THE MINUTES OF THE PRE BIDDING MEETING HELD ON MONDAY, 21 MAY 2018 FROM 09.00HRES IN THE RAINFOREST MEETING ROOM

IN ATTENDANCE FOR THE BANK

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<th>Name</th>
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<tr>
<td>Mr. Mohammed Fadel</td>
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<td>Ms. Sophie Dimbungu</td>
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<td>Ms. Martha Legodi</td>
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<td>Ms. Herminah Ncaba</td>
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1. Background

The Bank explained the reasons for the launching of the bid for the Provision of Human Resources Agency services, which will be responsible for recruiting the Short-Term staff for the Southern Africa Regional Development and Business Delivery Office-RDGS (Pretoria Office). The bid has been floating on the local newspaper and the African Development Bank Website and it is closing on 31 May 2018.

2. Deliberations

The bidders were walked through the entire bid document with attention paid to annexes and terms of reference. Bidders were advised to complete all attached forms as required and to use Appendix G as a guidance and checklist for responsive to qualification criteria. Conflict of Interest. The deliberations on seriously on the following;

i) Conflict of interest in the disclosure form;
ii) Joint Venture;
iii) Appendix D: that Bidders should pay much attention, complete the checklist and ensure that all documents required are submitted according to the checklist.
iv) Appendix E: Litigation form – Bidders should indicate if they have any court proceedings or not.
v) Appendix G:
vi) Appendix H: Bidders to fill in details of staff employed by Agency such as Agent to work on the account, Finance Officer etc.
vii) Appendix I: It is not applicable at this stage.
ix) Appendix J: Bidders are advised to provide details of references.

3. The Bank explained the 3 phases of evaluation process to the participants:
(i) **Qualification (pass/fail criteria)** – As in the Appendix G of the bid document. Failure to satisfy one of the factors disqualifies the bidder to be considered to the next stage of technical evaluation. Interested Companies must originate from one of the Bank’s member countries listed in Annex VII of the Request for Proposal.

(ii) **Technical Proposal** – Bidders shall obtain minimum of 70 points following evaluation of technical proposals to be considered for financial evaluation. The criteria has clearly communicated on the bid document.

(iii) **Financial proposals** – An average turnover of ZAR 500 000.00 for the last three years that is [2015, 2016, 2017] or latest. It was further clarified that most Agencies might not have the 2017 finalized Financial Statements from Auditors; however, Bidders would be allowed to submit the draft financial statement or Management account.

4. Questions:

Q: Will the bid be split or does it require one contractor?

Ans: the bid may be split as it attracts 3 or more categories of disciplines, namely (i) Administration & Finance, (ii) Drivers and (iii) Information & Technology (IT) and even operations. Furthermore, the Bank informed participants that the minimum education requirements for STS qualification excluding the driver is first degree or equivalent. Drivers should have at least High School Matric.

Q: How does the Bank want us price the bid?

Ans: The Bank presented a threshold for salaries expected to be paid to Short-term staff after all deductions including tax and commission by Agency. The bidders were notified that the net salary to employees should be as below and that Bidders should capture all costs accurately because the Bank will not sanction any hidden costs. Therefore the financial proposal should capture the basic salary, plus all other costs associated with this bid such as agency fee, administration fee, etc.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Salary in ZAR</th>
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<tbody>
<tr>
<td>GS3</td>
<td>15,000</td>
</tr>
<tr>
<td>GS4</td>
<td>18,000</td>
</tr>
<tr>
<td>GS5</td>
<td>26,000</td>
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<td>GS6</td>
<td>27,000</td>
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<tr>
<td>GS7</td>
<td>36,000</td>
</tr>
<tr>
<td>GS8</td>
<td>47,000</td>
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Q: How does the Bank treat over-time?

A: The Bank allows overtime as per the host Country rules.

Q: Since the qualification minimum requirement is first degree, does the Bank accept equivalent qualification to first degree?
A: The Bank accepts equivalent qualifications to first degree.

Q: How long is the contract between the Bank, Agency and the short-term staff?

A: The contract between the Agency and the Bank is valid for 5 years, however between the short-term staff and the Agency is eleven months renewal depending on the performance of the short-term staff.

Q: Is the Bank looking for South Africans only?

A: The Bank recruits any bidder from the Bank’s members countries listed in Annex VII.

Q: Does the Bank allow short-term staff to work overtime?

A: Overtime is allowed, subject to the workload assigned to the individual.

Q: Kindly clarify the statement in annex II that read as follows;

“Once the Bank has entered into agreement, the services provider will agree to indemnity and hold harmless ADB from all claims, losses, expenses, fees and judgements that may be asserted against that result from the act or omissions of the service provider, its agents or employees.”

A: The bidder should capture all the total cost to company in the financial proposal, e.g. Salaries of the short-term staff, management fees, tax amount and etc.

Q: Who pays the damages, in case the driver damages the Bank vehicle?

A: All Bank’s official vehicles are insured, the insurance company cover the cost.

Q: How many copies are needed for the bid submission?

A: Vendors are required to submit one original bid and three duplicate copies.

Q: How many recruitment Agencies are needed?

A: This is a framework, more than one company will be awarded, at least minimum three Agencies are to be in the Bank’s database.

Q: Was this Pre-Bid meeting compulsory?

A: This Pre-Bid meeting was not mandatory, even the vendors who did not attend can still submit their proposals.

Q: Can other countries apply for this tender?

A: Interested Companies must originate from one of the Bank’s member countries listed in Annex VII of the Request for Proposal.

Q: Will the Bank apply for work permits for Non-Citizen short-term staff?
A: Short-term staff need to have work permits to be considered in the Bank.

Meeting was adjourned at 11h00.

Questions submitted through the email, with closing date 23/05/2018

Q: I have two concerns that could possibly disqualify us from applying. Our company was registered in 2014 and only started actively trading in 2016 to date and according Annex 1 – RFP Data Sheet, you require an average turn over for [2013, 2014, 2015]. Can you inform us if this will disqualify us from the process.

A: Your company should give us financials for the past 3 years 2014/15, 2015/16/2016/17 or latest 3 years.

Q: Also, we have in the past provided similar services to our Global client in different departments for different provinces for 9 years with the same client and not “03 years ...at least three assignments”) will this be acceptable to the Bank?

A: It is ok include the list of referees or references.

Q: On page 26-27 of the RFP document under FINANCIAL STANDING it states “The bidder can demonstrate access to and availability of financial resources to meet the overall cash flow requirements for the contract and its current work commitments? If yes, provide evidence, such as, liquid assets, unencumbered real assets, lines of credit and other financial means, other than contractual advance payments or other documents to demonstrate financial resources.” We would like to confirm what exactly would suffice as evidence with this regard?

A: Yes liquid assets are considered when testing the bidder’s financial strength.

Q: Do we complete ANNEX XI or its ADB that should complete that as it speaks to performance evaluation?

A: No bidders do not complete the form, it is a sample for evaluating contractor’s performance

Q: What do we write on ANNEX X page 19 (Pricing schedule) My understanding is that this is a 2 Envelop system and that anything to do with pricing should be separated from the technical proposal. The tender document is a returnable document that should be included in the technical proposal envelop.

A: How you price your services including the admin fees and other fees but you do not include the price schedule in the technical evaluation form. Our bid is not returnable, bidders can keep it.