



MINUTES OF THE BRIEFING SESSION MEETING FOR TENDER :

REVIEW OF ORGANIZATIONAL STRUCTURE RFP 0043/04/2016

Date: 19 January 2017

Time: 11h00

Venue: 74 Watermeyer Street Rentmeester Building Meyerspark Pretoria, Executive Boardroom

PROCEDURAL MATTERS

- 1. OPENING AND WELCOME**
- 2. ATTENDANCE REGISTER**
- 3. EXPLANATION OF TERMS OF REFERENCE**
 - 3.1. SCM MANAGER- CLEMENT NHUVUNGA**
 - 3.2. CFO- ANDRE GERNANDT**
- 4. QUESTIONS AND ANSWERS SESSION**
- 5. CLOSURE**

1. OPENING AND WELCOME

The Chairperson; Clement Nhuvunga welcomed everyone present and introduced SIU members as follows:

Andre Gernandt –Chief Financial Officer(CFO)
Nazreen Pandor - Head of Stakeholder Management
Jeanie Baloyi - Senior SCM Practitioner Demand Management

2. ATTENDANCE REGISTER

Attendance register was circulated; service providers were requested to sign the attendance register because it was a compulsory briefing session. It was further explained that if any of the service providers do not appear on the attendance register; it would be assumed that they did not attend and therefore will be disqualified.

3. EXPLANATION OF TERMS OF REFERENCE

Mr. C Nhuvunga presented Supply Chain related information; whereas Mr. A Gernandt unpacked technical aspect of the project.

Content of the presentation:

- 1. Process and administrative matters**
- 2. Mandatory requirements**
- 3. Evaluation criteria**
- 4. Terms of Reference**
- 5. Scope of work**
- 6. Questions and Answers**

4. QUESTIONS

QUESTION	ANSWER
1. Will the affidavit be accepted if the supplier does not have BBEE certificate?	Yes; provided it is commissioned by a commissioner of oath.
2. Do the suppliers have to put together the financial and technical proposals?	No; it should be included as one proposal
3. What is the cut off points before the supplier can be considered further for presentation?	Must achieve a minimum of 70% on the initial phase to move toward the presentation phase
4. Should the suppliers include only testimonial and appointment letters, what about the other information like proposals, is the evaluation going to be based only on testimonials and appointment letters?	Additional information can be given, but the evaluation will be in accordance with the published RFP. Appointment letters must be accompanied by testimonials; in the event, wherein appointment letters are not available, an e-mail to confirm appointment will suffice. SIU to perform reference checks
5. What is the time frame for completion of the project?	Within 12 months
6. What is the validity of the project?	We envisaged to finalize the appointment of the service provider before end of financial year; namely 31st March 2017. Bids should be valid for 90 days
7. Is the presentation going to be made available to the suppliers?	Yes, it is available on the website and will also be emailed.

8. What is the reason for culture survey?	The fact that portions of the organizational structure and related initiatives have not been implemented in the past have led to staff being unhappy in the past. It is important to consider the outcome of the culture survey to ensure that all expectations are met when the project is delivered.
9. To whom is the project reporting to?	Head of the Unit; Adv. Andy Mothibi as the Accounting Authority of the SIU is the project sponsor.
10. Will the organization provide with communication plan?	As part of change management portion of the project, the service provider is expected to come up with a communication plan to deal with all stakeholders. The SIU's Stakeholder and Communications department will be involved to ensure the project and its progress is regularly communicated.
11. To what extent is the SIU governed by the DPSA prescripts?	The SIU has its own Act that prescribed the governance framework, and has its own set of policies and procedures that is used to govern the institution. With the exception of the SIU that has adopted the DPSA "cost of living" increase that is negotiated and determined by DPSA, there is no other regulatory involvement with DPSA.
12. Is the still same number of 76 job profile as it was mentioned on the documents, and the positions are they all filled?	The current number is 94. Please see the published list of the SIU's job titles, per region, per Patterson job level.
13. In terms of the structure and current job titles, can we assume that this is clean?	It would be +/- 98% clean for the current structure and job titles. The whole purpose of the RFP though, is to come up with a new proposed organizational structure, related job titles, job grading, related remuneration structures and incentive & retention schemes.
14. What other type of document will be accepted as reference document if the specific ones cannot be sourced?	The documents as spelt out in the RFP are required. If those are not available, any other supporting documents can be provided, but the SIU would have to consider the nature and relevance of each document on its own merits.
15. How far back are the letters to be	Not older than 5 years

considered?	
16. If departments are not prepared to provide with the testimonials, what other methods are you going to apply?	SIU will do reference checks; service providers must provide confirmation of awards from respective clients in some form.
5. CLOSURE	The meeting adjourned at 12h30