



NON-COMPULSORY BRIEFING SESSION MINUTES

**RESEARCH ON THE ROLE AND CONTRIBUTION OF COOPERATIVES TOWARDS THE SOUTH
AFRICAN ECONOMIC RECONSTRUCTION AND RECOVERY PLAN**

**05 February 2021
Time: 10h00
Microsoft Teams**

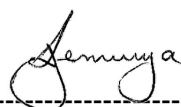

Attendees: Mr Muzi Matsenjwa – BSC Member -NDA
Mr Thami Ngwenya – BSC Member -NDA
Ms Nthabiseng Kraai – BSC Member-NDA
Ms Zibuyile Zulu – SCM Officer -NDA

Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Welcome and Apologies Mr Thami Ngwenya opened the meeting and welcomed everybody that had connected on Microsoft Teams for the non-compulsory briefing session.	Chairperson	
2.	DISCUSSIONS		
2.1	The meeting highlighted the following: <ul style="list-style-type: none"> ▪ Background of the project ▪ The technical aspects of the tender ▪ Evaluation criterion and evaluation stages ▪ Closing date for tender submission which is 22nd February 2021 at 12h00. 	All	
3.	CLOSURE		
	The meeting adjourned at 11h15		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
On criteria for evaluating functionality, section 10 (a). Does this refer to the experience of the personnel or the bidder?	It relates to the experience of the bidder (company) as stipulated in Terms of Reference, not an individual. The experience of the personnel is evaluated in section 10 (i-l)
How was the sample size of 380 deduced from?	The sample size was based on the unknown population with the desired confidence level of 95% and the confidence interval /margin of error of 5. Since the NDA does not have the database of all the registered Cooperatives in the country as yet from CIPC, the sample size had to be provided based on the unknown population. Even if the list from the CIPC on registered cooperatives indicates that we have between 300 000 and 1 000 000 cooperatives, the sample size will remain at 384.
Can the NDA indicate the budget?	No, the NDA cannot indicate the budget to the bidders as this will defeat the purpose of competitive bidding. Bidders are required to read and understand the scope of work and cost of the service based on their understanding and approach in delivering the service to the NDA.
Who is the target audience for the dialogues public or private?	The dialogues are a result of the findings from the research. The winning service provider will be expected to produce the research report, the policy brief presenting a concise summary of findings from the actual study, then a virtual policy dialogue to discuss the policy brief with different interest groups (private sector, academic, CSOs and Government departments).
Are the national debates within the six months or they will go beyond?	The debates/policy dialogues will be within the six months contract and it is only one webinar (virtual platform).
How many debates will be hosted and where?	Only one dialogue will be hosted with the winning bidder to discuss the policy brief emanating from the research findings. Policy debates/dialogues will be held through virtual platforms. NDA in partnership with the winning

	bidder will provide the virtual platforms in a form of a webinar.
Will the minutes of the briefing be made available to service providers?	Yes. They will be sent through e-mails to those who joined the briefing and also posted on the NDA website (www.nda.org.za)
Will the database be made available?	Yes. The NDA will write a letter to CIPC requesting a database of all the registered Cooperatives in the country from which the winning bidder will use as a sampling frame to draw the sample. The current database that is accessible to the public from CIPC is generic and does not provide the contact details of the cooperative. So this type of a generic database will not be useful as a sampling frame if there is no basic descriptive information. It should be however noted that the database will be shared only with the winning bidder for the purposes of conducting this research and shall not be used for no other reason without the consent of the CIPC. The winning bidder will sign a confidentiality form with the NDA consenting that the database shall only be used for the NDA research purposes.

<p>Chairperson: Mr Thami Ngwenya</p>  <p>-----</p> <p>Signature</p> <p>12/ 02/ 2021</p> <p>-----</p> <p>Date</p>	<p>SCM: Mr Muzi Matsenjwa</p>  <p>-----</p> <p>Signature</p> <p>12 - Feb- 2021</p> <p>-----</p> <p>Date</p>
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