

**MINUTES OF THE RESEARCH AND DEVELOPMENT ON LEASE AND ACQUISITION OF OFFICE ACCOMMODATION NON-COMPULSORY BRIEFING SESSION HELD ON 17 JANUARY 2023 AT 10H00 ON THE TEAMS PLATFORM**

**A. BSC Members present:**

1. Buyisiwe Mpungose
2. Keitumetse Molefe
3. Ndivhuho Madzhe

**B. Prospective bidders:**

1. Anzania Lambert (Squareline Consulting)
2. Nelly Makhathini (Tsebo BLK Asset Solutions)

**C. Minutes Secretary**

Obakeng Setlhatswe

No	Action Points	Responsible Person
1. 1.1	<b>Welcome and apologies</b> Chairperson welcomed all present and declared the briefing open.	
2.	<b>Agenda Items</b>  Briefing on the R and D Specification	BSC
3. 3.1	<b>Matters for Discussion</b>  Buyisiwe from PMU took the attendees through the specification.  <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Bid/Objectives</li> <li>3. Project Objectives</li> <li>4. Study Area</li> <li>5. Project Scope</li> </ol>	BSC

<p>3.2</p>	<p>6. Project Plan 7. Previous Experience</p> <p>Keitumetse (Procurement) then presented the four phases of evaluation:</p> <p>8. 8.1 Responsiveness (Administrative Compliance) 8.2 Mandatory Requirements 8.3 Functionality 8.4 Financial Offer and Preference Points Evaluation</p> <p><b>Questions Raised During Briefing</b></p> <ul style="list-style-type: none"> <li>• Anzania from Squareline Consulting wanted to know if legal vetting of existing leases is the part of the scope?</li> <li>➤ Buyisiwe clarified that all contracts get vetted by our legal department at the beginning and then during the implementation phase, to ensure that there is compliance in terms of the obligations.</li> </ul> <p>With there being nothing to add, the chairperson declared the briefing closed.</p>	<p>All</p>
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Secretary:     *O Setlhatawe*    



Date:     30/01/2023    

30/01/2023