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| **Attention** | **:** | Prospective Bidders |
| **From** | **:** | Supply Chain Management |
| **Date** | **:** | 11 August 2023 |
| **Bid Number** | **:** |  RFP2023/20/NYDA  |
| **Bid Title** | **:** | APPOINTMENT OF 10 NON-PROFIT ORGANISATIONS TO MANAGE THE NATIONAL YOUTH SERVICE PHASE 2 FOR A PROGRAMME OF THE PRESIDENTIAL YOUTH EMPLOYMENT INTERVENTION FOR THE PERIOD OF 12 MONTHS AND A POSSIBLE EXTENSION OF 2 PERIOD OF 12 MONTHS EACH. RFP2023/20/NYDA |

 YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING/AFTER THE COMPULSORY BRIEFING SESSION HELD ON 03 AUGUST 2023 AT 10H00

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| 1.1 | **Question** | **:** | What should be submitted as part of the application? |
|  | **Answer** | **:** | Submit one original hardcopy version clearly marked "Original" and a softcopy/electronic version in PDF-Format (digital copied versions of the original on a Flash-drive/USB/Memory Stick).  |
| 1.2 | **Question** | **:** | The tender documents have been provided in PDF format, should we complete them electronically? |
|  | **Answer** | **:** | No, The original document must be scanned to the USB and must be a copied version of the original document. . |
| 1.3 | **Question** | **:** | Is the tender drop-off only done at Head Office? Are there no regional offices which it can be submitted as well? |
|  | **Answer** | **:** | Yes, tenders must be inserted into the Tender Box available at the Reception Area of NYDA Head Office, 54 Maxwell Drive, Woodmead only. |
|  1.4 | **Question** | **:** | Can we submit the tender documents with just the Tax Compliance Pin or is the CSD registration compulsory? |
|  | **Answer** | **:** | CSD registration is compulsory so please provide the MAAA number (CSD number) to verify your registration on CSD and the company tax status as per the requirements. |
|  1.5 | **Question** | **:** | How will other sectors like the Arts and Creative sector be represented in this second Phase? |
|  | **Answer** | **:** | Youth Service is a way of enabling young people who wish to contribute to building a robust and vibrant environment in their communities to do so. It builds on research that shows that young people who are active and engaged in their communities are far more likely to succeed in employment and income generation than those who are not. Projects/ applicants are expected to engage a minimum of 2,000 young people in the following priority Community Services activities:a. Surveys and Digital Mapping. e.g.: (1) Infrastructure and Service mapping, (2) Mapping service delivery which can inform better provision of services, (3) Economic and Social Surveysb. Sports and Recreationc. Arts, Culture, Entertainmentd. Learner Support Programmese. Social Support Services, Solidarity and Caref. Early childhood development/Early Learning that increases the ante-natal health of mothers and prevents physical stuntingg. Food security/nutritionh. Community Works, Revitalization, and Greening programmesPlease note where a bidder proposes an intervention that falls outside the Community Service activities listed above, the applicant will not be disqualified from the process. |
| 1.6 | **Question** | **:** | How should we complete the budget template if it has been shared in PDF format? |
|  | **Answer** | **:** | The whole tender document must be filled in black-ink. |
| 1.7 | **Question** | **:** | Kindly advise if one NPO can submit more than one proposal for different services.  |
|  | **Answer** | **:** | Each bidder must submit only one proposal  |
| 1.8 | **Question** | **:** | If we bid as a consortium do we have to submit the compliance documents for all the different members of the consortium or the lead bidder has to submit all of its compliance documents. |
|  | **Answer** | **:** | Joint Ventures / Consortiums are eligible to submit tenders provided that:* Where bids are consortia / Joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / Pin / CSD number;
* A Joint Venture Agreement is signed by the JV Partners and attached to this tender document;

**Tenders who do not meet the requirements above will be immediately disqualified from the tendering process.** |
| 1.9 | **Question** | **:** | Will NPC/ NPO with 2 years Audited financial statement be eligible to apply?  |
|  | **Answer** | **:** | All bidders must have three (3) years audited or reviewed Annual Financial Statements (AFS) and where applicable Management Accounts. |
| 1.10 | **Question** | **:** | Is there a limit of how many organizations we can collaborate with?  |
|  | **Answer** | **:** | No, there are no prescriptions or limitations on collaborations. |
| 1.11 | **Question** | **:** | If we partner with an organisation in our application and only we were present in the briefing session, does that disqualify us from bidding?  |
|  | **Answer** | **:** | No. as long as one partner attended the briefing session. |
| 1.12 | **Question** | **:** | How many participants should each organization have to recruit? |
|  | **Answer** | **:** | Each successful bidder must engage 2000 youth participants. |
| 1.13 | **Question** | **:** | How do we show 2000 participants if we are supposed to use SAYouth.mobi to recruit? |
|  | **Answer** | **:** | Bidders are required to demonstrate that they have a reach of 2000 participants available to them, which they can do by submitting proof of databases. They will be able to re-direct these interested young people to register for the NYS programme via the SAYouth.Mobi platform. |
| 1.14 | **Question** | **:** | Will geographic locations of bidders be a consideration during this phase?  |
|  | **Answer** | **:** | The NYS does not have a prescription on geographic coverage of projects, however bidders are encouraged to demonstrate diversity in their service areas and communities in which they will be working in.  |
| 1.15 | **Question** | **:** | Can a private company apply as a Lead Applicant?  |
|  | **Answer** | **:** | No, the Lead Applicant must always be an NPO. |
| 1.16 | **Question** | **:** |  If an NPO does not have experience of working with 2000 participants, will it be allowed to partner with other organisations that can contribute 500 participants each? |
|  | **Answer** | **:** | Yes, organisations are encouraged to form collaborations that improve their capacity to implement the NYS programme. |
| 1.17 | **Question** | **:** | Are NPC’s are allowed to apply?  |
|  | **Answer** | **:** | Yes, NPCs are eligible to apply. |
| 1.18 | **Question** | **:** | Will organisations with less than 1 years’ experience in community service be eligible to apply? |
|  | **Answer** | **:** | Bidders are encouraged to form partnerships with other organisations who will improve the profile of their institutional capacity when they are submitting. |
| 1.19 | **Question** | **:** | Are bidders allowed to recruit more than 2000 participants? |
|  | **Answer** | **:** | Each bidder must engage 2000 participants for this 2nd Request for Proposal. |
| 1.20 | **Question** | **:** | How should we make collaborations work for organisations that operate in small towns? |
|  | **Answer** | **:** | Bidders are encouraged to form diverse and far reaching collaborations to improve the profile of their organisational capacity to implement. |
| 1.21 | **Question** | **:** | If we are a registered as an NPC with the Companies and Intellectual Property Commission (CIPC) do we still have to be registered with the Department of Social Development (DSD)?  |
|  | **Answer** | **:** | Competitive applications will be accepted from the non-profit sector i.e. • Non-profit Organisations (NPOs) as defined by the Non-profit Organisations Act 71 of 1997 (the NPO Act); and • Non-profit Companies (NPCs) as defined in Schedule 1 of the Companies Act. |
| 1.22 | **Question** | **:** | What kind of evidence must we provide for a robust payroll system?  |
|  | **Answer** | **:** | Bidders must be able to demonstrate that they can register, track and pay 2000 participants. Bidders can share examples of their system’s screenshots, dashboards and examples of payroll reports. |
| 1.23 | **Question** | **:** | Are BEE consulting companies allowed to participate in the bidding process? |
|  | **Answer** | **:** | Private companies and government departments can work with an NPO, with the NPO leading the application. |
| 1.24 | **Question** | **:** | Must the consortium have 2000 youth or must each partner on the consortium have 2000 youth?  |
|  | **Answer** | **:** | The total cumulative number per consortium must be 2000 participants. |
| 1.25 | **Question** | **:** | How does the support from GIZ affect the criterion on capacity to implement? |
|  | **Answer** | **:** | GIZ has appointed DEZ Advisory Services to support bidders in preparing an effective proposal. Making use of the support does not imply any preferential treatment in the selection of the NYS partners, bidders still need to demonstrate their own capacity to implement which will be scored according to the functionality matrix provided in the bid RFP document. |
| 1.26 | **Question** | **:** | In terms of GIZ via DEZ support, will they support getting SARS certificates and assisting in dealing with SARS issues?  |
|  | **Answer** | **:** | The service provider will review whether your organisation fulfils the minimum eligibility criteria and guiding you to make sure you submit all the right documents. Any other issues must be resolved by the bidders at their own cost. |
| 1.27 | **Question** | **:** | Does the team leader only work 64 hours?  |
|  | **Answer** | **:** | Yes, all NYS participants, including Team Leaders are required to work 64 hours per month. It is the responsibility of the Implementing partners to ensure that participants only work the required hours as per the Terms of Reference.  |
| 1.28 | **Question** | **:** | Is there consideration to extend the programme from 12 months to 24 months and include work placement after? To create long-term employment. |
|  |  |  | The National Youth Service is not a job creation programme, but it seeks to create service opportunities for young people in their communities where they can earn valuable experience, while receiving income support to pursue various opportunities. |
| 1.29 | **Question** | **:** | Is the ring fenced bank account part of the application? |
|  | **Answer** | **:** | Only successful bidders will be required to open a ring fenced project bank account. |
| 1.30 | **Question** | **:** | Is the implementation cost and operational cost a monthly budget? |
|  | **Answer** | **:** | Stipend costs will be disbursed to partners on a monthly basis and Site Implementation Costs are disbursed quarterly upon satisfactory performance. |
| 1.31 | **Question** | **:** | How should projects manage NYS disbursements and funds from external sources? |
|  | **Answer** | **:** | All funds will be deposited into a ring fenced account that will be opened for the purpose of the approved project and any additional funds from external partners must also be deposited into the same account to finance all project operations.  |
| 1.32 | **Question** | **:** | How will the NYDA help NGO’s who not aware of the SAYouth.Mobi platform? |
|  | **Answer** | **:** | All successful bidders will be inducted on how to use the SAYouth.Mobi platform and will receive dedicated support to enable a smoother experience. |
| 1.33 | **Question** | **:** | Are we required to recruit totally new participants for Phase 2? |
|  | **Answer** | **:** | If a participant completed their NYS programme during Phase 1, they will not be eligible for Phase 2. |
| 1.34 | **Question** | **:** | Is there anything that will disqualify youth from being put into the programme – such as charged offenses? |
|  | **Answer** | **:** | No, the NYS does not have a disqualifying criteria for participants unless it is sector specific, for example, participants who work with minors must be approved in terms of applicable laws.  |
| 1.35 | **Question** | **:** | If participants did not complete their required hours for Phase 1, will they be allowed to participate under Phase 2? |
|  | **Answer** | **:** | If a participant completed their NYS programme during Phase 1, they will not be eligible for Phase 2. |
| 1.36 | **Question** | **:** | Upon completion of 384 hours of community service, for those who have fulfilled the requirement, can they be discharged, or is it possible to grant extensions?  |
|  | **Answer** | **:** | Participants must exit the programme as soon as they reach the required 384 hours of community service. Any extension in terms of scale-up requirements will be communicated in due time. |
| 1.37 | **Question** | **:** | Is there a formula of percentage for each line item of the budget in order to determine the cost per person?  |
|  | **Answer** | **:** | Costing should be based on the assumptions that each participant will earn at the hourly rate of R23.19 and 16 hours per week. Within the group of young people, it is envisaged that team leaders will be allocated on a ratio of one team leader for every 25-young people and earn at 125% of the hourly rate of the prescribed rate. Budgets must also include a maximum allowance of 3% of the stipend costs to cover UIF contributions and bank charges. Budget guidelines are capped at the total stipend cost, which must include, 17.5% for Service Implementation Costs, 5% for participant uniforms, 0.7% for devices, 0.8% for evaluation and audit costs. |
| 1.38 | **Question** | **:** | Are we allowed beyond this programme, to approach other government agencies and departments to partner with?  |
|  | **Answer** | **:** | Private companies and government departments can work with an NPO, with the NPO leading the application.  |

1. ANNEXURES

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| **2.1** | Presentation | Annexure A |

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