

**MINUTES FOR BRIEFING SESSION
FOR
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PROVINCIAL OFFICE SPACE FOR
THE NATIONAL DEVELOPMENT AGENCY (NDA) IN GAUTENG OVER A PERIOD OF 60 MONTHS**

**18th July 2024
26 Wellington Road, Main Boardroom
Time: 10h00**

Attendees: Miss Mapule Pora – BSC Member
 Phillipina Matima- BSC Member
 Ms. Khanyisile Mngomezulu- BSC Member and Chairperson
 Mr Muzi Matsenjwa – SCM
 Ms Zibuyile Zulu – SCM officer/Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	<p>Welcome and Apologies Mr Muzi Matsenjwa opened the meeting and welcomed the attendees and introduced the purpose of the session, which was to clarify the terms of reference for the tender process and address any questions.</p>	Chairperson	
2.	DISCUSSIONS		
2.1	<p>Mr Muzi Matsenjwa went through the commercial evaluation of the TORs and highlighted the following:</p> <ul style="list-style-type: none"> ▪ Submission Deadline: 30 July 2024 at 12:00 PM. Submissions must be made physically in the tender box at the reception (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. <p>Ms Mngomezulu took over and explain the following office requirements:</p> <p>Location options: Braamfontein, Newtown, or Marshalltown.</p> <ul style="list-style-type: none"> ▪ Minimum office size: 200 square meters ▪ Parking: 6 spaces, including one accessible for people with disabilities. ▪ Occupation Date: 1 November 2024. ▪ Security: Requires physical security presence and recording of movements in and out of the building. Security cameras are essential. ▪ Backup Power: A generator or alternative power source is needed to ensure 24-hour power during outages. 		

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	<ul style="list-style-type: none"> ▪ Statutory Documents: SAPOA certificate or architect's confirmation, health and safety certificate to be submitted within three months after award. <p>Additional Requirements</p> <ul style="list-style-type: none"> ▪ Building Type: No warehouse-type buildings or those with student accommodations or schools will be accepted. <p>Security Measures:</p> <ul style="list-style-type: none"> ▪ The building must include security cameras and window blinds in line with NDA corporate colours. <p>Maintenance:</p> <ul style="list-style-type: none"> ▪ Landlord is responsible for building maintenance, including fire safety. <p>Architectural Support:</p> <ul style="list-style-type: none"> ▪ An architectural team will assist with tenant installation and refurbishments. <p>Evaluation Criteria</p> <ul style="list-style-type: none"> ▪ Physical Inspection: 50 points for compliance with requirements and conditions, including accessibility, parking, security, and feasibility for partitioning. ▪ Documentation: 50 points based on submitted proposals and completeness of required documents. ▪ Selection Process: Proposals scoring at least 80 out of 100 will proceed to commercial evaluation. <p>Commercial Submission Requirements</p> <p>Mandatory Documents: Tax clearance, company registration, joint venture agreements (if applicable), and written confirmations for branding and office location.</p> <p>Price Inclusion:</p> <ul style="list-style-type: none"> ▪ Bid must include tenant installation costs as part of the overall price. <p>Closing Remarks</p> <p>Muzi Matsenjwa emphasized the importance of meeting the 1 November 2024 move-in date and requested all proposals to be submitted on time to avoid re-advertisement.</p>		
3.	CLOSURE		
	The meeting was concluded, and Muzi Matsenjwa thanked all attendees for their participation was adjourned at 10.51 AM		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
Backup Power Clarification	Required during office hours and up to 8:00 PM in case of extended power outages. The generator or alternative power source should be capable of supporting power needs during business hours and long-term outages.
Parking Requirements	All parking spaces must be in the same building as the

**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.**



Mr Muzi Matsenjwa
SCM Unit



Ms Khanyisile Mngomezulu
End user DPT