

Non-Compulsory Briefing Session Minutes

**Tender: The appointment of a service provider for the provision of provincial office space for the National Development Agency (NDA) in Western Cape over a period of 60 months - in the following area: Western Cape (Cape Town, CBD), held virtually and physically on 02 August 2024 at 11 on Buiten, Unit 2, Buitensigel Stree, Cape Town
Time: 10h00**

Attendees: Ms Noloyiso Cushe – BSC Member
 Mr Ardiel Soeker – BSC Member
 Ms Khanyi Mngomezulu – BSC Member and Chairperson
 Mr Muzi Matsenjwa – SCM and BSC Facilitator
 Ms Elizabeth Mngqabashe – Secretariat
 Service Providers

NO.	ITEM	RESPONSIBLE	
1.	PROCEDURAL MATTERS		
1.1	<p>Opening and Welcome</p> <p>Mr Muzi Matsenjwa opened the meeting, welcomed everybody present and explained the purpose of the meeting. The following were presented/ explained: -</p> <ul style="list-style-type: none"> • This was a non-compulsory briefing session and this means that service providers who do not attend the briefing session will still be allowed for submitting bids. • Every supplier who has a 200m² office which complies with the TORs can submit a bid. • Bids must be submitted physically at 26 Wellington Road in Parktown, Johannesburg. • Proposals must be in two envelopes, technical and commercial. Commercial envelope will contain requirements in section 14 and the pricing and the technical envelope will contain technical requirements. 	<p>Muzi Matsenjwa</p>	
2.	DISCUSSIONS		

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2.1	<p>Presentation of the commercial requirements of TORs</p> <ul style="list-style-type: none"> • All received bids will be opened on the closing date and time. • All documents in section 14 (Mandatory documents) should be submitted as these are the first documents to be checked when the tender envelopes are opened for compliance purposes. <p>(a) Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report. Alternatively, service providers must fully complete Standard Bid Document 1 (SBD 1) to give effect to the tax compliance status system.</p> <p>(b) Signed agreements for joint ventures and/or consortium arrangements.</p> <p>(c) Company registration documents (CIPC).</p> <p>(d) A letter/resolution authorising the person signing the bid documents and contracts.</p> <p>(e) All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, 3.1, 4&6.1) together with their proposals.</p> <p>(f) A copy of municipal issued licence/permission to use the premises for business purposes.</p> <p>(g) Allow branding inside and outside the building (attach written confirmation).</p> <p>(h) The tenant improvement/installation allowance amount should be clearly indicated on the bid document at R450/square metre.</p> <p>(i) The office building must be located on the ground floor or MUST have an existing fully functional elevator/lift (if located beyond the ground floor).</p> <ul style="list-style-type: none"> • Bids that are compliant with all the mandatory documents will then move to the next phase of evaluation, which is the technical evaluation and bid documents that do not comply with all the mandatory requirements outlined in section 14 will be disqualified and not move to technical or commercial evaluation processes. • Bidders who score a minimum qualifying score of 80 on technical evaluation will proceed to the last phase of evaluation which is commercial evaluation. • The commercial evaluation will be based on the 80/20 preference points system in accordance with the PPPFA act, where 80 points will be attained in respect of price, 10 points will be awarded for enterprises owned by black people, 4 points for enterprises located in a specific rural/underdeveloped/township (should the required locality merely be a province, the full points will be applied to the province), 2 points for enterprises owned by black African women and 2 points for enterprises owned by black African youth and 2 points if you have people with disabilities in your company. • The service provider who scores the highest number of points on price and BEE will be awarded the bid. 	<p>Muzi Matsenjwa</p>	

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2.2	<ul style="list-style-type: none"> There is a section with ethics awareness. Suppliers were cautioned of the multiple attempts by scammers to solicit money from service providers by pretending to be NDA employees. As a result, service providers should not fall victim to this scam as no NDA member will request money related to any tender of the NDA. Seemingly the scammers get the names of service providers from the closing certificate once the tender has closed and published to the public on the website. The cases have been reported to the SAPS. Suppliers must sign a pledge on section 22 of the TORs which must be submitted together with the bids. <p>Presentation of technical requirements of the TORs Mr Muzi Matsenjwa also went through the technical section of the TORs and highlighted the following: -</p> <ul style="list-style-type: none"> The province, area, office size which is 200 square metres, number of covered parking bays, and occupation date as per table in section 2.1 of the terms of reference. The building must not have a school or student accommodation because of excessive noise. Scope of work/deliverables as per section 3.1 of the terms of reference. Special technical conditions as per section 4 of the terms of reference. Technical evaluation and scoring. Clarification of scoring for technical evaluation. Property selection process which will consist of physical evaluation of bids received and site inspection of properties to verify all information submitted. 	<p>Muzi Matsenjwa</p>	
3.	CLOSURE		
	Meeting adjourned at 11:17pm		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
1. What is the occupation date?	Occupation date is 01 February 2025, but if we find a building which is available before that it will be to our advantage so that we can do our installations.
2. Under the submission of documents, must we submit hard copies in addition to the electronic copies? And how many hard copies must we submit? And the electronic version you are talking about is in a flash stick and not emailed?	Yes, service providers must physically submit hard copies at 26 Wellington Road, Parktown in Johannesburg as well as USB as electronic copies. One (01) hard copy of technical envelope and one (01) hard copy of commercial envelope must be submitted.
3. The 200m ² , is it the usable space?	Yes, it is the usable space and must exclude common areas.
4. You do not have specific office requirements under the TORs, should we just indicate 200m ² under proposed plan?	Yes, you can just indicate the 200m ² proposed space under the plan.
5. Must the two (02) additional visitors' parking be	It can be open.

covered or open?	
6. If the cost of the tenant installation exceeds the R600/m ² , will NDA top-up?	Yes, NDA will have to top the amount up but we are looking for offices which are ready for occupation where we can just do minor renovations.
7. Can ablution facilities for men and women be unisex with a separate facility for people with disability or do you want separate ablution for men and women and for people with disability? And can ablution be in public place, or must it be within the proposed office space?	Ablution for people with disabilities can be unisex and separate for men and women even if it can have the same entrance and be in the same area but it must be separate. Toilets can be in common areas where they are shared with other tenants if it is an office building but cannot be in public areas.
8. Does NDA have in place its own security measures and if not do you want 24/7 physical security including security cameras at entries monitoring of people and assets for the entire building or only for you?	NDA wants fully controlled security responsible for the NDA and not necessarily the whole compound. If it is for everyone or one (01) entry point, people can lie and say they are going to whoever whereas they want to go to NDA without being traced. NDA wants a control book recording all people coming into the NDA.
9. Do you have specific requirements or specifications on generator power in terms of back-up power and in terms of a generator who will be paying for diesel?	The office must be fully functional in case of power outage, e.g servers must be fully running, fridges, etc for the duration of power outage, and fuel must not be billed separately; it's aggregated in the rent as a fixed amount.
10. Who will be paying for utilities including refuse removal?	NDA will pay for utilities based on usage, but the refuse removal is part of the landlord's responsibilities.
11. Does the R600/m ² tenant installation include VAT?	Yes, NDA is prepared to pay R600/m ² inclusive of VAT.
12. What is the correct bid number because there are two bid numbers with two different bid numbers?	The correct bid number is NDA06/CS05/24.
13. Who will be paying for security at the proposed accommodation.	The landlord will be paying for security.
14. In terms of hygiene services, do you have your own cleaners	Yes, NDA has its own cleaners who are responsible for cleaning NDA space. Cleaning of common areas is the responsibility of the landlord.
15. Who will be responsible for maintenance of the internal proposed space?	The landlord will be responsible for maintenance of the proposed internal space.
16. If you are a sole director/trader/proprietor, are you still expected to submit the resolution/authority letter?	Yes, NDA still needs that letter even if you are a sole trader/proprietor. You can just write the letter yourself saying you will be the signatory.

- Bidders were requested to be cautious of the closing date and time and ensure that their hard copy documents are properly bound and not stapled ensuring that no pages are missing.
- Minutes will be posted on our website within 5 working days.

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr Muzi Matsenjwa
SCM Unit



Ms Khanyi Mngomezulu
End User – Auxillary Unit