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| **QUESTION** | **ANSWER** |
| We have an additional question after Friday’s Briefing Session. Will it be possible for you to send the Competency Area tables in a MS-Word or MS-Excel format so that it is easier to capture our responses? | Please find attached (in MS Word) as requested. |
| I have a question on page 9 of the RFP, Evaluation Criteria - Administrative Compliance statutory documents:  One of the documents listed there is Technical Response.  My understanding is that what serves as a technical response is what is required in section B i.e. Functionality.  Please confirm if my understanding is correct, if not please clarify what the Technical Solution should entail. | 100% correct on the Technical response.  It will also include the responses required for the different competency areas as listed on page 10 up to 13 based on the Scope of Work items and the evaluation criteria. |
| On p 11 under the functional evaluation, nr 6 indicates the submission of 2 sample CVs per job specification. I am not sure where the job specifications are in the document? On p4 is only a description of the expertise and service that should be displayed in the response, but no job specifications as such. | Please find attached the job specification examples for 2 of the services required. |
| 1. Are the 2016 annual hours per resource or distributed among all 15 resources .i.e. 168 hours per resource per month or 11.2 hours per resource per month?  2. How implemented is the GPAA HP tooling in the testing environment?  a. Is this part of the service provider resource or owned by the GPAA?  b. Must we factor the above in our proposal?  3. What rules government your remote accessibility to your environment from external parties/suppliers?  4. Please furnish us with the word format of the tender document, if not kindly advice if the SDB4, 8 and 9 can be typed into Blue Turtle format keeping your numbering or should they be hand written? | The annual hours is the hours per resource thus 168 hours per month \* 12 total as 2016 annual hours.  Thus Test Manager at R100 an hour = R201,600 per annum for year one with escalations for year 2 and year 3.  2. a. Tools owned by GPAA.  2. b. As indicated at the briefing session, do not factor in any tools.  3. As indicated at the briefing session, the resources will be required on site at GPAA.  4. If you cannot convert to Word from PDF, please complete by hand. |
| In Section 7 – Pricing, the pricing template provided shows 3 additional columns in addition to the average price – asking for the Minimum Markup, Maximum Markup and the Buy-Cut Cost. We can provide the average price in the template, however we are not clear as to how to address the completion of Minimum mark up, Maximum mark up and Buy-Out Cost. Can you please give more clarification as to what these costs mean? | Please complete by reviewing section 7 “Pricing” of the document.  As indicated in the briefing session the mark-up refers to the percentage the bidder is prepared to vary based on the level of the supplied resource.  The buy-out cost is explained in section 7 of the document. |