

**Minutes for Compulsory Briefing session for Covid-19 response to food & nutrition
security
8 March 2021
Microsoft Teams**

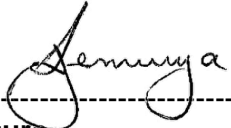

Attendees: Mr Muzi Matsenjwa – BSC Member
Mr Thami Ngwenya – BSC Member
Ms Zibuyile Zulu – BSC Member
Ms Nthabiseng Kraai – BSC Member
Ms Bonisiwe Likuwane – BSC Secretariat
Service providers

NO.	ITEMS	RESPONSIBLE
1.		
1.1	<p>Welcome and opening</p> <ul style="list-style-type: none"> ▪ Mr Matsenjwa opened the meeting. ▪ Mr Ngwenya officially welcomed all those who joined the compulsory briefing session and presented the TORs. 	<p style="text-align: center;">Mr Matsenjwa</p> <p style="text-align: center;">Mr Ngwenya</p>
2.	Important Matters on the TORs	
2.1	<ul style="list-style-type: none"> ▪ Closing date for tender submission is 23 March 2021 at 12:00. ▪ A two envelope system will be used. ▪ Inclusion of content page is important ▪ Commercial Queries must be directed to Ms Elizabeth Mngxabashe or Mr Muzi Matsenjwa. Technical Queries to Mr Thami Ngwenya ▪ Bidders who wish to attend Tender Closing may do so at NDA's national office in Parktown. 	Mr Matsenjwa
	Meeting was adjourned at 11:15	

QUESTIONS & ANSWERS

Questions from the Service Providers	Responses from NDA
Are joint ventures allowed?	Yes, must adhere to section 18.1 of the TOR. Furthermore, When bidding through a Joint Venture, the Joint Ventures must submit a Consolidated B-BBEE certificate which consolidates each participant's B-BBEE status level.
Will the NDA consider bidders that have less than 5 years' experience?	Yes, all bidders will not be disqualified due to insufficient experience and they are encouraged to submit their bids, however, they will not attain points for that particular section if they have less than 5 years of experience.
What is the sample size required?	Minimum of 384 people, it must be calculated at 95% confidence level
Can the study duration be extended or is it strictly 6 months?	No, the duration of the study will not be extended and it is strictly six months at maximum.
Does the 384 sample size include both qualitative and quantitative	No, the 384 is for quantitative only which is based on the estimated population of 2 093 960 people within the households that benefited from the food parcel distribution during COVID-19 lockdown. These are individuals from different households in nine provinces.
Will the administrative data be provided to bidders?	Yes, the NDA will request the data from the Department of Social Development as the custodian for food support of the poor in South Africa.
Will the referencing be based on South Africans only or anyone who has received food parcels?	The referencing for the sample will only be based on the households/individuals that were part of the food parcel distribution programme.
Should the collection of data be face to face or electronically?	It is entirely up to the bidders whether they conduct face-to-face or the use of technology to collect data, however, this approach should be clearly stated in the proposal. Only interview/focus groups (qualitative) recordings will be required, no recordings are required for quantitative.

Snowball sampling or chain-referral sampling	Key informants will be identified through the Department of Social Development Portfolio, using a snow bowling to identify key government officials, private sector officials and civil society representatives that have been providing food and nutrition support to households that have been provided support during the COVID-19 period. These will form part of the qualitative data collection process and is not part of the 384 sample size for food parcel recipients.
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<p>Chairperson: Mr Thami Ngwenya</p>  <p>-----</p> <p>Signature</p> <p>11/03/2021</p> <p>-----</p> <p>Date</p>	<p>SCM: Mr Muzi Matsenjwa</p>  <p>-----</p> <p>Signature</p> <p>11 March 2021</p> <p>-----</p> <p>Date</p>
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