



BID NO: RFP/001/24

THE APPOINTMENT A SERVICE PROVIDER FOR A PERIOD OF 36 MONTHS (3 YEARS) TO ASSIST WITH THE IMPACT REPORT AND REVIEW OF STRATEGIC DOCUMENTS.

QUESTIONS AND ANSWERS

Question 1

Why was the initial tender cancelled?

Answer:

There was points misallocation hence the cancellation and re-advertisement.

Question 2

Can the project lead and the project manager be the same person?

Answer:

No, they are different resources, that is addressed on page 6 of the erratum.

Question 3

The whole process starts and ends with the draft narrative of the Strat plan and app. What's happening or what would be expected from the service provider in terms of finalizing the documents after receiving inputs from the department and how does one include pricing?

Answer:

The service provider will be consolidating all the inputs from all the subcommittees and from department and the policy in house. They will give you the targets that they have for a particular year for the AP and in terms of the social plan. The service provider will need to ensure that all inputs given align to provincial as well as national priorities. In terms of pricing it should be on hourly basis.

Question 4

Can we also indicate the support the supporting team members to the main ones, or should we just submit only the two?

Answer:

You are welcome to indicate the support, but it is important that you clearly specify the manager and the lead for the benefit of the BEC allocating points as required by the TOR.

Question 5

Regarding the annual performance reviews, is there a performance management system in place and what do the contractors, or the service providers have access to that system to support their process?

Answer:

We are guided MAE framework and that will be shared with the service provider who will be appointed.

Question 6

4.3 in the scope of work says the submission of first draft APP. With the DPME framework the first draft will be at the end of October and the final version by the end of January.

Is it the assumption we take the process all the way to the end of January at least?

Answer:

That is correct, if you have looked at the terms of reference we're trying to secure the service provider for the next three years. The first draft must go through all the other structures of the DPME and the department for comments and inputs and following that, we will then have the final draft.

Question 7

The TOR says the proposal must be completed to be enclosed in an envelope, so I wanted to find out what does that mean?

Answer:

This is a double envelope system, meaning in one envelope you will enclose the proposal. The other envelope you will enclose the pricing schedule.

Question 8

Which year will be under review for the mid-year review?

Answer:

As per the DPME guidelines the mid-year reviews are submitted end of September. The appointed service provider will be assisting us with conducting the mid-year reviews for a duration of 3 years (the revision on the APP is conducted every year).

Question 9

What do you require for the draft narrative of the Strategic Plan (2024 – 2029) given that we are currently in this period? Will the service provider be required to draft the 2024 – 2029 Strategic Plan from scratch – or do you have a draft that needs reviewing and finalisation?

Answer:

The appointed service provider will be assisting us in developing the 2024-2029 Strategic Plan, taking into consideration the provincial and national priorities. The service provider must have done research at this point and assist us to develop the strategic plan during the strategic session, which will be scheduled in August/September of this year.

Question 10

Will the impact analysis be conducted against the 2019 – 2024 Strategic Plan?

Answer:

Yes, the impact analysis will be conducted against the 2019-2024 Revised Strategic Plan.

Question 11

Will you require a Draft APP for each of the 3 years of appointment, or just a Draft APP in the first year?

Answer:

Yes, this will be required, the appointed service provider will assist us in drafting the APP every year (for the duration of the contract).