



MINUTES OF THE BRIEFING SESSION

PROJECT: PROVISION OF SKILLS AUDIT SERVICES AT OVERBERG WATER FOR 96 EMPLOYEES ON A ONCE-OFF BASIS

REF NO: RFP OW-066/2020/21

09 FEBRUARY 2021 AT 11H00

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OVERBERG WATER BOARD COMMITTEE ROOM

1) OPENING AND WELCOME

Mr. Edward Nwamafela welcomed everyone who attended the briefing session meeting and introduced the Overberg Water Team that was present

Mrs. Thozama Rani project manager (End-user)

Ms. Sikhona Mpandeni (Supply Chain Management)

2) ATTENDANCE

The service providers were provided with the attendance register which will be checked with their proposals.

3) BACKGROUND

Mr Edward Nwamafela Handed over the meeting to the project manager to give background and the purpose of the meeting.

The purpose of this tender is to appoint a suitable service provider that will assist Overberg Water Board to identify and understand the skills that are critical for the entity, critical skills that the entity lacks if there are any so as to direct the development programme towards addressing the gaps to support the organisational strategy. Overberg Water has developed the structure that supports the strategy and it is therefore important to have clear understanding of the skills and competencies that are critical for the organization.

Furthermore Overberg Water is in the process of expanding its business therefore it is necessary to place the right people into the right jobs. The successful service provider will be required to make a recommendation in terms of the critical skills that are needed which Overberg Water does not have and how the gaps can be closed. Furthermore the successful service provider is expected to indicate the process/methodology that will be followed in conducting the skills audit and produce a detailed report with clear deliverables.

The successful service provider might be required to present the recommendation to the Human Resources, Remuneration and ethics Committee.

The project manager allowed the questions, from the service providers and responded to them.

4) QUESTIONS AND ANSWERS SESSION

Q. Where are Overberg Water Board Offices based?

A. Overberg Water is a regional water board based in the Western Cape consisting of Corporate office in Somerset West and 3 Water (Operations) Schemes scattered in Caledon, Heidelberg, Swellendam. The entity report to the Department of Human settlement, Water and sanitation.

Q. When proposing a methodology is there any preferred method or any method will be allowed?

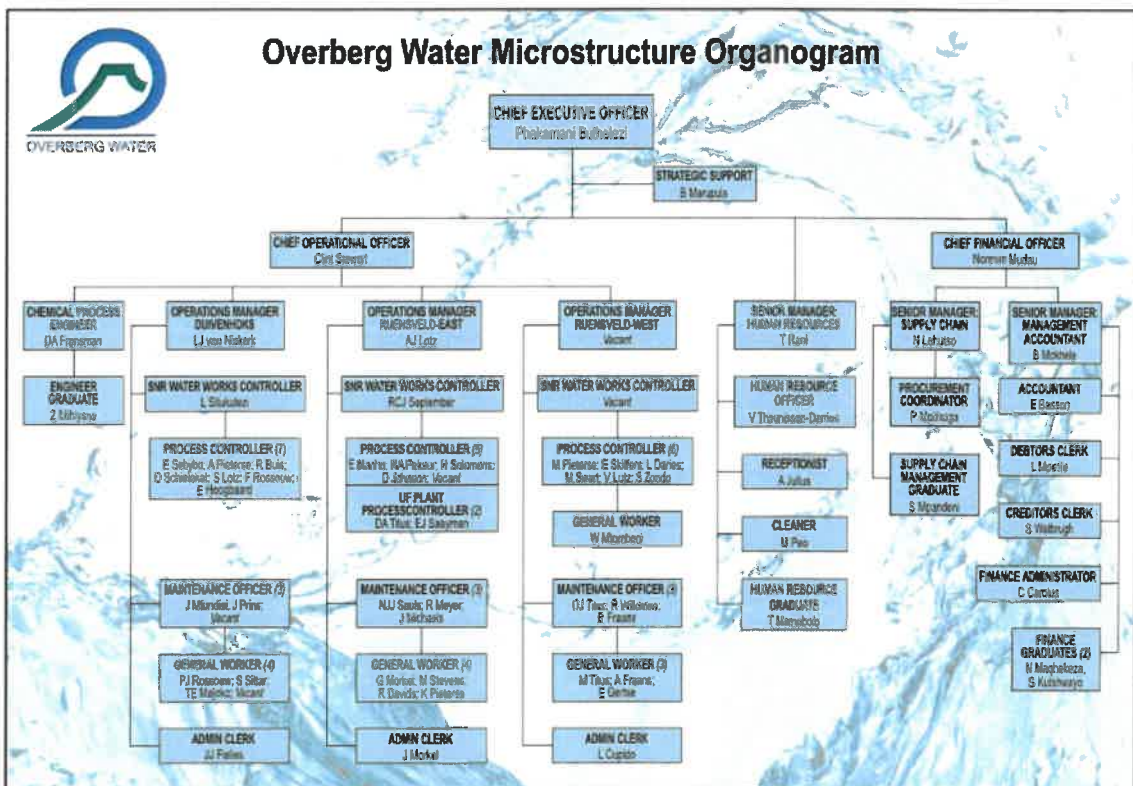
A. Overberg water has never done this exercise before ,therefore the bidder is expected to propose or tailor make the methodology that will suit the entity.

Q. Is the scope of work based on the psychological or Water Professional side or technical?

A. The scope of work is based on the psychological and technical aspects because for Overberg water to run the entity effectively there must be a balance of both psychological and technical factors.

Q. Could you highlight how Overberg Water Board is structured?

A.



- The Board of Overberg Water is the official Accounting Authority as per the Public Finance Management Act (No.1 of 1999), as amended.
- Overberg Water has just acquired the project with the Department of Public Works to manage facilities in the various prison sites, so Human Resources will be acquired in support of that project.

- Q.** Do you currently have any job descriptions and when last were they reviewed?
- A.** The majority of job descriptions have been recently reviewed 2 years ago including the new position that have been created.
- Q.** Was the skills audit done before?
- A.** No, Overberg Water Board has never done skills audit before and would like to be taught the best practice.
- Q.** Do you have an existing or current behavioural and technical competency framework?
- A.** Not at this stage.
- Q.** Have you ever done psychometric tests or competency based tests for any positions?
- A.** Overberg Water Board has done psychometric assessment for certain critical positions.
- Q.** Have you Identified any other organizations that you can use as a benchmark?
- A.** Yes other Water Boards that are similar to Overberg Water Board.
- Q.** Are the different schemes doing the different type of work?
- A.** No all 3 operational schemes perform the same type of work with the same structure and roles.
- Q.** How are the logistics work in terms of the distance between the schemes and do the people from these schemes have access to the internet and computers?
- A.** The distance is a bit far from each other and the successful service provider will be expected to travel the separate schemes. To enable the suitable service provider to travel to the different schemes it will be provided with GPS coordinates.
- Q.** Does all technical teams know that there will be skills audit exercise. Is there any change management plan in place to assist the employees in adapting to the change?
- A.** The successful service provider will also be expected to assist with change management Plan and to communicate the change across the entity.
- Q.** What are the duties of the temporary workers and are they skilled or unskilled?
- A.** They manage and purify water at the various prison sites (waste water and drinking water)used at the various prison sites. All fixed term contractors have matric, however they are not yet certified by the department of Human Settlements, Water and Sanitation.
- Q.** Are there facilities at prison sites where the fixed term contractors operate?
- A.** Yes there is infrastructure at each prison site.
- Q.** What is the time frame of the project?
- A.** The project is long overdue, approximately in 6 Months' time it's expected that Overberg Water will have a report and ready to implement the project based on the approved recommendation made by the successful service provider.
- Q.**As the public entity defined in schedule 3B have you been given the permission to use the DPSA SMS competency for senior management or not?
- A.** No Overberg Water Board is not there yet
- Q.** Which language can be used when conveying and collecting data?
- A.** At the schemes the majority of employees are more comfortable in Afrikaans than English therefore the successful bidder must be able to communicate in both English and Afrikaans but the documentation must in English.
- Q.** How long do you think it can take to interview the employees in various schemes?
- A.** Approximately 2 to 3 days but depending on the length of the meeting.
- Q.** Do you have any succession policy in place?
- A.** Yes Overberg Water recently put together one however and it is currently going through the process of being approved.

Q. What are the burning issues your client have with regards to the capacity of your staff?

A. It is the transition from the old ways of doing things to the new ways , adapting to the new ways is so much difficult with our suppliers or client , now that there are more tighter controls, good governance and compliance. The more Overberg Water Board communicate and educate its clients, the more they understand compliance, control and governance issues.

Q. Do you have a staff establishment control system?

A. At the moment we are using SAGE system but we are in the process of implementing a new system, and most of the things are done manually.

Q. Are you looking for an individual or a team?

A. Overberg Water Board will identify a suitable company, with the capable team to help it with the project. The successful service provider will be expected to bring on board a capable team.

Mrs. Rani handed over to Supply Chain Management for clarification on the administrative side of the RFP document.

- 5) Mr Edward Nwamafela took the bidders through the process to be followed when completing and submitting the bids.

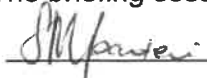
The Supply Chain Management will make an amendment on the SBD 1 where there is an error on the number of the Overberg Water Board employees which must be 96 instead of 61. Furthermore, the document will be revised and sent to everyone who attended the briefing session.

DESCRIPTION
<p>Tax Compliance Status</p> <p>As per treasury regulation any individual or business that want to conducts business with the state must be registered in the CSD, however if the service provider is not registered it will not be disqualified but the evaluation process will be prolonged, it is advisable that the service provider register on the database and submits the CSD summary report with the bid so as to make it easier to check tax compliance status</p>
<p>SBD1- Invitation to bid</p> <p>SBD 1 Will be amended and the revised document will be sent to all participants</p> <p>Instead of 61 employees it must be 96.</p>
<p>SBD 3.1-Returnable price Schedule</p> <p>The pricing schedule must include all applicable costs including, travelling, accommodation if applicable , no provisions will be made for a bidder to revise the bid price after the closing date ,the separate sheet with the GPS location and the number of employees in each scheme will be sent to all bidders present in the meeting.</p>
<p>SBD 4-Declaration of interest</p> <p>As per this SBD No bidder will be allowed to submit 2 responses as this will constitute the conflict of interest.</p>
<p>SBD 6.1-Preference Point claim form in terms of the Preferential procurement regulation 2017 Amendments will be made as there was an error in the threshold value for 80/20 preference point. The value of this bid is estimated to not exceed R50 000 000 instead (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable not R100 000.</p> <p>The document will be amended and sent to the bidders present in the meeting</p>
<p>SBD 8-Declaration of bidders past Supply Chain Management Practices</p> <p>The bidder must complete and sign the SBD.</p>

<p>SBD 9- Certificate of Independence The bidder must complete and sign this document.</p>
<p>Company registration certificate CIPRO / CIPC The bidders are expected to submit this document, Failure to submit this document will lead to disqualification of the bidder</p>
<p>Certified copy of B-BBEE contribution level certificate or Sworn Affidavit The bidders must submit the B-BBEE certificate issued by SANAs or a sworn affidavit, failure To do so , the bidder will not claim the preference points on BBEEE</p>
<p>Professional Membership HPCSA: Psychologist/ Industrial Psychologist Bidders must submit the valid HPCSA membership document, failure to submit the certificate bidder will be disqualified for further evaluation.</p>
<p>Valid COIDA certificate The bidder is expected to submit the valid COIDA or Fem Federated Employer's Mutual Assurance FEMA certificate that will cover the employees in any uncertainty or injury that might occur on the site as Overberg Water will not be liable for any injury occurs in the site. Failure to submit the document will lead to the supplier being disqualified and not moved to the next stage.</p>
<p>On the functionality side :The Service Providers must meet the minimum of 70 out 100 on functionality score. On The Methodology the service provider must indicate the time frames of project, Project plan to be linked to the deliverables/services or outputs and time lines.</p> <p>On the team capabilities , Whoever the company submitted the HPCSA membership for, The service provider is expected to provide an organogram so as to see who the project coordinator is.</p>

6) It was proposed that the bid closing date be extended, due to the changes that were to be implemented on the bid, the necessity for good quality proposal, giving the suppliers the reasonable time to do the proposals and bid. It was agreed that the bid closing date be extended from the 16th of February 2021 to the 23rd of February 2021 @12H00. The suppliers were requested to submit further queries if there are any via emails provided on the document not later than 12th February 2021 which will be addressed on the 16th of February 2021.

7) The briefing session adjourned at 12:25



Sikhona Mpandeni

16/02/2021
DATE



Thozama Rani

16/02/2021
DATE