



**Minutes of the briefing session for the appointment of a service provider for the provision of office space for the NDA's provincial office in Mahikeng (North West) over a period of 36 months**  
**02 December 2021**  
**Microsoft Teams**  
**Time: 10h00**

Attendees: Mr Ardiel Soeker – BSC Member  
 Ms Thembi Raulinga – BSC Member  
 Dr Nthabiseng Kraai – BSC Member  
 Mr Muzi Matsenjwa – BSC Member  
 Ms Nomakhaya Nelani – BSC Member  
 Ms Elizabeth Mngqabashe – Secretariat  
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	<b>PROCEDURAL MATTERS</b>		
1.1	<b>Opening and Welcome</b> Mr Muzi Matsenjwa opened the meeting and welcomed everybody connected.	Chairperson	
2.	<b>DISCUSSIONS</b>		
2.1	Mr Muzi Matsenjwa went through the commercial evaluation of TORs and highlighted the following: <ul style="list-style-type: none"> <li>▪ The closing date and time for tender submission is 15<sup>th</sup> of December 2021 @ 12H00 at the NDA Head Office in Parktown.</li> <li>▪ A closing certificate will be posted within 10 working days after the closing date and time, on the NDA website.</li> <li>▪ A two envelope system will be used to evaluate this tender, where the first envelope will be commercial documents listed in section 14 of this TOR, and the second envelope is the technical documents listed in section 5 of this TOR. Both envelopes must be put together in a bigger envelope and submitted to the NDA.</li> <li>▪ The closing date for queries is two days before the submission closing date, meaning the closing date for any queries is on the 13<sup>th</sup> of December by 16h00. Mr Matsenjwa further rectified the mistake on the TOR regarding the closing date for queries which is the 13<sup>th</sup> of December and not the 02<sup>nd</sup> of December 2021.</li> </ul>	All	
2.2	<ul style="list-style-type: none"> <li>▪ Only service providers who joined the compulsory briefing session will be eligible for submitting bids.</li> <li>▪ Service providers who miss any of the Mandatory documents will be disqualified from further evaluation processes of this tender.</li> <li>▪ SBD documents must be fully completed and signed.</li> <li>▪ Closing date for the submission of queries is 13<sup>th</sup> of December 2021 @ 16H00</li> </ul>		

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	Ms Nomakhaya Nelani went through the technical evaluation of the TOR on section 5. She further indicated that a physical siteinspection of the premises will form part of the technical evaluation to verify the information submitted on the technical proposal.		
<b>3.</b>	<b>CLOSURE</b>		
	The meeting was adjourned at 10h45		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
Suppliers wanted clarification on capturing their contact details on the chat box.	Suppliers were asked to leave their contact details on the chat box for purposes of verifying who attended the compulsory briefing session.
Does the NDA have specifications and the type of branding required?	NDA has its own branding specifications, own sizes of chromadek boards or pylons and designs. This is more for visibility, where its signage can be seen.

Additional Comments:

- Bidders were requested to ensure that their hard copy documents are properly bound and not stapled in ensuring that no pages are missing.

**SIGNED BY THE END-USER AND SCM ON BEHALF OF 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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**Ms Nomakhaya Nelani**  
 End User