



Non-Compulsory Briefing Session Minutes for the appointment of a service provider for the provision of provincial office space for the National Development Agency (NDA) in Eastern Cape over a period of 60 months - in the following area: Eastern Cape (East London), held virtually through Microsoft Teams on 19 August 2024 at 10h00

Attendees: Ms Lusanda Salman – BSC Member
 Mr Philemon Peu – BSC Member
 Ms Lesego Ranchu - 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>Ms Khanyi Mngomezulu opened the meeting, welcomed everybody present and explained the purpose of the meeting. The following were 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. 	<p>Khanyi Mngomezulu</p>	
2.	DISCUSSIONS		

NO.	ITEM	RESPONSIBLE	
2.1	<p>Presentation of technical and mandatory 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 15 of the TORs (Mandatory documents) should be submitted as these are the first documents to be checked when the tender envelopes are opened for compliance purposes. Those are the following:- <ul style="list-style-type: none"> (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. (b) Signed agreements for joint ventures and/or consortium arrangements. (c) Company registration documents (CIPC). (d) A letter/resolution authorising the person signing the bid documents and contracts. (e) All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, 3.1, 4&6.1) together with their proposals. (f) A copy of municipal issued licence/permission to use the premises for business purposes. (g) A letter and plans signed by an Architect confirming that the size of the space offered meets the minimum requirement of 200sqm. (h) Allow branding inside and outside the building (attach written confirmation). (i) The tenant improvement/installation allowance amount should be clearly indicated on the bid document at R450/square metre. (j) 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). • 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. An additional 2 bays for visitors should be provided at no cost. The office must be centrally located, near public transport (5km radius from the office space). Office should not be in the same building as a school/college or school accommodation. • Accessible / friendly to people with disabilities (the premises must have an existing functional lift or be on the ground floor with a ramp and rail). • Ablution facilities for men, women and for people with disabilities. Ablution facility for people with disabilities can be unisex that will not be a problem. It will be acceptable. • Premises should allow for partitioning in accordance with NDA's office needs. • Security: proposed premises must have 24/7 physical security at 	<p>Khanyi Mngomezulu</p>	

NO.	ITEM	RESPONSIBLE	
2.2	<p>entrance to premises and security cameras at all entry points. Physical security must record people moving into and exiting the premises and assets/laptops at entry and exit.</p> <ul style="list-style-type: none"> • Provide backup power for 24-hours in case of power outages. Written confirmation and or certification to be submitted. • Special technical conditions and other requirements as per section 4 of the terms of reference. • Property selection process as per section 5 of the TORs. • 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>Presentation of Commercial evaluation</p> <p>Ms Elizabeth Mngqabashe went through the commercial evaluation as follows:-</p> <ul style="list-style-type: none"> • 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 15 and the pricing and the technical envelope will contain technical requirements. • 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. • She also explained the closing date and time, tender validity, closing date for the submission of queries and the pricing. 	<p>Elizabeth Mngqabashe</p>	
3. CLOSURE			
	Meeting adjourned at 10:55		

QUESTIONS & ANSWERS

Questions from Service Providers	Responses from NDA
1. Under table 2.1 the five (05) and one (01) bay, is it six (06) parking bays in total?	Yes, and an additional 2 bays for visitors should be provided at no cost.
2. Is the physical security at main entrance or at your physical office? If it is an office park but you have your own premises without going into a common area, are you going to provide your own guard, or must we provide you with one?	If you first access the main entrance before accessing any other tenants, then main entrance will make sense. But if we have our own entrance as a standalone then you must provide us with a physical guard.
3. You are saying that documents listed under section 4 can be submitted within three (03) months of the contract award, but sub-section 4.2 says a copy of Property insurance /insurance Certificates must be attached with the submission. Please explain.	If you have it ready you can submit it before. The reason we put it like this is because some properties have been standing empty for some time and the landlord will not pay insurance to minimise costs but as soon as they get an offer then they re-activate the insurance.
4. So, we won't be disqualified if we do not attach it for you?	Yes, you won't be disqualified but you must provide written confirmation that you will provide it.
5. You mentioned that the tenant installation is R600/m ² but in the TORs that I have downloaded it says R450/m ² ?	The tenant installation will be left at R450/m ² according to the TORs that were published.
6. You said minutes will be published within 5 working days. Don't you think that the 5 working days will be too much because the documents must still be couriered to Johannesburg.	The minutes will be published within 5 working days but if there are any changes they can be rectified by close of business on Tuesday, 20 August 2024.
7. You said we must supply you with a plan that has been signed by an Architect, so we only show you the Whitebox/the 200m ² and that's it we do not show you where is the office or anything?	All we are seeking is confirmation by a professional person that the area you are offering us is indeed 200m ² that we are looking for.

- 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 – Auxiliary Unit