

Non-Compulsory briefing session
Minutes for the Briefing session held in Polokwane (DSD Boardroom)
20 September 2023

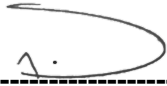
Ms Lerato Dhlamini	Project Manager/Technical team (Office space) Travelled on behalf of Ms Mngomezulu
Mr Muzi Matsenjwa	SCM
Mr Motsabaki Liver Mpakatsane	Development Manager (Polokwane)
Ms Masindi Maphwanya	CSO Specialist (Polokwane)
Ms Carlie Choenyane	CSO Specialist (Polokwane)

NO.	ITEM
1.	PROCEDURAL MATTERS
1.1	<p>Welcome</p> <p>SCM opened the meeting and welcomed everybody present and thanked them for attending the briefing session.</p>
1.4	<p>Purpose of the meeting:</p> <p>The purpose of the briefing session was to provide clarity for better understanding of the requirements outlined in the terms of reference. The briefing was not compulsory, but the NDA emphasizes its importance as it provides clarity for any queries suppliers may have regarding the terms of reference as advertised. By attending the briefing, suppliers are encouraged to comply with all requirements and submit all the necessary documents for the tender process.</p> <p>During the briefing, SCM specifically addressed section 14 of the terms of reference. This section holds importance for suppliers as it outlines the necessary pre-qualification within the process. In additionally, Ms. Dhlamini, as a representative from the Project management / technical team provided a thorough explanation of the technical requirements within the terms of reference. Furthermore, she explained that 200 square meters is required in Polokwane, Limpopo office. This section is vital for compliance, and suppliers must ensure they submit all relevant information, including pictures where possible. Ms. Dhlamini emphasised areas which might result into non responsiveness on the functional requirement.</p>

NO.	ITEM	
2.	QUESTIONS	ANSWERS
2.1	<p><u>The question was asked by suppliers as follows:</u></p> <ul style="list-style-type: none"> ▪ A copy of the municipal-issued license/permission to use the premises for business purposes. Is this a zoning certificate? ▪ Will the appointed very important for bidder to do the branding or NDA is responsible for the branding? ▪ In terms of the R450 Per Squire matter on TI, what if the required improvements are above the R90 000 allocated? ▪ Can the NDA clarify on the pricing? ▪ Does the NDA require the presence of human resources for security? ▪ Who pays for the maintenance of the premises? 	<ul style="list-style-type: none"> ▪ Yes, the license/permission is a zoning certificate. ▪ NDA will be responsible for the branding; the bidder must confirm in writing that the NDA is permitted to do branding on their premises. ▪ The NDA is looking for ready-to-occupy premises with minimal improvements. The R90 000 will suffice in making the offices have the 'look and feel' of the NDA. ▪ Pricing must show the total bid price over the 60 months period including escalations and VAT. The bidder must show total cost for Year 1, 2, 3, 4 and 5 clearly. ▪ The NDA require security in the premises 24/7. A system should also include the human resource. ▪ The landlord is responsible for all maintenance to the premises. The NDA

NO.	ITEM	
		<p>will pay rent for the premises. The NDA will also re-imburse the landlord for municipal bills (consumables) on the premises. The landlord should provide proof of such payments/invoices made to/from the municipality.</p>
3.	CLOSURE	

SIGNED BY THE END USER AND SCM ON BEHALF OF TEAM ATTENDANT THE BRIEFING SESSION IN DURBAN, AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr Muzi Matsenjwa
SCM

Date: 26th September 2023



Ms Lerato Dhlamini
End User

Date: 26 September 2023