

COMPULSORY BRIEFING SESSION MINUTES FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF HEAD OFFICE SPACE TO THE NATIONAL DEVELOPMENT AGENCY OVER A PERIOD OF 60 MONTHS -HELD BOTH VIRTUALLY THROUGH MICROSOFT TEAMS AND PHYSICAL AT 26 WELLINGTON ROAD, PARKTOWN, ON 10 APRIL 2025 AT 10H00

Attendees: Ms. Khanyi Mngomezulu - BSC Member and Chairperson
Ms. Lerato Dhlamini – BSC Member
Mr. Kesiamo Moloi - BSC Member
Ms Thembi Raulinga– SCM and BSC Facilitator
Ms. Elizabeth Mngqabashe - Secretariat
Ms Kedibone Sathekge – Secretariat by invitation
Mr. Sbusiso Hlaba – BSC Member
Ms. Lesego Ranchu – BSC Member
Service Providers

NO.	ITEM	RESPONSIBLE
1.	PROCEDURAL MATTERS	
1.1	Opening and Welcome <p>Thembi Raulinga opened the meeting, welcomed attendees and explained the purpose of the meeting which was a compulsory briefing session for the appointment of a service provider for the provision of head office space to the National Development Agency over a period of 60 months in the following areas: Parktown; Rosebank; Illovo; Sandton Central; Woodmead; Midrand; and Centurion.</p> <p>The reference number for this bid is NDA25/CS012/25, with the closing date set for 30th April 2025, at 12:00 PM.</p>	Thembi Raulinga
2.	DISCUSSIONS	
	Presentation of technical requirements and evaluation: <p>Ms Khanyi Mngomezulu presented technical requirements and evaluation as follows:</p> <p>Purpose & objective of the request for bids</p> <ul style="list-style-type: none"> The NDA seeks to identify letting agents and property owners that can assist it in identifying premises that can best suit its needs. The NDA seeks premises in one of the following areas: - Parktown; Rosebank; Illovo, Sandton Central, Woodmead; Midrand; and Centurion. The premises must be in that location. The total square meters required for the office space is 2000. The initial tender that was issued had said 1300m² and we've since issued an erratum. We now want a total square meter of 2000. And then in terms of parking, we want a total of seventy-two (72) parking bays, and an additional two (02) for people with disabilities. The parking must be under cover or 	Khanyi Mngomezulu

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	<p>carports. Open parking without any form of cover will not be accepted.</p> <p>Scope of work and deliverables</p> <p>The letting agent/ property owner is required to identify and provide premises for the NDA that meet the requirements detailed below. The requirements below must be strictly adhered to in line with the provisions of the OHS Act 85 of 1993.</p> <p>The premises:</p> <ul style="list-style-type: none"> a) The total lettable square meters for the required office should be as per table 2.1 in section 2 of the TORs (Should the offered space be less than the stipulated total sqm, the bid will be disqualified). b) The premises offered by bidders must be in the areas listed in table 2.1 of the TORs (Parktown; Rosebank; Illovo, Sandton Central, Woodmead; Midrand, and Centurion). (Should the offices offered by bidders not be in any of the listed areas per table 2.1 such a bid will be disqualified). c) Centrally located, near public transport (2km radius from the office space). d) Accessible / friendly to people with disabilities (the premises must have a functional lift or be on the ground floor with a ramp and rail). The lift must be connected to backup power supply in the building, should there be power failure. e) Parking Bays as per table 2.1 in section 2 of this document with two parking bays designated for people with disabilities. f) Ablution facilities for men, women and for people with disabilities must be in place. g) Premises should allow for partitioning in accordance with NDA's office needs at the cost of the landlord. (Written confirmation must be submitted). h) Security: the office must have a monitored security system, access control and 24/7 physical security guard (PSIRA registered) to ensure a condition which is created by the conscious provision and application of physical security measures for the protection of persons, property and information. <p>Other Technical Requirements</p> <ul style="list-style-type: none"> i) The tenant improvement/installation allowance and corresponding scope should be clearly indicated in the bid document at R1500/square meter. (see Annexure A attached) This amount must <u>not</u> be included in the bid price, it must be quoted separately and must be inclusive of VAT. j) Participating bidders must have architectural teams that will engage in the appointment stage with NDA regarding the layout design for the proposed premises. This team will draw up the design as well as obtain all applicable approvals from relevant government departments. k) The Landlord will be responsible for the refurbishments (partitioning, electrical installations, etc.) in consultation with NDA. 	

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	<p>l) The maintenance of fire extinguishers, air conditioners and all other building maintenance must be compliant to the OHS Act 85 of 1993 on an annual basis.</p> <p>m) All maintenance calls shall be attended to within 48 hours or earlier in cases of emergencies, (cleaning services inside the office shall be the responsibility of the tenant).</p> <p>n) The Landlord must provide the following valid certificates to enable occupation of the building:</p> <ul style="list-style-type: none"> i) Certificate of occupation ii) Fire Certificate <p>The property selection process which is section 4 of the TORs was explained in detail.</p> <p>Property selection process</p> <p>Technical/Functional Evaluation</p> <ul style="list-style-type: none"> • It was detailed to participating service providers how the technical evaluation would be conducted per section 5 of the published TORs. • The score allocation was also explained in detail to participating service providers. This is section 5.1 of the published TORs. <p>Presentation of commercial evaluation and mandatory requirements</p> <ul style="list-style-type: none"> • Ms Thembi Raulinga presented the mandatory requirements and specific goals in detail for participating bidders. The attention was drawn to section 13 of the published TORs • Services providers were informed that failure to submit any of the requirements in section 6 and 13 of the TORs will result to an immediate disqualification. • Participating service providers were also requested to ensure that their bid documents are submitted as professional documents with a clear content list as specified in section 18 of the published TORs. <p>Compulsory Briefing Session</p> <ul style="list-style-type: none"> • Participating services providers were informed that they must enter their company details, i.e. company name, contact details and contact person in the chat box as this was an online meeting. Since this was a compulsory briefing session, only the service providers whose company details will be found in the chat will be accepted for evaluation. 	<p>Thembi Raulinga</p>

QUESTIONS & ANSWERS

Questions from Service Providers	Responses from NDA
1. Under 3.2 (f) of the TORs you mentioned that we must provide the 2 valid certificates which are certificate of occupation and fire certificate. Do you want these certificates to be submitted with the proposals/bids?	No. It can be provided once the fit out is complete.
2. Is the tenant installation of R1500/m ² factored into the total bid price or is it a separate thing?	No. It must be separate from the total bid amount and all amounts must be inclusive of VAT.
3. Since the fit-out will be handled by the landlord. What will happen if there is a surplus of the provided amount?	The NDA will cover the surplus.
4. With regards to the grading of the building, in the TORs you are talking about grade A and B. Will a premium grade (P grade) also be acceptable?	Yes. It will be acceptable as it will be better than what is requested.
5. When coming to the beneficial occupation of two months. What happens if the installation is less than the two months? Will it still be required?	Yes. The beneficial occupation will be effective from the first day that NDA takes occupation of the property not during the fit-out period.
6. During the beneficial occupation. Will NDA cover costs for utilities?	Yes. NDA will cover the costs for utilities.

CLOSURE

<p>Service providers were informed that there will be two briefing sessions for this bid. Service providers only needed to attend one not both.</p> <p>Meeting adjourned at 10:50</p>	
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- Bidders were requested to be cautious of the closing date and time and ensure that their hard copy documents are properly bound and not stapled ensuring that no pages are missing.
- Minutes will be posted on our website within 5 working days.

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Ms Thembi Raulinga
SCM Unit



Ms Khanyi Mngomezulu
End User – Facilities
Management