

**Minutes for Briefing session for Digitization of CSO activities
12 February 2021
Microsoft Teams**

Attendees: Mr Muzi Matsenjwa – BSC Member
Mr Thami Langa – BSC Member
Mr Nkhensani Mthembi – BSC Member
Ms Bonisiwe Likuwane – BSC Secretariat
Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Welcome and opening <ul style="list-style-type: none"> Mr Matsenjwa opened the meeting and welcomed everybody connected. He apologised for the technical problems encountered such that a new link ended being created and sent to service providers who have indicated an interest to join the meeting. 	Chairperson	
2.	DISCUSSIONS		
2.1	The NDA team went through the Terms of Reference in its entirety and highlighted the following: <ul style="list-style-type: none"> Closing date for tender submission is 1st March 2021 at 12:00. A two envelope system will be used. Commercial Queries must be directed Ms Zibuyile Zulu or Muzi Matsenjwa. Technical Queries to Mr Nkhensani Mthembi and Thamsanqa Langa Service Providers had no questions to ask.	All	
3.	CLOSURE		
	Meeting was adjourned at 11:00AM		

Chairperson: Mr Nkhensani Mthembi


12/02/2021

Signature

SCM: Mr Muzi Matsenjwa


12-02-2021

Signature