

**Non-Compulsory Briefing Session Minutes: The appointment of a service provider for the provision of Provincial Office Space for the NDA over a period of 36 months in Kimberly (Northern Cape)**

**01<sup>st</sup> February 2023**

**Venue: Department of Social Development, NG Meyer Building, Cnr Tynurn and Duncan Street, Kimberly**

**Time: 10h00**

Attendees: Ms Khanyi Mngomezulu – BSC Member and Chairperson  
 Mr Philemon Peu – BSC Member  
 Mr Muzi Matsenjwa – BSC Member/SCM  
 Mr Lesedi Piki – BSC Member and Provincial Manager  
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
<b>1.</b>	<b>PROCEDURAL MATTERS</b>		
1.1	<p><b>Opening and Welcome</b></p> <p>Ms Khanyi Mngomezulu opened the meeting, welcomed everybody present in the non-compulsory tender briefing and explained the purpose of the meeting.</p>	Chairperson	
<b>2.</b>	<b>DISCUSSIONS</b>		
2.1	<p>Ms Khanyi Mngomezulu went through the technical requirements of the Terms of Reference (ToR's) and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• A minimum of 200 square metres office size is required. The NDA will pay for 200 square metres even if office size offered is bigger and service providers are expected to price based on 200 square metres.</li> <li>• The office space is required as soon as possible (immediate occupation) since the team from Northern Cape currently does not have an office.</li> <li>• The office must be centrally located, in close proximity to public transport (5km radius from the office space).</li> <li>• Accessible / friendly to people with disabilities (the premises must have a lift or be on the ground floor with a ramp and rail). The office <b>MUST</b> be on the ground floor or have an existing lift.</li> <li>• Parking Bays as per the table in section 2 of this document with one parking bay designated for people with disabilities.</li> <li>• Ablution facilities for men, women and for people with disabilities (<i>At least one ablution facility should be fully compliant for the needs of people with disability</i>).</li> </ul>	All	

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	<ul style="list-style-type: none"> <li>• Premises should allow for partitioning in accordance to NDA's office needs (NDA's Look and Feel document shall be provided at this stage as an ANNEXURE A).</li> <li>• To be secure (monitored security system or 24/7 physical security guard). The landlord will have to include the cost of security in their pricing.</li> <li>• The office must have a generator/solar back-up, which can run for at least over 8 hours in case of power failure (to meet all the power requirements in case of power outage). Any other power storing device other than a generator or solar will be accepted as long as it meets the requirements above.</li> <li>• Isolated Air conditioners that can be controlled by the office occupants.</li> <li>• Telecommunications services or any other technology available at the building for network connectivity (i.e. fibre as the most preferable option or wireless).</li> <li>• Service providers must submit photos of the interior and exterior of the building (printed) plus a copy of the building plan.</li> <li>• The tenant improvement/installation allowance amount should be clearly indicated on the bid document at R450/square metre.</li> <li>• The office must be a Grade A or B (in accordance with South African Property Owners Association's Grading system).</li> <li>• The maintenance of office space shall be the responsibility of the landlord and details of this shall be outlined in the Lease Agreement.</li> </ul> <p><b>The following requirements must be submitted within 3 months after appointment:</b></p> <p>(a) A copy of the electrical certificate of compliance for the proposed premises.</p> <p>(b) Evidence of compliance to National Building Regulation and Occupation Health &amp; Safety Act.</p> <p>(c) A copy of Property insurance /insurance Certificates must be attached with the submission.</p> <p><b>Failure to submit these requirements within the specified time result in the termination of the appointment.</b></p> <ul style="list-style-type: none"> <li>• Ms Mngomezulu also explained the evaluation criteria which will also include a physical inspection of premises in addition to the evaluation of proposals.</li> </ul>		

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	<p>Mr Muzi Matsenjwa went through the commercial requirements of the TORs and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Closing date and time for tender submission is 10<sup>th</sup> February 2023 at 12:00.</li> <li>• Minutes to be emailed and published within 5 working Days of the briefing</li> <li>• A two-envelope system will be used for commercial and technical requirements</li> <li>• Mandatory documents in Section 15 of the Terms of Reference.</li> <li>• Mandatory documents not submitted will lead to disqualification.</li> <li>• This is inclusive of the office building which must be on the ground floor or have an existing operational lift. A building that does not meet this requirement will not be considered.</li> <li>• Mr Matsenjwa emphasized the importance of including all required mandatory documents.</li> <li>• All SBD documents must be fully completed, dated, and signed.</li> <li>• Bidders must make sure that a letter of authority is signed on the bidder's letterhead and submitted in the commercial envelope.</li> <li>• Bidders must complete the attendance register.</li> </ul>		
<b>3.</b>	<b>CLOSURE</b>		
	Meeting adjourned at 11:30am		

<b>QUESTIONS &amp; ANSWERS</b>	
<b>Questions from Service Providers</b>	<b>Responses from NDA</b>
There we no questions from the service providers.	

**Additional Comments**


- Tender documents should be submitted at 26 Wellington Road, Parktown, Johannesburg by the closing date and time. Kimberly based service providers are encouraged to courier their documents but ensure that they arrive before the deadline.
- The tender box is accessible 24hrs a day and 7 days a week.

**SIGNED BY THE END USER AND SCM ON BEHALF OF 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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**Ms Khanyi Mngomezulu  
End User – Corporate Services**