

**Minutes for Briefing Session for The appointment of a service providers to provide mentorship and coaching services to capacitate civil society organizations under the criminal assets recovery account(CARA) Gender –based violence and femicide programme on behalf of the National Development Agency (NDA) – (Kwazulu Natal, Northern Cape and Free State) over a period of 6 months**  
**20<sup>th</sup> July 2022**  
**Microsoft Teams**  
**Time: 10h00**

Attendees: Dr. Anthony Boucher- End User Representative  
 Ms. Bomikazi Sobhuza-Project Administrator  
 Mr Fikile Faltein- DSD-M&E unit  
 Mr Muzi Matsenjwa – SCM  
 Ms Zibuyile Zulu – SCM officer/Secretariat  
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
<b>1.</b>	<b>PROCEDURAL MATTERS</b>		
1.1	<b>Welcome and Apologies</b> Mr Muzi Matsenjwa opened the meeting and welcomed everybody connected.	<b>Chairperson</b>	
<b>2.</b>	<b>DISCUSSIONS</b>		
2.1	Mr Muzi Matsenjwa went through the commercial evaluation of the TORs and highlighted the following: <ul style="list-style-type: none"> <li>▪ This is a compulsory briefing and all the service providers that did not attend the briefing session will not be considered for this tender, i.e. they will be disqualified from the bidding process.</li> <li>▪ The tender is a re-advertisement for 3 provinces as there were no qualified service providers qualified for Kwazulu Natal, Free State and Northern Cape.</li> <li>▪ The closing date and time for tender submission is the 02<sup>nd</sup> of August 2022 @ 12:00.</li> <li>▪ Service providers are requested to submit their proposals on the tender box situated at the reception area (Head Office in Parktown) before the closing date and time. The address of the Head Office is provided on the cover page of the TORs.</li> <li>▪ A two envelope system will be used: Commercial and Technical envelopes. These two envelopes should be put into one big envelope and each marked ‘Commercial’ and</li> </ul>	<b>All</b>	

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2.2	<p>'Technical'</p> <ul style="list-style-type: none"> <li>▪ Evaluation criteria.</li> <li>▪ The evaluation criteria will be in two phases namely, the technical and the commercial evaluation. Service providers who score less than the threshold of 70% on technical evaluation will not be evaluated further to the commercial evaluation (Price and BEE)</li> <li>▪ All the technical evaluation requirements as stipulated on section 10 of the TORs and must be put separately in a technical envelope.</li> <li>▪ All the Mandatory documents stipulated in Section 20 of the TORs must be put in the commercial envelope, Failure to submit any of the Mandatory documents will result in immediate disqualification.</li> <li>▪ Mr Matsenjwa warned service providers and advised them not to entertain people that call and pretend to be NDA employees and ask for money and promise Purchase Orders or Appointment Letters in return. The NDA will only communicate through an official NDA e-mail address. Bidders must make sure they confirm if e-mail is @nda.org.za. A case has been opened with the police and an alert notice has been published on the NDA website.</li> <li>▪ Dr Antony Boucher went through the technical evaluation of the TORs</li> </ul>		
<b>3.</b>	<b>CLOSURE</b>		
	The meeting was adjourned at 11.20 AM		

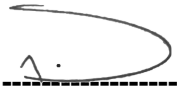
<b>QUESTIONS &amp; ANSWERS</b>	
<b>Questions from Service Providers</b>	<b>Responses from NDA</b>
Clarification on pricing spreadsheet (Annexure C) consisting of price per Mentor and totals. How do we go about price per mentor or Totals?	You can leave price per mentor blank and capture the price under the totals column as there is only one mentor required in each province.
Clarification on the Diploma required for the Team Leader. Is it a specific diploma or any diploma will suffice?	The NDA require a diploma because it is deemed that a person with at least a diploma qualification has the capacity to lead. Any diploma will be considered.
Clarification on Scope of work, what is the ratio between coaching and mentoring?	The assessment which will be done by the service providers will determine the kind of intervention needed and the ratio between coaching and the mentoring.
Is the assessment tool meant to determine scope of work, how do you do pricing if you never done assessment ,is it possible to speculate the gap?	The assessment tools have all the focal areas under which the emerging CSOs will be mentored and coached. For quoting purposes, service providers must assume that

	emerging CSOs will have to be mentored and coached in all the focal areas.
Is the assessment process part of the 6 months' time lines	Yes it is part of six months
Will mentoring be in person or can be done virtually?	It can be a combination of personal and virtual. However, virtual will depend on the availability of tools within the different CSOs.
If a new NPO submits a bid and submit reference letters of work done by an employee of the NPO but past work done under a private company, will that reference letter be considered?	Decision will be made by the evaluation team with adherence to the Terms of Reference.
Will the presentation be shared?	Yes it will be shared together with the assessment tools and pricing schedule.

Additional Comments:


- Bidders were requested to capture their details on the chatbox for the purposes of downloading the attendance register of the briefing session.
- Annexure A, B and C will be circulated.

**Signed by the end-user and SCM on behalf of the bid specification committee members as a true reflection of the content of the meeting**



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**Mr Muzi Matsenjwa**  
**SCM Unit**



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**Dr Anthony Bouwer**  
**Senior Manager: Grant Management & Resource Mobilisation**