity is at their discretion, however, the capacity presented in the bid proposal will form part of the contractual obligations and must be maintained throughout the duration of the project. 7. Must bidders submit a list of host employers as part of the bid proposal? ✓ The Department confirmed that bidders are not required to submit a list of host employers during the bid evaluation stage. At this stage, bidders are expected to demonstrate their experience, capacity and ability to implement the programme in accordance with the published functionality criteria. Details relating to host employers will be addressed in preparation for project implementation, with the appointed service providers.
6.	CLOSURE	The Chairperson encouraged prospective bidders to: • Read the bid documents thoroughly.

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		• Submit complete and compliant proposals. • Align their proposals with the strategic objectives of the Department. • Focus on delivering quality training and meaningful employment opportunities for youth. The Chairperson thanked all attendees for their participation and officially closed the session.

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