

Non-Compulsory Briefing Session Minutes
Tender: The appointment of a service provider for the provision of head office space to the National Development Agency over a period of 60 months (with an option to renew) commencing January 2025
11 June 2024
26 Wellington Road, Parktown, Johannesburg
Time: 10h00

Attendees: Ms Khanyi Mngomezulu – BSC Member and Chairperson
 Mr Muzi Matsenjwa – SCM and BSC Facilitator
 Ms Elizabeth Mngqabashe – Secretariat
 Ms Mapule Phora – BSC Member
 Ms Makgodu Tsehloane – BSC Member
 Mr Lonwabo Ganelo – BSC Member
 Service Providers

NO.	ITEM	RESPONSIBLE	
1.	PROCEDURAL MATTERS		
1.1	Opening and Welcome Mr Muzi Matsenjwa opened the meeting, welcomed everybody present and explained the purpose of the meeting. The following were presented/ explained during the opening: <ul style="list-style-type: none"> • This was a non-compulsory briefing session, and this means that service providers who do not attend the briefing session will still be allowed for submitting bids. • Suppliers were cautioned of the multiple attempts by scammers to solicit money from service providers by pretending to be NDA employees. They were encouraged to report such to NDA and avoid being victims. Suppliers were requested to sign a pledge on section 22 of the TORs which must be submitted together with the bids. 	Muzi Matsenjwa	
2.	DISCUSSIONS		

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2.1	<p>Presentation of the commercial requirements of TORs</p> <p>Mr Matsenjwa explained that all received bids will be opened on the closing date and time and the below documents MUST be submitted with the bid documents:</p> <ul style="list-style-type: none"> • All documents in section 13 (Mandatory documents) should be submitted as these are the first documents to be checked when the tender envelopes are opened for compliance purposes and failure to submit anyone of the documents listed on this section will result to immediate disqualification. • Service providers must submit a valid SARS tax clearance certificate or tax pin or CSD report or the SBD 1 must clearly state the MAAA number so that the tax compliance matters can be ascertained. Should a service provider's tax affairs not be in good standing at the time of appointment, the successful bidder will be given 7- working days to resolve their matters with SARS. After the 7-day period has elapsed and the service provider is unable to resolve their tax matters or come into an arrangement with SARS, the NDA will consider the 2nd highest scoring bidder. • Signed agreements for joint ventures and/or consortium arrangements. • Resolution letter authorising the person signing the bid documents and contracts even if you are a sole trader. In most cases bids are disqualified because service providers fail to provide this letter. The resolution letter must be on a company letterhead. • Completed and signed SBD documents. • A copy of municipal issued licence/permission to use the premises for business purposes. • Allow branding inside and outside the building (attach written confirmation). • The tenant improvement/installation allowance amount should be clearly indicated on the bid document at R1400/square metre. (Bidders must also attach written confirmation). Should the TI amount not cover all refurbishment costs, NDA will be liable for the difference and quotations for the remainder will have to be submitted to NDA for approval and fair cost comparison process. • The office building must be accessible to people with disabilities. It must be located on the ground floor or MUST have an existing fully functional lift should it be in multiple floors (attach written confirmation). • Fibre readiness of the proposed building (attach written confirmation). • A copy of the electrical certificate of compliance for the proposed premises. • Evidence of compliance to National Building Regulation and Occupation Health & Safety Act. • A copy of Property insurance /insurance Certificates must be attached with the submission. • Confirmation/certificate from SAPOA confirming the office size and that the building is a grade A or B. 	<p>Muzi Matsenjwa</p>	<p>as</p>

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2.2	<ul style="list-style-type: none"> • Participating service providers must attach written confirmation that their properties have the required security measures or written confirmation that these will be installed before NDA takes occupation. • Two-envelope system must be used for the submission of bids. Commercial envelope must contain price quotations and all mandatory documents in section 13 and • The technical envelope must contain all technical requirements outlined from section 2.1 of the TORs. • Bids that are compliant with all the mandatory documents will then move to the next phase of evaluation, which is the technical evaluation and bid documents that do not comply with all the mandatory requirements outlined in section 13 will be disqualified and not move to technical or commercial evaluation processes. • Only bidders who score a minimum qualifying score of 80 on technical evaluation will proceed to the last phase of evaluation which is commercial evaluation. • The commercial evaluation will be based on the 80/20 preference points system in accordance with the PPPFA act, where 80 points will be attained in respect of price, 10 points will be awarded for enterprises owned by black people, 4 points for enterprises located in a specific rural/underdeveloped/township (should the required locality merely be a province, the full points will be applied to the province), 3 points for enterprises owned by black African women and 3 points for enterprises owned by black African youth. • A service provider who scores the highest number of points on price and NDA specific goals will be awarded the bid. <p>He handed over to Ms Khanyi Mngomezulu who took everyone through the technical evaluation as follows: -</p> <p>Presentation of technical requirements of the TORs Ms. Khanyi Mngomezulu went through the technical section of the TORs and highlighted the following: -</p> <ul style="list-style-type: none"> • The province, area, office size which is 1100 square metres, number of covered parking bays and occupation date as per table in section 2.1 of the terms of reference. She further explained that bids for office space in Braamfontein, Johannesburg CBD would not be accepted as the bid clearly states Parktown • Scope of work/deliverables as per section 3.1 of the terms of reference. • Other technical requirements as per section 3.2 of the terms of reference. • Property selection process which will consist of physical evaluation of bids received and site inspection of properties to verify all information submitted. • Technical evaluation and scoring. • Clarification of scoring for technical evaluation. 	<p>Khanyi Mngomezulu</p>	

NO.	ITEM	RESPONSIBLE
3.	CLOSURE	
	Meeting adjourned at 11:00pm	

QUESTIONS & ANSWERS

Questions from Service Providers	Responses from NDA
1. What will happen if the space is currently occupied but will be available in line with NDA requirements?	Suppliers can submit a letter and copy of lease stating that they have a running lease. The lease must end in September 2024 latest as the NDA need access to the building for reconfiguration from 01 October 2024.
2. Is the 1100 square metres, correct? So will NDA be down-sizing from the current square metres?	Yes, NDA is down-sizing from the current square metres because of the hybrid policy that was recently approved by the NDA Board.
3. Does NDA only require isolated/individually controlled air conditioners that can be controlled by the office occupants? These might be costly?	Unfortunately, we require individual air conditioners so that we can cater for everyone's needs according to their comfort level. If you do not have those you will be disqualified.
4. SAPOA no longer issue grading certificates. Will Architect's certificate suffice?	Yes, Architect's certificate will be accepted or any other official documentation that confirms the office size and grade.
5. If the cost of the tenant installation exceeds the R1400/m ² , will NDA top-up?	Yes, the NDA will have to top the amount. Should the TI amount not cover all refurbishment costs, NDA will be liable for the difference and quotations for the remainder will have to be submitted to NDA for approval and fair cost comparison process.
6. In relation to the beneficial occupation, will NDA be paying for the water and power because that cannot be free?	Yes, NDA will be liable for utilities for the duration of the beneficial occupation.

- Bidders were requested to be cautious of the closing date and time and ensure that their hard copy documents are properly bound and not stapled ensuring that no pages are missing.
- The bidders are also required to have a table of contents that clearly shows where all the required documents are placed in each bid document.
- Minutes will be posted on the NDA website within 5 working days from the date of the briefing session.

Additional Information

The following are estimated calculations for the new office layout:

Item	Description	Number	Unit Space	Total Space (Usable Area)	Total incl. Circulation @15%
1	45 people on any given day (Open plan workplace)	47	8	376	432,4
	Lockable offices for exco members (X6)				
2	CEO	1	25	25	28,75
3	Exco Members	5	20	100	115

	Boardrooms will be as follows:				
4	a. 1 x 30 sitter	1	70	70	80,5
5	b. 2 x 10 sitters	2	24	48	55,2
6	Storerooms for all units (Marketing, SCM, Asset Management, Finance, COO, Internal Audit, COSEC, CEO, Facilities Chemicals and Facilities Groceries)	10	12	120	138
7	3 x small consulting rooms to be used for private sessions	3	12	36	41,4
8	Entrance Lobby with Reception desk and small waiting seating area with 4 seats	1	20	20	23
9	Kitchenette	2	6	12	13,8
10	Pause area with 12 seats	1	15	15	17,25
12	Server room (large cupboard)	1	5	5	5,75
12	Total Net Space [GLA]				951
13	Fit Factor (10% allowance for existing buildings)				95
14	Total Space (including fit factor) [GBA]				1046

NB: The required total sqm for the bid is still 1100

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr Muzi Matsenjwa
SCM Unit



Ms Khanyi Mngomezulu
End User – Auxiliary Services Unit