



**ICASA 32 2021: ICASA 32/2021: SIX (6) DIFFERENT PANELS OF INSTITUTIONS OF HIGHER LEARNING, FURTHER EDUCATION AND TRAINING COLLEGES AND ACCREDITED TRAINING PROVIDERS ON AN 80/20 PPPFA, PREFERENTIAL PROCUREMENT REGULATIONS: 2017**

**MINUTES OF THE BID EVALUATION COMMITTEE MEETING:**

<b>Meeting Reference No</b>	<b>ICASA 32/2021</b>
<b>Date</b>	<b>03 August 2021</b>
<b>Time</b>	<b>13h00 to 14h00</b>
<b>Venue</b>	<b>Virtual Meeting</b>

**ATTENDANCE REGISTER:**

No.	Name of Member	Role	Division	Designation	Present (x)	
					Yes	No
1.	Samuel J Siziba	SCM	SCM	Bid Administrator	<b>x</b>	
2.	Nicolene Louw	Project Leader	HR	Senior Manager	<b>x</b>	
3.	Makoma Lusenga	Project Facilitator	HR	Specialist	<b>x</b>	

Folio No.	Item description and Discussion	Resolutions	Responsible persons
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1.	<p><b>Opening and welcome</b></p> <p>The chairperson, declared the meeting officially opened and welcomed members in the meeting, declaration of interest was made and the was no conflict of interest</p>		The chair
2.	<p>Clarity regarding the presentation</p> <p>Price is not a relevant issue for the purposes of appointment to the panel.</p> <p>For every panel there must be a separate submission since evaluation is separate for each.</p> <p><b>Q1</b></p> <p>Request for bid document</p> <p><b>A</b></p> <p>Drop mail @BIDADMINISTRATION@ICASA.ORG.ZA and documents will be forwarded after meeting.</p> <p><b>Q2</b></p> <p>Is a presentation on teams/virtual acceptable as well or is eLearning only accepted?</p> <p><b>A</b></p>		scriber

	<p>All training must be on virtual platforms unless those that require face to face, majority of training required must be on virtual platforms, example of physical training is first aid.</p> <p><b>Q3</b></p> <p>Can we be provided with a number of delegates to assist in pricing?</p> <p><b>A</b></p> <p>Price is not relevant for panel submission</p> <p><b>Q4</b></p> <p>Where are your regional offices situated for physical training?</p> <p>8 provinces and addresses can be provided when needed</p> <p><b>Q5</b></p> <p>Can a bidder respond to only what they are offering?</p> <p>Yes, and must state the specific on also it is entirely up to the bidder how they respond as long as it is in accordance with the terms of reference as specified in the bid document.</p> <p><b>Q6</b></p> <p>Is it important to have the e learning portal when you do physical training because other trainings require assessments, and some do not?</p> <p><b>A</b></p>		
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	<p>No</p> <p><b>Q7</b></p> <p>Can we leave the price out since the number of delegations is not specified?</p> <p><b>A</b></p> <p>Yes</p> <p><b>Q8</b></p> <p>Are questions and answers going to be published?</p> <p>Yes, on the ICASA website</p> <p><b>Q9</b></p> <p>In terms of accreditation on panel 6 there are courses that do not require assessments and accreditation, are we allowed to apply for those training?</p> <p><b>A</b></p> <p>Do not bid for those that are not accredited yet required accreditation as per SAQA, your facilitator must be accredited, ICASA prefers accredited courses to enable trainees further training.</p> <p>Accreditation is the key for required training</p> <p>So, all courses offered must be accredited it is advantageous to those that attend.</p>		
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	<b>Q10</b> Do reference letters have to be under the company or that of the individual facilitator? <b>A</b> It must be on the companys letterheads.		
	<b>END</b>		

**COMPILED BY:**

**Samuel J. Siziba**

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**SCRIBER**

05 August 2021

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**DATE**