



MINUTES: FET RESEARCH BRIEFING SESSION

Held at Fasset Offices, Blackheath on
Thursday 11 July 2013 from 10:00 – 10:58

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| 1. | <p>Welcome</p> <ul style="list-style-type: none"> • All attendees were welcomed by Marlie Spencer, Quality Assurance and Learnerships Senior Officer • Introduction of attendees was strategically not done to ensure a fair and transparent bid evaluation process |
| 2. | <p>Background</p> <ul style="list-style-type: none"> • Marlie Spencer outlined the Fasset objectives and it was stressed that bidders should ensure that their bid document indicated alignment to Fasset’s overall objectives • The main aim of Fasset’s FET College projects was stated as to determine the applicability and relevance of FET qualifications and the employability of FET graduates in the Fasset sector, as well as in finance and accounting related occupations in all sectors • All four FET Projects (Qualification Analysis, Professional Qualification Capacity Building, Learner Enrichment Project & Learner Work Experience Placement Project) were briefly described and it was stressed that the research should both relate to the individual projects and ensure integrated findings, as all four FET projects are inter-linked. |
| 3. | <p>Purpose of the Briefing Session</p> <ul style="list-style-type: none"> • The briefing session was non-compulsory and its purpose was to provide an overview of: <ul style="list-style-type: none"> - What Fasset plans to achieve through the FET College projects; - The requirements for bid submissions; and - To provide opportunity for bidders to ask questions and obtain clarity |
| 4. | <p>Bid submission and conditions</p> <p>The following were highlighted:</p> <ul style="list-style-type: none"> • Fraud and corruption would be dealt with according to the Prevention and Combating of Corrupt Activities Act and any other applicable Act • Fasset would not accept any telephonic requests for clarification regarding the meaning or interpretation of the Terms of Reference or any other aspect concerning the bid |

- Bidders who required such clarification were to do so in writing to Marlie Spencer – marlie.spencer@fasset.org.za, quoting the bid number as reference in all correspondence, by no later than Tuesday 16 July 2013 16:30. All questions and answers would be published on the website.
- Fasset required one (1) original bid document, three (3) hard copies plus one (1) soft copy (CD), and bidders must indicate on the cover of each document whether it is the original or copy 1, 2 or 3
- Late bid submissions would not be considered and the tender box would be closed at exactly 11:00 am on 26 July 2013
- Bid payments would be according to the final contract as per the table of deliverables and no additional costs would be payable by Fasset to the contractor, as such, and bidders were to ensure that they included all anticipated costs in their pricing
- All bidders must accept the Special Conditions of Bid and Contract. If any bidder did not agree to the conditions, they should supply (in writing) sufficient reasons for their disagreement.
- Section A of the Bid document should not to be submitted, but used as reference and for information

5. Terms of Reference

- A historical background on the relationship between Fasset and FET colleges was briefly described and it was emphasised that Fasset has had limited interaction and collaboration with public FET colleges in the past, due to the general professional nature and high level of skill and knowledge requirements of the sector, based on findings in prior research conducted.
- The specific terms of reference were outlined as follows:
 - The contract period would be from the date of appointment to 31 December 2015
 - Fasset required the services of a suitably qualified and experienced service provider to conduct research related to its FET college projects, with the aim of determining the success of such projects and informing future FET related projects.
 - The contracted bidder would work closely with Fasset plus all concerned stakeholders i.e. FET colleges, learners, lectures, employers, professional bodies etc.
 - Bidders would be required to have extensive proven knowledge and experience that included but was not limited to data interpretation, research expertise and the Fasset sector.
 - The Terms of Reference included both general expected outcomes, as well as project specific outcomes.
 - All research instruments, reports and other related documents, would remain the intellectual property of Fasset

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| <p>6.</p> | <p>Evaluation Process</p> <ul style="list-style-type: none"> • The evaluation process would be three fold: <ul style="list-style-type: none"> - <u>Compliance</u> – All submissions would be checked for compliance. If the minimum requirements were not met (i.e. required documents like originally certified copy of BBBEE certificate plus valid original Tax Certificate), the submission would be deemed as non-responsive. Bidders should note that the term ‘originally certified copy’ means that the stamp and signature of the commissioner of oaths must be original ink - <u>Functionality</u> – All compliant bids would be submitted to the Bid Evaluation Committee (BEC), which consisted of knowledgeable Fasset staff members. Functionality would be scored for experience, technical approach and capability or expertise of staff to be used for the research. Bidders must score a minimum of 70% for functionality in order to be considered for the final evaluation. - <u>Pricing</u> – All bids adhering to the requirements for compliance and functionality would be scored on price and BBBEE status level points using the 90/10 principle. The formulae for calculating scores were available in the Bid document • All bidders would be notified of the outcome of their submission. Unsuccessful bidders could request the specific reasons for their outcome, in writing. |
| <p>7.</p> | <p>Section B</p> <ul style="list-style-type: none"> • Section B was to be submitted in full with supporting documents to meet the compliance criteria. Bidders should ideally adhere to the format as specified in Section B to ensure ease of evaluation. • Parts 3 through to 7 of this section were dictated by Supply Chain Management (SCM) requirements as per the Public Finance Management Act (PFMA) and National Treasury. • Bidders should abide to the special conditions of the bid and agree with the contract as outlined in the bid document. In cases of disagreement, the bidder should outline sufficient reasons in writing, otherwise the bid might be deemed non-responsive. • All parts of section B must be completed in full, signed accordingly and submitted together with the required supporting documents. • Part 8: The structure for submission was stipulated and bidders were advised to adhere to this. It was emphasised that Fasset realise that the majority of bidders use a generic submission, but this could complicate evaluation of the submission and could pose the risk of the bid being deemed non-responsive. • Bidders should take note that the CV template attached was just a guideline, and served to indicate the minimum information required to be included in CV’s submitted. • Bidders were to ensure that costing was comprehensive as Fasset would <u>only</u> pay the contractor as per the contracted pricing and no travel or incidental costs would be reimbursed or paid over and above the price quoted. Bidders were to take note that the contracted bidder may have to travel to conduct research, but this would depend on their strategy. • Required evidence, if omitted, could cause a submission to be deemed non-responsive. |

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| 8. | Questions |
| | <ul style="list-style-type: none"> • Only one question was asked: <u>Question:</u> What were the current statuses of all four (4) Fasset FET Projects involved in this Research Project in terms of start dates and implementation and what was the synergy in terms of roll-out plans of all the projects considering the fact that more than one provider was/would be involved, and who would be the main project manager? <u>Answer:</u> All four projects were in the initiation stage and in spite of the individual providers to be contracted in each project, Fasset would remain the main project manager of all the projects <ul style="list-style-type: none"> - Project 1 (FET Qualification Analysis Project) – this project was indicated as purely research-based. It was envisioned to start as soon as the provider was appointed, and to be completed by March 2014 - Project 2 (FET Learner Work Experience Placement) – this was envisioned as the longest project. Fasset was in the process of appointing a service provider for psychometric assessment of the learners, and this would be conducted as soon as exams results were available, and contracts had been signed with the respective participating employers. However, the absolute latest start date of the learners would be March 2014, and the earliest October 2013. The project would last for 18 months from the respective commencement dates with the third and final phase of the research completed thereafter. - Project 3 (FET Learner enrichment Project) – Fasset was in the process of appointing a service provider, and the workshops were envisioned to take place from November 2013 to March 2014, depending on the various participating FET College’s timetables. - Project 4 (FET College Professional Qualification Capacity Building) - Fasset was in the process of appointing a service provider (professional body in the sector), and the project was envisioned to start in January 2014 at the selected FET College. The project was expected to last for approximately 18 months with research being concluded at the latest December 2015. |
| 9. | Closure |
| | <p>In closure it was mentioned that:</p> <ul style="list-style-type: none"> • The provider would be expected to be a Fasset Ambassador • Fasset would always be there to support the provider in terms of providing the necessary information, contact details of stakeholders, etc. • Fasset was enthusiastic about the project and the outcomes that the research project would yield • The session was adjourned at 10:58 |