



NDA

National
Development
Agency

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**Minutes of the Briefing Sessions held at NDA Head Office – TRAVEL
MANAGEMENT SERVICES BID**

Meeting date: 14 September 2017 @ 11h00

Attendees: Ms Khanyi Mngomezulu - Chairperson (SCM)
Ms Nyali Morailane - Travel Officer
Ms Lerato Dhlamini - IT Manager
Thami Langa - IT Specialist


By Invitation: Service Providers

	Discussion items	Responsible Person
1.	<u>Welcome and Opening</u> Ms Khanyi Mngomezulu chaired the meeting. She gave the service providers a background on NDA and the intention for having the briefing session. The NDA team was introduced to all present. It was explained that only critical aspects of the tender documents would be discussed and the session. Services providers were free to ask questions during the discussions.	KM
2.	<u>The following critical aspects of the bid document were highlighted:</u>	KM
2.1	Section 7 of the bid document – Presentations Presentations will form a critical part of the evaluation. However, only the shortlisted service providers will make it to this phase.	
2.2	Section 9 (h) and 9 (o) of the bid document NDA requires Service Providers that have the ability to provide <u>weekly</u> invoicing. This is critical to the NDA. Service providers must provide a minimum of five (5) employees that will be dedicated to the NDA account for support purposes.	
2.3	Section 9.4 Technology, Management Information and Reporting NDA's IT Manager explained that Service Providers must be able to provider web based application for travel management at own cost. This is also critical to the evaluation process. Inability to provide this will lead to disqualification as it carries marks on technical evaluation.	LD

<p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>Further to this, NDA does not want this service to be outsourced. The TMC must have it in-house.</p> <p>Provision of Experience information It was emphasized that when providing references, a spreadsheet with names and contact details of previously serviced clients will NOT be acceptable. NDA requires references written on official referee's letterhead and must be signed by duly authorized persons.</p> <p>Correction of the B-BBEE Status Level of Contribution</p> <table border="1" data-bbox="303 537 1157 851"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th> <th>Number of Points</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-compliant contributor</td><td>0</td></tr> </tbody> </table> <p>Submission of Bid documents All bid documents MUST be neat, binded and well collated (dividers).</p> <p>Meeting Closure Service providers were provided an opportunity to ask questions which were addressed before the meeting was adjourned.</p>	B-BBEE Status Level of Contributor	Number of Points	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-compliant contributor	0	<p>KM</p>
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7	4																					
8	2																					
Non-compliant contributor	0																					

Clarification questions raised after the meeting

Question	Answer
How many users are required for the web based application?	30
Pricing Schedule in excel format	You do not have to submit the excel one. You may submit your pricing on your letterheads as detailed as possible.
How many copies of the bid document	One original copy
Does the NDA want the services to be provided onsite or offsite	Offsite
NDA's travel transactions	It was clarified at the briefing session that we will be unable to provide this info

Supply Chain Management Minutes Approval	
SIGNED BY SCM ON BEHALF OF NDA	
<p>Approved by: </p> <p>Khanyi Mngomezulu Supply Chain Management & Facilities</p>	<p>Date: <u>20 Sept 2017</u></p>