

**Minutes of the Briefing Sessions held in the Mpumalanga Province for the
construction of six Early Child Development (ECD) centres
Meeting date: 16 to 18 February 2015**

Bid Ref: NDA12/DMD09/15

Attendees :

Ms Nomakhaya Nelani	-	Chairperson (SCM)
Ms N Tlakula	-	Development Manager
Ms V Mokoena	-	Development Manager
Mr S Lekgau	-	Development Manager
Mr M Msiza	-	DSD Moroka Municipality
Mr Makwela	-	DSD
Ms Masuku	-	DSD
Ms LK Mahlangu	-	DSD
Mr E Sikitondee	-	DSD

By Invitation: Construction Service Providers in the Chris Hani District Municipality

	Discussion items	Responsible Person
1.	<p><u>Welcome and Opening</u></p> <p>Ms Nomakhaya Nelani chaired all six meetings and introduced her colleagues to the attending construction service providers. She welcomed everyone present and thanked them for making time to attend the briefing sessions. She explained that the meeting will be run as open as possible to allow everyone's participation.</p>	NN
2.	<p><u>Discussion Items</u></p> <p>Introduction</p> <ul style="list-style-type: none"> Ms Nelani took the service providers through the purpose of NDA and DSD's purpose for the construction of the ECDs. The service providers were taken through the document (Terms of Reference) page by page and were given an opportunity to ask questions at any time they needed clarity. She requested service providers to give their email addresses on the attendance register because the minutes of the meetings and any further communication regarding the tender in question will be communicated by email ONLY to the service providers who attended the briefing sessions as the advert clearly stated that attendance is compulsory. <p>Bill of Quantities</p> <p>It was explained that the BoQ document would be made available at a later date. It can be confirmed in these minutes that on or before 13 March 2015, the BoQs, specifications, Geotech report and final drawings will be sent by email to all service providers who attended the compulsory briefings sessions.</p>	NN