



ADDENDUM

LOCAL GOVERNMENT EDUCATION AND TRAINING AUTHORITY

NINE (9) RESEARCH TENDERS

PROCUREMENT DOCUMENT

October 2017

Issued by:

Local Government Sector Education
and Training Authority (LGSETA)

Submission address:

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47 Van Buuren Road

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Closing date: 30 October 2017

Closing time: 12:00

Item	Description
1.	<p><u>Query</u></p> <p>one of the requirements are:</p> <p>Submitted 15 or more published research articles in the journals within the local government sector</p> <p>Surely, this requirement is not relevant research studies required. There is a clear difference between academic and commissioned research. How many academics in universities are fully conversant WSP and OFOs, for example?</p>

	<p><u>Response</u></p> <ul style="list-style-type: none"> • LGSETA's requirements required publication (s) of research articles as clearly reflected on the Terms of Reference, be it commissioned or academic.
2	<p><u>Query</u></p> <p>I am referring to your call for proposals for the study on challenges faced by local government leadership councillors.</p> <p>Particularly page 14 under timelines and deliverables where you mention a signed original grant claim form, where can we find this form?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> • The form will be provided to a successful bidder once the tender has been concluded.
3	<p><u>Query</u></p> <p>Further to the clarity seeking questions below, we would like to also know if LGSETA is expecting the article to be published within the project timeline (before 31 March 2018), as per Research Objective bullet point 7 - Publish a research article (s) in the recognized journal or magazine that has a national footprint on local government matters? Our understanding is that it might require more time to publish an article in a credible journal.</p> <p><u>Response</u></p> <ul style="list-style-type: none"> • Publishing of the research article can either be done in a journal or magazine. Our research articles are normally published in the Municipal Focus Magazine which is done immediately after the completion of the article. The article should be submitted together with the comprehensive research report.
4	<p><u>Query</u></p> <ol style="list-style-type: none"> 1. When we apply as a consortium (two institutions), should each institution have to be registered on Central Supplier Database and produce proof of National Treasury database registration with Tax Compliant status? Or this only applies to the lead applicant? 2. As a consortium, must each consortium party fill in all the SBD for forms or this only applies to the lead applicant? <p><u>Response</u></p> <ul style="list-style-type: none"> • Yes both two institution must registered on CSD. • No, Consortium SBD must be completed. The consortium agreement signed by both institution. • Please be reminded to submit Joint BEE Certificate/Sworn Affidavit.
5	<p><u>Query</u></p> <p>Kindly indicate whether we could respond to this proposal as University research node.</p>

	<p><u>Response</u></p> <ul style="list-style-type: none"> • The bidder can respond as a University research node.
6	<p><u>Query</u></p> <p>Do you by any chance know the actual number of councillors in the country, or you can refer us to a particular source. We need this information to determine our sample size.</p> <p><u>Response</u></p> <ul style="list-style-type: none"> • In response to your e-mail below, kindly note that there is a number 9306 councillors countrywide. In addition to this, after the August 2016 Municipal Elections, municipalities were reduced from 278 to 257. The research should be conducted in both coastal and inland areas.
7	<p><u>Query</u></p> <p>The LGSETA Request for Proposals: research project on: challenges faced by local government leadership councillors that impede optimal functioning in their various portfolios and enhancing good corporate governance has reference.</p> <p>I would like to verify whether the research publication technical disciplines listed (water and wastewater, green economy) is an exhaustive list or indicative; should bidders have research publication references in particularly these technical disciplines?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> • Kindly note that the bidder should have published research articles in the technical disciplines (water and wastewater, green economy), local government and public management disciplines. The bidders are required to comply with the bid requirement.
8.	<p><u>Query</u></p> <p>We have a query regarding the LGSETA Reference Letter Format.</p> <p>Are you prescribing that the only acceptable format is as per your template in the invitation to bid?</p> <p>We have a DDG at the National Treasury who says that they have already given us a signed reference letter on their letterhead and are reluctant to complete any template.</p> <p>Would such a letter be acceptable as an alternative form of substantiating previous experience?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> • Kindly note that you're allowed to submit contactable reference letters as an alternative using LGSETA template.

9.	<p><u>Query</u></p> <p>We are completing a tender to you (bid number LGSETA/COUN/17/18/07). On page 14 of your document under timelines and deliverables, it is stated that a signed original grant claim form must be submitted. Please could you clarify what this form means and if we should submit it with the tender and where we are likely to find such a form.</p> <p><u>Response</u></p> <p>The signed grant claim form will be provided to a successful bidder once the tender has been concluded.</p>
10.	<p><u>Query</u></p> <p>What is service fee? Must the total of the prices for the three tranches be similar to the total for the whole project- which will be in the separate Envelope 2?</p> <p><u>Response</u></p> <p>The project payment will be disbursed according to tranches, and each tranche will be determined by the deliverable. All the three tranches will contribute to the total cost of the project.</p>
11.	<p><u>Query</u></p> <ul style="list-style-type: none"> • We want to co-submit the bid as the project manager and project leader but with another company as collaborator. Can you accept co-submission with such arrangement or must one be a subcontractor? • Our BBBEE expired about three weeks ago and we have so far submitted an application, will the proof of application help? <p><u>Response</u></p> <ul style="list-style-type: none"> • You are welcome to submit bids in consortium, JV or subcontract, please refer to page 26 to 28 of your tender document (SBD 6.1) • In terms of the BEE you can use the BEE sworn affidavit which you can obtain from DTI which is commissioned by commissioner of auth.

Addendum received by the Bidder and the contents thereof included in the Tender

Signature(s)

Name(s)

Date

Capacity

(Name of organization)

“Please include a signed copy of the Addendum with the Bid Submission”