

**Minutes of a compulsory Briefing Session for the tender: The appointment of a service provider to evaluate Criminal Assets Recovery Account (CARA) fund to Gender-Based Violence and Femicide (GBV & F) implemented by the National Development Agency(NDA) through Civil Society Organizations (CSO's) over a period of 6 months**  
**01<sup>st</sup> March 2022**  
**Microsoft Teams**  
**Time: 10h00**

Attendees: Mr. Simon Baloyi - End User Representative  
 Ms. Nompumelelo Khumalo-End User Representative  
 Ms. Dibulelo Ababio – DSD –M&E unit  
 Ms. Lebo Molai – DSD-M&E unit  
 Dr Nthabiseng Kraai – BSC Member  
 Mr Muzi Matsenjwa – SCM  
 Ms Zibuyile Zulu – SCM officer/Secretariat  
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
<b>1.</b>	<b>PROCEDURAL MATTERS</b>		
1.1	<b>Welcome and Apologies</b> Mr Muzi Matsenjwa opened the meeting and welcomed everybody connected.	<b>Chairperson</b>	
<b>2.</b>	<b>DISCUSSIONS</b>		
2.1	Mr Muzi Matsenjwa went through the commercial evaluation of the TORs and highlighted the following: <ul style="list-style-type: none"> <li>▪ This is a compulsory briefing and all the service providers that did not attend the briefing session will not be considered for this tender, i.e. their proposals will not be accepted.</li> <li>▪ The tender is a re-advertisement to the insufficient responses from the appointed NDA's panel of researchers and Evaluators to form a fair evaluation process. Consequently, the tender was cancelled and the TORs were advertised to the public.</li> <li>▪ Due to the urgency of finalising the tender within the 2021/22 financial year and considering that this is a re-advertisement, the approval to advertise for 14 days was granted.</li> <li>▪ The closing date and time for tender submission is the 09<sup>th</sup> of March 2022 @ 12:00.</li> <li>▪ Service providers are requested to submit their proposals on the tender box situated at the reception area (Head Office in</li> </ul>	<b>All</b>	

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2.2	<p>Parktown) before the closing date and time. The address of the Head Office is provided on the cover page of the TORs.</p> <ul style="list-style-type: none"> <li>▪ A two envelope system will be used: Commercial and Technical envelopes. These two envelopes should be put into one big envelope and each marked 'Commercial' and 'Technical'</li> <li>▪ Evaluation criteria.</li> <li>▪ The evaluation criteria will be in two phases namely, the technical and the commercial evaluation. Service providers who score less than the threshold of 70% on technical evaluation will not be evaluated further to the commercial evaluation (Price and BEE)</li> <li>▪ All the technical evaluation requirements as stipulated in section 8 of the TORs must be put separately in a technical envelope.</li> <li>▪ All the Mandatory documents stipulated in Section 13 of the TORs must be put in the commercial envelope, this includes Annexure A Failure to submit any of the Mandatory documents will result in immediate disqualification.</li> </ul> <p>Mr Simon Baloyi presented the technical evaluation of the TORs and highlighted the following:</p> <ul style="list-style-type: none"> <li>▪ The aims and objectives of the study</li> <li>▪ Methods of the evaluation study</li> <li>▪ Scope of study</li> <li>▪ Qualification criteria</li> <li>▪ Criteria of the evaluation function</li> </ul>		
<b>3.</b>	<b>CLOSURE</b>		
	The meeting was adjourned at 11.24 AM		

### QUESTIONS & ANSWERS

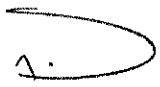
Questions from Service Providers	Responses from NDA
If you have been previously funded by the CARA fund, are you allowed to bid participate in this tender? Will there be no conflict of interest?	They are allowed to bid as there is no clause excluding them from the bidding process in the Terms of Reference. There is no conflict.
Reports needed, are they supposed to be part of technical report submission or separate?	The two reports of previous evaluations carried out should be submitted with a technical envelope, however, if the reports are big and cannot fit in the technical envelope, then they must be put inside the large envelope and properly labelled the envelope according to the Title of the

	TORs.
Confirmation on the sample sizes and actual population	The total population is 314 CSOs, the sample size is 180 and that include both quantitative and qualitative (interviews)
SBD forms on adobe reader can't you complete online?	SBD forms and Annexure A can be printed and completed by hand, however, bidders can complete the forms digitally if they have a pdf editor application and provided that the forms are fully completed and signed off.
Is it a requirement that service providers must have a physical presence in all provinces to participate in the tender process?	No. However, this study spreads across all provinces and the NDA requires a service provider with the capacity to conduct the study nationally.

Additional Comments:

- Bidders were requested to capture their details on the chatbox for the purposes of downloading the attendance register of the briefing session.
- The attached Annexure A form attached need to be completed in full and signed

**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**




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**Mr Muzi Matsenjwa**  
SCM Unit




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**Mr Simon Baloyi**  
Senior Manager: Monitoring & Evaluation