

CAPACITY BUILDING BRIEFING SESSION MINUTES – 12 SEPTEMBER 2016

ITEM	DISCUSSION
Date	12 September 2016
Time	09:00
Venue	DSD Boardroom NC - Kimberley Barkley Road Kimberley
Attendees	Ms Sylvia Maponyane (NDA) Ms Nomakhaya Nelani (NDA) Ms Sokhatsa (DSD) Ms Makweya (DSD) Ms Keamogetswe Moses (NDA Scriber) Bidders
Apologies	None

NO.	AGENDA ITEM	NOTED	RESP	RESOLUTION
1.	Welcome and Opening Remarks	<p>In her opening and welcome, Ms N Nelani and Ms K Makweya welcomed and thanked everyone for honouring the appointment. She introduced the partnership between NDA and DSD to prospective bidders. They also introduced representatives from the NDA national and DSD NC province and stated the purpose of the meeting.</p>	<p>Ms. N Nelani and Ms K Makweya</p>	
2.	Purpose of the meeting	<p>The purpose of the meeting was to brief prospective service providers about the capacity building tender bid and the requirements that need to be met. The chairperson requested every bidder present to sign the register that was circulating as the briefing session was compulsory</p>	<p>Ms. Nomakhaya Nelani</p>	
3.	Tender bid technical factors	<p>The bid is to source a service provider who will provide training for 12 graduates on Financial Administration. Each graduate will then be allocated 10 NPOs, which they will mentor and ensure that they comply with the NPO Act.</p> <p>The appointed service provider will provide training in the following:</p>	<p>Ms. Sylvia Maponyane</p>	<ul style="list-style-type: none"> - Record and capture income receipts - Record payments



				<ul style="list-style-type: none"> - Do ledger balances - Record financial transactions - Do VAT calculations - Finalise and interpret accounts - Complete and prepare PAYE documents - Train graduates and allocate a mentor to graduates.
4	Qualifying criteria for service provider	<p>The appointed service provider should have the following qualifying criteria:</p> <ul style="list-style-type: none"> - Service provider must be accredited with FASA and SETA - Service provider should have accredited personnel with at least two facilitators, two assessor and one moderator - A letter of agreement between service provider and accredited institution - Have a SETA approved learning programme - Must be fluent in the language of the NPO they are working with - Must have knowledge of the NPO sector 	Ms S Maponyane	
5	Information to be submitted	<ul style="list-style-type: none"> - A detailed plan/schedule for the duration of the contract with delivery frameworks. - A detailed company profile 	Ms S Maponyane	



6		<ul style="list-style-type: none"> - Details of previous experience in the unit standards - At least three signed reference letters 		
6	Evaluation Criteria	<ul style="list-style-type: none"> - The bid consists of a 90/10 preference point system - Bidders will need 75 points out of 100 to qualify to the next phase, which is price and BEE. The suppliers were give a detailed or narrative evaluation sheet that add to the evaluation criteria to assist the supplier in preparation of their bidding document 	Ms Nomakhaya Nelani/ Maponyane	-
7.	Questions and Answers	<ul style="list-style-type: none"> • Q1 – Who will select the candidates? • Q2 – Who will pay stipend for the learners? • Q3 – Who will be responsible for the logistics? 	Ms Maponyane/ K Makweya	<ul style="list-style-type: none"> • A1 – Candidates will be selected by the NDA and DSD due to time constraints. • A2 – Learners will be allocated a stipend of R4500, which will come from the NDA. It will be ideal for the service provider to pay the stipends as they will be managing the learners on a daily basis.



		<ul style="list-style-type: none"> • Q4 – Will the service provider provide laptops for students and load an accounting system onto those laptops? • Q5- Considering the vastness of the Northern Cape Province, should learners pay for transport out their stipends or will the NDA provider transport? 		<ul style="list-style-type: none"> • A3 - The NDA will be responsible for logistics such as venue for training to take place as well as provide accommodation for learners should the need arise. • A4 - Learners will not need laptops due to the fact the NPOs they will be assigned to, conduct their day-to-day running on books. Most NPOs do not have knowledge of electronics. NPOs should be capacitated in the most appropriate way possible and not be bombarded with electronics. • The cost of transport for learners to be included in the pricing of the bid document will be discussed with the programme Executive, as this was not part of the TORs initially so that
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				learners do not have to pay out-of-pocket for their transportation to and from training.
8	Other resolutions reached.	<ul style="list-style-type: none"> - After the commencement of the programme the service provider, learners, mentors, NDA and DSD will meet once a month to ensure that the programme is progressing the way that it should. - Transportation of learners to the central venue for meetings will be the responsibility of the service provider. - Meeting with learners will be important as much as meeting with the service provider so that colleagues from DSD and NDA are aware of the challenges, if any, that learners are experiencing. 		
9	Any other matters	The suppliers were asked if they still need clarity on anything, and the members were also given a chance to comment or add.	Ms N Nelani	
9	Meeting Adjourned	The meeting was adjourned and the chairperson thanked everyone	Ms N Nelani	
Closure				

Scriber:
Keamogetswe Moses (AA)



Chairperson:
Nomakhaya Nelani