

BIDDING PROCESSES FREQUENTLY ASKED QUESTIONS

- 1. How do we complete the attendance register on virtual (zoom) meetings?**
 - ✓ Please complete your name, email address and company name on the zoom chat.

- 2. How many proposals should be submitted if bidders are interested in more than one province / cluster?**
 - ✓ If a bidder submits more than one bid, these should be separated and clearly marked with the name of the province / cluster they are applying for.

- 3. Can those who are not in the tourism space bid?**
 - ✓ Kindly refer to the bidding documents and if you do meet the requirements as stipulated in the documents then you are welcome to bid.

- 4. Will the bidders be allowed to submit valid lease agreements with their landlords' municipal bills?**
 - ✓ Landlords' municipal bills will be acceptable together with valid lease agreements.

- 5. How many provinces / clusters are bidders limited to should they be successful in more than one province?**
 - ✓ Kindly refer to the relevant Terms of Reference (TORs) for the bid you are applying for.

- 6. What 'references' are required under the evaluation criteria?**
 - ✓ Bidders are expected to submit references related to the projects they have previously conducted.

- 7. Should the host employer letter be submitted with the proposals or upon appointment of the service providers?**
 - ✓ The host employer letter must be submitted with the bidding proposals.

- 8. What must potential bidders obtain from host employers?**
 - ✓ Potential bidders are expected to obtain a letter of commitment from potential host employers to place the learners for experiential learning during the training programme.

- 9. Is there a specific template for reporting?**
 - ✓ There is a prescribed template for reporting and the successful bidders will be offered training on the reporting system in line with the EPWP regulations.

- 10. How will payment for services be dispersed? The tranches, percentages etc.?**
 - ✓ Service Providers will be paid according to their progress reports to the dedicated accounts.

11. Can you give clarity on courier services regarding bid submissions?

- ✓ Courier companies must complete the bid submission register and insert the bid proposals into the tender deposit box at the reception.

12. When will the project be implemented?

- ✓ As soon as the appointment of a suitable service provider is finalised.

13. Are bidders required to quote separately for face-to-face & virtual training?

- ✓ Bidders are requested to provide flexible price quotations based on the current dynamics.

14. Are the service providers allowed to include costs of the Covid-19 PPEs on the budget?

- ✓ No, the service providers should not include the costs of PPEs on their budget.

15. Who is responsible for the PPE costing?

- ✓ The department is responsible for the PPE procurement.

16. Will it be allowed if an implementer is to use an office belonging to a partner in one of the provinces if they have an SLA?

- ✓ Bidders will be expected to have a signed lease agreement in their name not with the partner as they are responsible for the project not the partner.

17. Is the training venue and the office the same?

- ✓ The office is where daily projects will be run and the training venue will be where the theoretical part of the programme will take place.

18. What is the budget for the project?

- ✓ The bidders are to investigate the market related proposal / competitive proposal.

19. Clarity on the 25% pre-payment?

- ✓ The department will no longer be giving 25% advance. Service providers are required to have capital as business.

20. Are all SARS pin, CSD number and printed TCS required?

- ✓ Either or is acceptable. Please submit the CSD report as well as the TCS.