

**GTAC 005-2019 ESTABLISHMENT OF A GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS – BATCH 1**

**QUESTIONS AND ANSWERS**

Closing date and time: 14 November 2019 at 11h00

#	Question	Answer
1	<p>Kindly help with the template as highlighted on the ToR 8.1 item f. We could not locate the document on the website.</p> <p><b>8.1 Bid Submission Requirements:</b></p> <p>Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes; are included in their bids:</p> <p>f. Relevant Programmes/Projects completed or current by the bidder. Please see Template for "Programme / Project Profile" supported by a Letter of Reference please see "Contents of the Letter of Reference".</p>	<p>There is no separate annexure for (f), however the list of projects is incorporated in the CV template/bidder profile under 5.</p>
2	<p>After reviewing the Batch 1 terms of reference, we would like to enquire about the release dates of future batches - specifically the programme management, project management as well as transactional advisory management services.</p>	<p>We are unable to confirm release dates for future batches at this stage.</p> <p>Prospective Bidders are advised to refer to the GTAC website, National Treasury's eTender portal and the Government Gazette in the following months for advertisement of future batches as well as updates on the GTAC Panel establishment process.</p>
3	<p>We are currently contracted to supply a resource to provide asset management specialist support (seconded to the KZN PT).</p> <p>It is unclear if the specifications of the request include the scope in which we are currently engaged.</p>	<p>Refer to Appendix A. It is listed as Financial Asset Management.</p>

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	The request includes financial management; there is a description elsewhere in the reference document to municipal finance improvement (financial management) which includes asset management.	
4	We submitted a tender last year “GTAC009-2018” under the “Technical Consulting Services” Annexure B. I would like to know if GTAC 009-2018 is the continuation of this current tender? Or has that been cancelled or awarded or still valid? I have also noticed that it does not form part of the category list on the current terms of reference.?	GTAC 009-2018 was cancelled. The cancellation was advertised and feedback sent to all respondents.  GTAC 005-2019 is not a continuation of the previous bid for panel establishment. It is a separate process and you are encouraged to submit a response in the event that you are interested.
5	I would like to know if I could bid as an individual. If that is okay, how do requirements differ from a company bid. Do I have to submit the following? - BEE certificate; - Tax clearance, and - CSD registration.	You are permitted to submit a bid as an individual. Submission of all the listed documents are required.  - BEE certificate- In a case of EME, affidavit is permitted - Bidders to be registered with the CSD and have a Tax compliant status.
6	Do we have to submit a file for each discipline or it will be in the same file but properly categorised?  The electronic copy in question are you going to open a link for us to upload and if so when?	Submission of one original file is required. It must be categorised properly if you are responding to more than one category in Batch 1.  The electronic submission link will be available on 1 November 2019.
7	<b>Page 8 - Section 8.1 (e)</b>  Kindly confirm what information is required in respect <u>“Project Reference”</u> .	NB: there is no separate template for this, bidders to use Appendix C section 5 to provide list of projects completed and references thereof. (8.1e and 8.1f are the same).
8	<b>Page 8 - Section 8.1(f)</b>  Please provide the template for <u>“Contents of the Letter of Reference”</u> .	Refer to above answer.
9	<b>Appendix A -</b>	Appendix A is available on the website (excel sheet).

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	<p><b>Columns B &amp; C -</b></p> <p>Please check on the functionality of the selection tabs as they do not seem to allow one to select a category.</p> <p><b>Column E -</b> Please confirm how one can input information on the different Sectors that an entity may have expertise in, since the Appendix only permit one to add only one sector per row.</p>	<p>This function will be available when a bidder submits online, a link has been created for this purpose and will be functional by 01 November 2019.</p> <p>That will be the main sector, 1 per line item.</p>
10	<p><b>Appendix B - Technical Proposal Cover Page</b></p> <p>a. The template that has been provided seems to apply to the Actuarial Services Category. Will a template be provided for the other three categories?</p> <p>b. Part of the Template makes reference to <b>Experience of the Organisation/Entity - Please See "Contents of Company Profile"</b> Kindly provide the information on <b>"Contents of Company Profile"</b>.</p>	<p>Only the 1st page is for Actuarial Services, bidders to use the relevant Coper page as per the area bidding for.</p> <p>Bidders to use Appendix C.</p>
11	<p>Please advise whether Town and Regional Planners fall under a different batch</p>	<p>Yes, that is correct.</p>
12	<p>Only one (1) CV per category will be evaluated, in the event that more are submitted, the first will be evaluated (CV template provided as Appendix C).</p> <p><b>Does this mean if our company select e.g. Financial Management category, only one CV is required?</b></p>	<p>Yes, that is correct.</p>
13	<p>Electronic submissions must be made online on the GTAC website: <a href="https://www.gtac.gov.za/tender-info/tenders/advertised-tenders">https://www.gtac.gov.za/tender-info/tenders/advertised-tenders</a></p> <p><b>No guidelines are uploaded on this link.</b></p>	<p>Please refer to slide 10-15 of the briefing for these guidelines.</p>

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14	Electronic submission – Must this be done on the GTAC website or the CSD portal?	The link for electronic submission is on the GTAC website. Bidders will be required to input the CSD Supplier Number (MAAA) as well as the CSD Registration Reference Number.
15	Is the CSD Registration Reference Number retrievable?	This is the number received upon CSD registration. Bidders can contact CSD National Support for assistance in retrieving the reference number.  <b>National support:</b> <a href="mailto:csd@treasury.gov.za">csd@treasury.gov.za</a> <a href="tel:0124069222">012 406 9222</a>
16	Bidders are required to submit proof of SAQA accreditation for international qualifications. The SAQA accreditation process takes up to 21 days which does not afford bidders ample time to obtain the required accreditation. Will GTAC consider an extension of the submission deadline?	GTAC 005-2019 has been advertised for a period of 28 days. GTAC will not consider an extension of the submission deadline.
17	Can bidders propose the CV of the same individual in the event that they are bidding for more than one category?	Yes.
18	Does the compulsory requirement of submission of proof of membership to a recognised Actuarial Professional Body apply to all categories?	No. This applies solely to the Actuarial Services Category.
19	It is understood that being appointed onto the Panel does not guarantee work for the duration of validity of the Panel. How will the Panel be utilised?	GTAC will source from the approved Panel through competitive processes per category. Unsuccessful bidders from subsequent competitive processes will be notified of the outcomes of tenders they have bid for.
20	In order to establish who the Principal/Lead Advisor be for each category, may you please assist by providing a definition and/role in your terms of the Principal/Lead Advisor and maybe indicate the expectation for this resource at the time of bidding for a specific project. Whether it will be expected to be actively involved as Project Manager or will be the Lead Partner/Director responsible for the overall project.	This is not relevant at this stage. The roles and expectations of Lead Advisors will be communicated in the TOR's of subsequent competitive processes.
21	On page 6 para 3.1.1 c of the Terms of reference it is indicated that proposals may include amongst others, proposed methodology and costing and. Then on page 8 para 8 it is noted that "Pricing will not be applicable	Paragraph 3.1 highlights the competitive process that is followed once the panel is established, as an when a requirement arises.

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	at this stage...Please advise what costing expectation is required if any at this stage as these 2 paragraphs seem to contradict.	
22	Is the submission date for the hardcopy and electronic bids the same?	Yes. 14 November 2019 at 11:00.
23	In respect of the electronic version of the bid. Must we just make copies of all the hard copy documents and mail to you?	Electronic submission must be made online on the GTAC website. The Link to the online Panel Bid application page is under "Advertised Tenders".
24	Paragraph 3 of Terms of Reference states that proposals will be accepted from individuals. Do you individuals use similar application documents as incorporated companies?	No.
25	Does the technical proposal need to be accompanied by reference letters?	No. Complete and submit Appendix C.
26	On Appendix C (Bidder Technical Proposal/CV) Part 4 and 5, what exactly is the difference between the two? Is the other part regarding the lead advisor and the other regarding the company? Please clarify what is required for each part.	Part 4 is for capturing experience of the Lead Advisor. Part 5 is for capturing references of the Lead Advisor.

**Online submission:**

- There is a limitation in terms of the size of attachments (5mb per attachment).
- All uploads must be pdf files with the exception of the Category and Related Skills Sheet (Appendix A) – excel.