

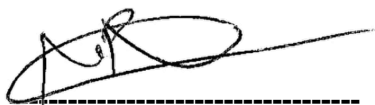
Non-Compulsory briefing session
Minutes for the Briefing session held in Bloemfontein Provincial Office
18 September 2023

Ms Lerato Dhlamini	Project Manager/Technical team (Office space) Travelled on behalf of Ms Mngomezulu
Ms Ntombikhona Lurani	SCM

NO.	ITEM
1.	PROCEDURAL MATTERS
1.1	<p>Welcome</p> <p>SCM opened the meeting, welcomed everybody present, and thanked them for attending the briefing session.</p>
1.4	<p>Purpose of the meeting:</p> <p>The purpose of the briefing session was to provide clarity for a better understanding of the requirements outlined in the terms of reference. The briefing was not compulsory, but the NDA emphasizes its importance as it provides clarity for any queries suppliers may have regarding the terms of reference as advertised. By attending the briefing, suppliers are encouraged to comply with all requirements and submit all the necessary documents for the tender process.</p> <p>During the briefing, SCM specifically addressed section 14 of the terms of reference. This section holds importance for suppliers as it outlines the necessary pre-qualification within the process. In addition, Ms. Dhlamini, as a representative from the Project management / technical team provided a thorough explanation of the technical requirements within the terms of reference. Furthermore, she explained that 200 square meters is required in the Free State, Bloemfontein office. This section is vital for compliance, and suppliers must ensure they submit all relevant information, including pictures where possible. Ms. Dhlamini emphasized areas that might result in non-responsiveness on the functional requirement.</p>


NO.	ITEM	
2.	QUESTIONS	ANSWERS
2.1	<p><u>The question was asked by bidders as follows:</u></p> <ul style="list-style-type: none"> ▪ Will the appointed bidder provide security or NDA have their own securities? ▪ Cleaning of Offices: Who will be responsible for cleaning the inside offices? ▪ Will the NDA Provide Annexure A as have stipulated under 3.1 (f) 	<ul style="list-style-type: none"> ▪ The NDA does not have securities and bidders must include the security amount when submitting a proposal. the bidder must provide security to the building 24/7. ▪ NDA has permanent cleaning staff in place, the cleaning of offices inside NDA will be responsible for that and the bidder will be responsible for cleaning outside passengers and lifts. ▪ Yes, The NDA will send the Look and Feel with minutes and upload the document under the NDA website.
3.	CLOSURE	

SIGNED BY THE END USER AND SCM ON BEHALF OF TEAM ATTENDANT THE BRIEFING SESSION IN DURBAN, AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Ms Ntombikhona Luani
SCM

Date: 22 September 2023



Ms Lerato Dhlamini
End User

Date: 22 September 2023