

MINUTES OF THE RESEARCH AND DEVELOPMENT ON LEASE AND ACQUISITION OF OFFICE ACCOMMODATION BRIEFING SESSION HELD ON 12 DECEMBER 2022 AT 10H00 ON THE TEAMS PLATFORM

A. BSC members present:

- 1) Nolitha Jali (Provincial Executive, Northern/Western Cape)
- 2) Buhle Sesiko (Procurement Manager)
- 3) Buyisiwe Mpungose (Property Portfolio Manager)
- 4) Keitumetse Molefe (SCM Compliance and Contract Manager)
- 5) Ndivhuho Madzhe (Budget Accountant)
- 6) Nyako Tshukudu (Property Portfolio Manager)

B. Prospective Bidders:

- 1) Jirel Akawi (Lyle and Company)
- 2) Sancha Van Heerden (Enterprises, Pretoria)
- 3) Sinethemba Ndlovu (Galetti Corporate Real Estate)
- 4) Lina Vitanova (Citicon Africa)
- 5) Nokuthula Malamba
- 6) Ntobeko Ndlovu

C. Minutes Secretary

Obakeng Setlhatswe

No	Action Points	Responsible Person
1. 1.1	Welcome and apologies Chairperson welcomed all present and declared the briefing open.	
2.	Agenda Items Briefing on the R and D Specification	BSC
3. 3.1	Matters for Discussion <ul style="list-style-type: none"> • Buyisiwe from PMU took the attendees through the specification. 	BSC

No	Action Points	Responsible Person
3.2	<ol style="list-style-type: none"> 1. Introduction 2. Bid/Objectives 3. Project Objectives 4. Study Area 5. Project Scope 6. Project Plan 7. Previous Experience <ul style="list-style-type: none"> • Keitumetse (Procurement) then presented the four phases of evaluation: <ol style="list-style-type: none"> 8. <ol style="list-style-type: none"> 8.1 Responsiveness (Administrative Compliance) 8.2 Mandatory Requirements 8.3 Functionality 8.4 Financial Offer and Preference Points Evaluation 	
3.3	<p>Questions Raised During Briefing</p> <ul style="list-style-type: none"> • Jirel Akawi asked - Is the electronic tool to be submitted together with the tender response proposal? ➤ The bidder is expected to give a proposal on how the tool will look like, they could provide the snap or a screenshot of the tool. ➤ The winning bidder will be requested to provide the actual tool but for the purpose of submissions, they are only required to provide a written documentation on how the tool will work. • Jirel: follow-up — As the tool is electronic, you need to have a look and feel of it, considering the submission timelines, can bidder submit screenshots and a write-up on the technical specification. Will that comply with the criteria? ➤ For the committee to be able to evaluate, there needs to be proof of evidence, a written submission alone without considering the deliverables would make evaluation difficult hence it is requested that there must be a detailed development of that tool, however Legal Aid will not be 	All

No	Action Points	Responsible Person
	<p>responsible for any claims for the cost which will be incurred in the development of the tool.</p> <ul style="list-style-type: none"> • Jirel--- In terms of the experience, what if a company has conducted research for a certain department and have delivered, but the said research is not related to property, will the reference letters be considered? ➤ Buyisiwe indicated that the Terms of Reference are clear on deliverables and project scope, which means that whatever the bidder is bidding for, must be in line with the objectives and the project scope and the proposal must be linked with the nine deliverables. • Lina- What is the reason for this bid being re-advertised. ➤ Keitumetse- There were non-responsive bidders, meaning there were bidders who responded to the previous request for proposals, however upon evaluation, they did not make it through. The tender was subsequently cancelled and the bidders were informed of the cancellation. The cancellation was also published on the website. <p>The mandatory documents should be attached and should be valid as they will determine whether a bidder is evaluated further.</p> <p>With there being nothing to add, the Chairperson declared the briefing closed and thank all for attending.</p>	

Secretary: *O Setlhatawe*

Date: 30/01/2023



30/01/2023