



<b>TO:</b>	<b>BIDDERS</b>
<b>FROM:</b>	<b>THE HDA</b>
<b>DATE:</b>	<b>03 JULY 2023</b>
<b>DESCRIPTION</b>	<b>THE APPOINTMENT OF A PROJECT MANAGEMENT OFFICE (PMO) TO MANAGE, SUPERVISION, MONITORING AND CERTIFICATION OF AN ENTERPRISE DEVELOPMENT PROGRAMME IN 9 PROVINCES FOR THE PERIOD OF 24 MONTHS</b>
<b>TENDER NUMBER:</b>	<b>HDA/JHB/2023/021</b>

**Question 1:** It is stated on the tender document that all service providers must ensure its expertise by having the necessary "Professional Indemnity Insurance" in place, but for projects as this current one, is it not supposed to be a "Public Liability Insurance?"

May I have clarity whether Professional Indemnity Insurance or Public Liability Insurance is to be demonstrated by service providers?

**Answer 1: PLEASE INDICATE WITH PROOF IF BIDDER HAS PREVIOUSLY MANAGED A PROJECT OF THIS NATURE ABOVE R20M**

- Question 2:**
1. What is the estimated number(s) and volume of SMMEs/individuals that will be managed under this project
  2. Will the project be recruiting SMMEs or individuals or a combination. It would make sense where qualifying SMMEs are allocated a fixed/set number of slots/spaces in the program.
  3. How many beneficiaries will be inducted in the program
  4. There will be payment of stipends. How many beneficiaries will be paid the stipends and what would be the frequency of payments within the 24 months of the project?
  5. Training is an expected projected deliverable but with no specificity on the nature of training, the frequency of training and the number of beneficiaries to attend the training.
  6. Training may be facilitated amongst a list of different SETAs and thus pricing would differ depending on the training provided. Does the HDA have a predetermined list of training that will be provided and the expected numbers per training/SETA/et?
  7. There is a requirement for procurement of tools and PPEs. There is no description of the tools or the PPE. Furthermore, no detail on the number of beneficiaries to procure for.
  8. The bid document is clear on the number of provinces to be covered. However, it is not clear on the number of sites per province as well as the number of SMMEs and/or beneficiaries per province.
  9. Once clarity is provided on the number of sites per province, please indicate the expected minimum number of visits per site per month/period/cycle.
  10. We do not have the numbers of beneficiaries we would have to place on pilot projects. Have the projects already been identified by the HDA?
  11. Knowing the number of beneficiaries would assist us in pricing for the SETA certifications as a lump sum. Please assist. Also addresses similar questions elsewhere above.
  12. Please kindly elaborate on this statement "\*Procurement of materials like PPEs, tool boxes etc

will be paid on value creation”

13. Your approved Financial Rates indicate that there is a Fixed Project Management Fee (non-negotiable) of 5% and yet Annexure 2 pricing Schedule gives quantities as percentages, asks for unit costs as well as lump sum costs. This is confusing. Please clarify. The bid documents don't specify the project budget for the PMC to deduce the percentage-based fixed pricing. Either providing predetermined units to base the unit cost and lump sum cost on or estimated project budget to use the % based pricing or both would really help.

14. Lastly, please kindly circulate the full list of questions as posed by other prospective bidders in addition to our questions, just in case there is something we have missed.

**Answer 2:**

1. 1500 smmes and 2864 unskilled laborers nationally)
2. How many beneficiaries will be inducted in the program( a combination)(4864)
3. There will be payment of stipends. How many beneficiaries will be paid the stipends and what would be the frequency of payments within the 24 months of the project? (1500 for 12 months in the learnership and 40 days for the 40 day training for unskilled laborers)
4. Training is an expected projected deliverable but with no specificity on the nature of training, the frequency of training and the number of beneficiaries to attend the training.
5. Training may be facilitated amongst a list of different SETAs and thus pricing would differ depending on the training provided. Does the HDA have a predetermined list of training that will be provided and the expected numbers per training/SETA/et?(one seta-services seta)
6. There is a requirement for procurement of tools and PPEs. There is no description of the tools or the PPE. Furthermore, no detail on the number of beneficiaries to procure for.(tools will be related to trade in construction)
7. The bid document is clear on the number of provinces to be covered. However, it is not clear on the number of sites per province as well as the number of SMMEs and/or beneficiaries per province.(sites to be determined by team after appointment)
8. Once clarity is provided on the number of sites per province, please indicate the expected minimum number of visits per site per month/period/cycle.( the bidder must indicate what works in proposal)
9. We do not have the numbers of beneficiaries we would have to place on pilot projects. Have the projects already been identified by the HDA? (1500 SMMES)
10. Knowing the number of beneficiaries would assist us in pricing for the SETA certifications as a lump sum. Please assist. Also addresses similar questions elsewhere above.
11. Please kindly elaborate on this statement “\*Procurement of materials like PPEs, tool boxes etc will be paid on value creation” (QUOTES PROVIDED OR REIMBURSEMENT WILL BE DONE AFTER PROJECT MANAGER HAS BOUGHT)
12. Your approved Financial Rates indicate that there is a Fixed Project Management Fee (non-negotiable) of 5% and yet Annexure 2 pricing Schedule gives quantities as percentages, asks for unit costs as well as lump sum costs. This is confusing. Please clarify. The bid documents don't specify the project budget for the PMC to deduce the percentage-based fixed pricing. Either providing predetermined units to base the unit cost and lump sum cost on or estimated project budget to use the % based pricing or both would really help.(PROPOSE HOW MUCH THAT WILL COST YOU TO RUN PMO)
13. Lastly, please kindly circulate the full list of questions as posed by other prospective bidders in addition to our questions, just in case there is something we have missed.

**Question 3:**

1. On page 31 on the Mandatory requirements should we tick or mark with an X?
2. Since the bid is across the 9 provinces should we submit application per province, or this one application covers all 9 provinces?
3. Can we have clarity on the locations of training across the provinces as the bid only stipulates the provinces but doesn't mention where the training will take place within each province.
4. The Bid document doesn't stipulate the number of beneficiaries to be trained, can we have a clear picture on the total number for costing purposes.
5. The bid document is also not clear on which accreditation should the Project management Office be affiliated with and the training interventions, we would like clarity on this as well.

**Answer 3:**

1. On page 31 on the Mandatory requirements should we tick or mark with an X? THERE IS NO NEED TO MARK

2. Since the bid is across the 9 provinces should we submit application per province, or this one application covers all 9 provinces? (IT SHOULD COVER ALL PROVINCES)
3. Can we have clarity on the locations of training across the provinces as the bid only stipulates the provinces but doesn't mention where the training will take place within each province. (TO BE DETERMINED BY PROVIDER AFTER APPOINTMENT OF ACCREDITED TRAINING PROVIDERS)
4. The Bid document doesn't stipulate the number of beneficiaries to be trained, can we have a clear picture on the total number for costing purposes. TOTAL SMMES-1500 AND 2864 UNSKILLED LABOURERS=2864 INDIVIDUALS)
5. The bid document is also not clear on which accreditation should the Project management Office be affiliated with and the training interventions, we would like clarity on this as well. (LOOK AT CVS UNDER EVALUATION CRITERIA AND WE CAN ASSESS CAPABILITIES)

