

**MINUTES OF THE COMPULSORY BRIEFING SESSION HELD ON 22 JULY 2026 AT
10:00 -12:00 AT 1 UITENHAGE ROAD, NORTH END, GQEBERHA BOARD ROOM**

Chairperson:

1. Nomalanga Nxumalo – Bid Specification Committee member (Presenter)

Present Bid Specification Committee Members

2. Mabje Nkadimeng – Supply Chain Manager (Microsoft Teams)
3. Nyako Tshukudu - Property Portfolio Manager
4. Lynette Franklin - Head of Office (Microsoft Teams)
5. Jonas Skosana - Network Administrator (Microsoft Teams)
6. Siphokazi Nogaya - Provincial Communications Practitioner
7. Jabulani Ntimane - Consultant
8. Mlukeki Mkhize -Consultant
9. Rirhandzu Maluleke – Secretariat (Microsoft Teams)

Apologies

Hope Bambiso- Provincial Executive (Attending another meeting)

Invitees

1. Prospective Bidders (Physical attendance register)

No.	Items	Responsible Person
1.	Opening and Welcome	
1.1.	Welcome Ms Nomalanga welcomed all present and request Legal Aid SA to introduced themselves to the prospective bidders for record	Presenter

No.	Items	Responsible Person
	purposes. Ms Nxumalo started with the presentation and declared the meeting open at 10:15am. The bidders were requested to complete the certificate issued as proof of attendance to the briefing session.	
1.2.	Apologies Hope Bambiso	Presenter
2.	Agenda	
2.1.	Refurbishment of the Gqeberha at 1Uitehage Road , North End . The following was presented by Ms Nxumalo: • The Presenter Nomalanga and the BSC members provided a comprehensive overview of the refurbishment project for the Eastern Cape Provincial Office, detailing the scope of work, technical requirements, and compliance standards expected from bidders. • The presenter explained that the session included both physical and online participants from the Legal Aid SA, with introductions from all key team members, and emphasized the compulsory nature of the briefing for bid eligibility. • An attendance register and a compulsory certificate document were circulated, with instructions for completion and the importance of accurate contact details highlighted.	Bid Specification Committee (BSC) Presenter

No.	Items	Responsible Person
	• Bidders were instructed to download all tender documents in advance, as no screen sharing was available. • The presenter emphasizes that only present at the briefing would receive architectural drawings, and additional documents would be shared via email upon request if QR code or link access failed. • The presenter outlined that questions would be taken after each section, with relevant questions and answers to be published on the Legal Aid website or sent directly to attendees. • Questions not answered during the session would be addressed in a formal Q&A document, and participants were encouraged to ensure their contact information was clear for follow-up. • The presenter detailed the submission requirements, including compulsory documents, submission location, and the three-phase evaluation process, while addressing questions from bidders regarding compliance, documentation, and evaluation specifics. • Tender submissions must be delivered physically to Legal Aid House, 29 De Beer Street, Braamfontein, Johannesburg, by 6 August 2026 at 11:00 AM. • Submissions at the Gqeberha office will not be accepted, and late submissions will be disqualified bidders were encouraged to submit soft copy on USB must accompany the hard copy, with the hard copy taking precedence in case of discrepancies.	

No.	Items	Responsible Person
	• Mandatory Administrative Compliance -Bidders must provide proof of valid CIDB registration (grade 5GB or higher), a COIDA letter for construction or renovations, public liability insurance of at least R5 million, and a signed compulsory site briefing attendance certificate. Joint ventures must submit a joint venture agreement and proof of compliance for all parties. • The evaluation consists of three phases: mandatory compliance, technical and functionality evaluation (requiring a minimum of 70 out of 100 points), and price and preference point evaluation (80-20 split, with 20 points for historically disadvantaged individual ownership). • Detailed requirements for reference letters, team qualifications, and project methodology were specified. • Questions from bidders regarding the classification of disability, acceptable qualifications for foremen and contract managers, and the nature of reference letters were addressed.? • The team clarified that disability status must be registered with CIPC, only trade certificates are accepted for foremen, and reference letters must be from clients, not just implementing agents. • The team committed to reviewing and clarifying requirements for trade certificates, contract manager qualifications, and other points raised, with responses to be published in a Q&A document after the 29 August 2026.	

No.	Items	Responsible Person
	• Possible extension of the submission deadline was mentioned, pending management decision. • Technical Scope and BOQ (Bill of Quantities) Discussion The engineering team, including the presenter and the BSC members presented the technical scope, BOQ details, and compliance requirements for HVAC, fire, electrical, and carport works, responding to bidder queries about specifications, equipment, and documentation. • HVAC and Mechanical Specifications the consultant BSC member described the HVAC requirements, including the use of cassette units for open areas, referencing the attached construction drawings for mounting and sizing. • Bidders were instructed to use the provided layouts and BOQ for accurate pricing and to consult the drawings for installation details. • Fire system requirements were based on municipal compliance, with designated assembly points, fire hydrants, smoke detectors, and sound beacons specified. Bidders raised concerns about the lack of detail on device types and cabling, which the team committed to clarify in the forthcoming Q&A. • The electrical BOQ includes requirements for DB boxes and associated equipment, with drawings provided for reference. • Carport works require a galvanic coating of 100 microns due to the coastal environment, and a provisional sum is allocated for this section.	

No.	Items	Responsible Person
	• Questions were raised about the specifications for access control systems, including gate motors and boom sizes. • Answer: The BSC members acknowledged the need for clearer specifications and committed to provide additional details, such as estimated gate weights and motor sizes, in the Q&A. • Bidders were encouraged to consult the drawings and BOQ for compliance and to raise any further technical questions via email. • The Presenter and the SCM outlined the next steps, including the publication of Q&A responses, possible tender deadline extension, and channels for further queries, ensuring all attendees understood the process for updates and clarifications. • Responses to all questions raised during the session will be published by close of business on Monday, 03 August 2026. • The BSC members may consider extending the tender submission deadline if necessary, with any changes to be communicated via official channels. • Attendees were provided with email addresses for NomalangaN@legal-aid.co.za and MabjeN@legal-aid.co.za for project and supply chain-related questions, respectively for any additional queries or requests for clarification should be sent directly to these contacts. • <u>SEE THE ANNEXURE ATTACHED FOR Q&A.</u> • Resolution	

No.	Items	Responsible Person
	- The BSC resolved to review and update the tender documents and specifications (including fire detection system type, cabling, access control system details, and carport measurements) on the RFP document. - The BSC members to consider and, if necessary, communicate an extension of the tender closing date to all bidders who attended the briefing session, depending on the outcome of the document review and clarifications. - The bidders should forward the questions before or the 29th of July 2026 and the response to be forwarded to all the bidders attended the briefing session on the 03rd of August 2026.	
3.	Closure	
3.1.	The meeting was adjourned at 12h00	BSC Committee

APPROVED


CHAIRPERSON:

DATE: 30 July 2026