

**Non-Compulsory briefing session
Minutes for the Briefing session held in Durban Provincial Office
15 September 2023**

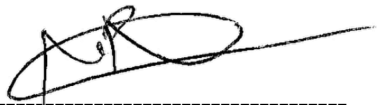
Ms Lerato Dhlamini	Project Manager/Technical team (Office space) Travelled on behalf of Ms Mngomezulu
Ms Ntombikhona Lurani	SCM

NO.	ITEM
1.	PROCEDURAL MATTERS
1.1	<p>Welcome 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 250 square meters is required in KZN, Durban 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	ANSWERS
2.	QUESTIONS	
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 IT amount is less, will NDA provide more amount? Or Do bidders keep everything within R450? ▪ As the NDA needs 11 parking bays, is the bidder allowed to use a few parking bays from the leased building and others be allocated from the building opposite which is a few meters away from the main building? 	<ul style="list-style-type: none"> ▪ Yes, the license/permission is a zoning certificate if the bidders are not allowed to use the building for business purposes and the zoning certificate may not be issued by the municipality. ▪ NDA will be responsible for the branding; the bidder must confirm in writing that the NDA is permitted to do branding on their premises. ▪ R450/sqm is the approved provision and the bidders needs to work within that provision. Furthermore, priority should be place on health and safety compliance matter. ▪ Yes, as the due diligence will be conducted before the award of the tender. The technical team will review the entire parking place allocated to the NDA and decide on the practicality. The important part is that officials must have enough office space and parking bays as specified in the terms of reference and the safety of the NDA' employees will be taken into consideration depending when deciding on the matter.

NO.	ITEM	
	<ul style="list-style-type: none"> ▪ Will the NDA Provide Annexure A as have stipulated under 3.1 (f) ▪ Can the office be outside the town? 	<ul style="list-style-type: none"> ▪ Yes, The NDA will send the Look and Feel with minutes and upload the document under the NDA website. <p>NDA services communities and it's a development organization, therefore our communities must have access to our offices easily by using public transport. Therefore, the office must be in town so that the communities can have easy access to the NDA offices.</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:



Ms Ntombikhona Luani
SCM

Date: 21 September 2023



Ms Lerato Dhlamini
End User

Date: 21 September 2023