
TENDER BRIEFING MINUTES

PROVISION OF SCHOLARSHIP CONFERENCING, TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES, TENDER NIHSS/SCTM-01/2020

Date: 18/09/2020 at 12:00

Tender briefing Panel:

- Mr Tumelo Mokoena (Chief Financial Officer)
- Ms Busi Pilane (Senior Manager: Communication and Marketing)
- Mr Pawl Moyane (SCM Officer)

Mr Mokoena welcomed the prospective tenderers and thanked everyone for attendance at the briefing session for the Scholarship Conferencing, Accommodation and Travel Management Services - Tender reference number NIHSS/SCTM-01/2020, albeit it was a non-compulsory requirement. Mr Mokoena introduced the NIHSS team members and then requested the service providers to, in turn, introduce themselves. Ms Pilane requested for all participants to mute their microphones when not addressing the audience as part of the 'house-rules' so as to proceed with the briefing session in the most effective manner.

Mr Mokoena further clarified that the National Institute for the Humanities and Social Sciences (NIHSS) is not bound by the Public Finance Management Act (PFMA) but the Higher Education Act; however, noting that the Institute's policies are bench-marked against PFMA. As a result, this Tender will be running fully as according to PFMA and its applicable regulations. Mr Mokoena provided further insights on the mandate of the NIHSS, citing that it was established on 05 December 2013. 31 March 2020 marked the end of the first five-year cycle of the NIHSS in line with the NIHSS Strategic Plan 2015/16 – 2019/20; however, the Institute has been afforded provisional approval for a further year until 31 March 2021. Following the current official Review, the Ministry of Higher Education, Training and Innovation (formerly known as "DHET") will pronounce on the future of the Institute.

Mr Moyane advised the prospective tenderers on the following administrative and technical key issues:

- This is a non-compulsory tender briefing, meaning even the service providers who are not present can still submit proposals.
- The minutes of this briefing session will be posted on the NIHSS website for transparency.
- The closing date and time for the tender is 12:00 noon on 05 October 2020.
- No late tenders will be accepted.
- The NIHSS preferably determines the time of closure by using Telkom's 1026 number – if available at the time of the closure of the tender.
- All interested parties are welcome to observe the closure of the tender, should they wish to do so; However, they will not be party to adjudication process of this tender.
- The drop-off time is between 8am to 4pm Monday-Friday until the tender closure. The tender box is located at the NIHSS Offices, Ground Floor Reception, 24 St Andrews Road, Parktown, Johannesburg.
- Bid proposals are valid for 90 days after date of closure that will be 3rd January 2020.
- Tender document can be downloaded on the NIHSS website: <https://www.nihss.ac.za/> and National Treasury eTender portal.
- Bidders are requested to submit one Original, one Copy and 1 Soft Copy (usb). The tender submission must be clearly marked "original and copy", with the tender reference number and company name.
- Technical and administrative tender queries can be sent to the following email address Tenders@nihss.ac.za. All queries will be consolidated and responses will be addressed to bidders via email.
- Responses will also be posted on the NIHSS website for transparency.
- All relevant policies and procedures applicable for this tender, The Constitution of South Africa Act, 1996 Act 108 of 1996: section 217 that requires us to be fair, transparent, and cost effective. Public Finance Management Act No.1 of 1999, Preferential Procurement Policy Framework Act No. 5 of 2000: 80/20 scoring principle will be used for this tender, Broad-Based Black Economic Empowerment Act 53 of 2003, Promotion of Access to

Information Act No.2 of 2000, NIHSS SCM Policy, Protection of Personal Information Act 4 of 2013

- All applicable pages of the tender document must be signed/ initialled and returned as part of the bid submission.

Compulsory / Mandatory Returnable Documents are as follows:

- Compulsory Enterprise Questionnaire
Joint venture submission Joint venture agreement and consolidated BBBEE status level certificate, members of the Joint venture individually submit Valid Tax clearance certificate /SARS pin / CSD report must be submitted, SBD 4, 8, and 9.
- Declaration of Bidder's Past Supply Chain Practices SBD 8
- Comprehensive Pricing Schedule
- Avoid the use of correctional fluids
- Any alterations must be initialled or signed for.
- Certificate of Authority of an Entity.
- Authority of Signature- that means there should have been a board meeting for someone to sign the document, so the letter must be submitted.
- Declaration of Bidder Litigation History
- Certificate of Independent Bid Determination SBD 9
- Company Registration Certificate
- Record of Addenda to Bid documents, the Addendum is available on the NIHSS website: <https://www.nihss.ac.za/>. Please sign and return with the tender document.
- Form of Offer and Acceptance
- Declaration of Interest SBD 4
- A valid Tax Clearance Certificate, SARS pin & CSD report must be valid at the day of closure. If it has expired a day before the closure, your bid will be disqualified.
- An original or certified copy (not a copy of a certified copy) of the valid B-BBEE status level certificate from an accredited verification agency. If you don't submit you will get zero points. You will not be disqualified.
- Written proposal addresses all the tender key requirements
- Comprehensive Pricing Schedule. Should you wish to provide more information than what is provided for in the document, please attach the additional information.
- ASATA/IATA Membership Certificates

- Company Profile

The evaluation of this tender will be on Two (2) Phases, namely - Phase 1 will be Compliance Evaluation. Should you fail to comply, please note that your bid will be disqualified. Phase 2 will focus on the Functionality Evaluation, Reservations, Commission and After-hours Services, Financial management, Technology, Management Information and Reporting, value-added services, Office Management. For the evaluation to score the submissions, bidders must score at least minimum of 75% to qualify for further consideration.

The final adjudication process will be the application of PPPFA, 80/20 scoring principle whereby 80 is for price and 20 for BBBEE.

Q: Will the presentation be shared with all the bidders attending this briefing session?

A: The presentation will be posted on the NIHSS website: <https://www.nihss.ac.za/> - for all potential service providers.

Q: In reference to transactional break down, conferencing total transactions is 117 and total amount is R15 160 325 is this for only booking of conference venue or it includes flights and entertainment. What is included in a conferencing price?

A: Historically, the NIHSS seeks assistance with procurement of suitable conferencing facilities – in accordance with PFMA according to set threshold values. There would be a minimum of quotations that are required. As an example, of one of the NIHSS flagship programmes, include the Annual Doctoral Conference usually held end October/beginning November. The 'partner' service provider is provided with a detailed specification of requirements. Pre-Covid, such a conference would run over three days, comprising of a gala dinner to celebrate graduates. The ANDC hosts an approximate of 200 doctoral fellows. Following the Covid-19 pandemic, the 'partner' service provider will be expected to assist with all the necessary procurement to run a virtual conference with a hybrid model – details of which are in the process of being finalised. Critically, ensuring that all requirements are in line with the Covid-19 compliance regulations where necessary. In addition, procurement also includes items related to branding and marketing collateral, such as conference bags, branded pens, notebooks, etc. Usually, travel and accommodation

logistics also forms a significant part of required services across the spectrum of the entire NIHSS Academic portfolio – which comprises of Academic Scholarship as well as Academic Research and BRICS.

Q: What form of payment is used - credit card or 30-day payment term?

A: We have adopted the PFMA 30-day payment terms. However, the as the NIHSS Finance team, we usually effect payment and process received invoices for payment a week following presentation/receipt of invoices.

Q: Do you work on order numbers to confirm bookings and/or reservations?

A: NIHSS works on a system of requisitions (purchase and travel requisitions) that will be coordinated by marketing team and would be signed-off and approved by the delegated authority. This serves as confirmation for the Travel Agent to proceed with the reservations.

Q: In term of the process flow of enquiry, do you work on a system or manual requests a quote from Travel Agent?

A: The NIHSS currently works on a manual system whereby we send emails to a travel agent.

Q: Is there a closing date for sending of questions for clarifications?

A: The last day of submitting queries is Friday, 2nd October 2020 at 16:30 and all queries will be addressed before close of business.

Q: On page 15 on the transactional break down there is service fee and admin fee. What is the difference?

A: This table is the transactional break from 2019/20 financial year received from the current service provider. Therefore, names differ depending on the template and terminology that each travel agent is using.

Q: Regarding the conferring venue, do you make the prepayment to secure the venue?

A: Yes, the Institute has done prepayment arrangements prior, particularly where budget expenditure required is high and cannot be carried by the service provider before from our side and still need to adhere to our policies regarding the required minimum quotations for accountability during audit period and this can be discussed during the contracting stage.

Q: Would the NIHSS consider the use of lodge card as per the Treasury Circular?

A: The lodge card is allowed as per the National Treasury circular. However, the NIHSS through its finance committee has advice against the use of credit card. The credit card will only be used for petty cash and minor issues. Maybe be during contracting time, we can relook and reconsider this position.

Q: In terms of the bid evaluation criteria, what is the MIS report?

A: The MIS stands for Management Information Systems, this is the report that the travel agent to submit to management telling them about how much we spent on accommodation, service fees, no shows, cancelled bookings and many more.

Q: Bases on the RFQ page 22 the pricing schedule, there is no line item for conferencing. Are the bidders permitted to use their own pricing template?

A: The addendum on a pricing schedule will be issued and posted on the website and National Treasury eTender portal for all potential bidders.

Q: Is it possible to share the pricing schedule in an excel format to allow the service providers to add an item that you may have missed?

A: The service provider must submit the provided pricing schedule, if there is an additional information that is required, the service provider can attach their own support and will be evaluated together with the tender pricing schedule.

Tender briefing session ended at 13:10 noon.