



**MINUTES OF THE COMPULSORY BRIEFING SESSION HELD ON 13 OCTOBER 2026
AT 10:00 -11:30 ON MICROSOFT TEAMS.**

Chairperson:

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

Present Bid Specification Committee Members

2. Lynette Franklin - Head of Office (Microsoft Teams)
3. Jonas Skosana - Network Administrator (Microsoft Teams)
4. Buhle Sesiko -Procurement Manager (Microsoft Teams)
5. Grant Rudlin - Provincial Legal Manager (Microsoft Teams)
6. Rirhandzu Maluleke – Secretariat (Microsoft Teams)

Apologies

Hope Bambiso- Provincial Executive

Nyako Tshukudu - Property Portfolio Manager

Mabje Nkadimeng – Supply Chain Manager

Jabulani Ntimane - Consultant

Mlukeki Mkhize -Consultant

Invitees

1. Prospective Bidders (Online attendance register)

No.	Items	Responsible Person
1.	Opening and Welcome	
1.1.	Welcome	Presenter

No.	Items	Responsible Person
	Ms Nxumalo welcomed all present and introduced Legal Aid SA committee members to the prospective bidders for record purposes. Ms Nxumalo started with the presentation and declared the meeting open at 10:00am. The bidders were requested to complete the online attendance register on the chat as compulsory to the briefing session.	
1.2.	Apologies Hope Bambiso, Nyako Tshukudu, Mabje Nkadimeng, Mluleki Mkhize and Jabulani Ntimane.	Presenter
2.	Agenda	
2.1.	Refurbishment of the Gqeberha LO on Microsoft Teams The following was presented by Ms Nxumalo: 1. Tender Scope and Submission Requirements 2. Nomalanga Nxumalo briefed bidders on the refurbishment and alteration works required to accommodate the Eastern Cape Provincial Office within the operating Gqeberha Local Office, including associated building, electrical, mechanical, fire, furniture, and carport works, and explained the required submission arrangements. 3. The project involves refurbishing an existing open area within the Gqeberha Local Office to accommodate the Eastern Cape Provincial Office. 4. The work includes general building works, plumbing, electrical works, furniture, cupboards, electrical and mechanical compliance improvements, HVAC and fire-system works, and construction of a new carport.	Bid Specification Committee (BSC) Presenter

No.	Items	Responsible Person
	5. Bidders that have not inspected the site may arrange an appointment using the contact details in the RFP. 6. The site is identified in the tender documentation as being in Gqeberha, and bidders are expected to satisfy themselves about the site's conditions, surroundings, form, and nature before submitting a bid. 7. The presenter emphasizes that the bids must be submitted physically at Legal Aid SA National Office in Braamfontein, Johannesburg, in the bid-box between the operating hours of Monday to Friday, 08:00 to 17:00. Both soft-copy and hard-copy submissions are required; if discrepancies occur, the hard copy takes precedence. 8. The closing date is 3 November 2026 at 11:00. If any changes to the closing date or other tender information this will be communicated through the prescribed channels website and email to the bidders who attended the briefing session. 9. Ms. Nxumalo presented the mandatory compliance and attendance. 10. The presenter explained that bidders must meet the mandatory administrative requirements, including CIDB eligibility, applicable insurance and statutory documents, joint-venture documentation where relevant, and completion of the Microsoft Forms attendance register before it closes. 11. Attendance must be recorded through the Microsoft Forms register titled "Bidders Representative Briefing Registration."	

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	12. Participation in the Teams meeting or posting details in the chat does not substitute for completing the register. The form closes at 12:00 or when briefing concludes, whichever comes first and failure to complete it will make the bid non-responsive and disqualify it from further evaluation. 13. CIDB Requirement - the bidders to be considered only contractors with CIDB Grade 5 GB or higher are eligible. 14. Joint ventures must meet the stated grading requirements and submit evidence supporting the applicable calculation, while maintaining the required active grading status for the duration of the construction project. 15. Statutory and Insurance Documents - the main contractor must submit a valid COIDA letter of good standing covering construction, renovation, refurbishment, or building maintenance for the project duration. 16. Proposed subcontractors must provide applicable COIDA documentation where their details are disclosed. 17. Bidders must also provide active employers' and public liability insurance of at least R5 million; a letter of intent is not acceptable. 18. Joint-venture bidders must submit a signed joint-venture agreement identifying the lead partner. 19. The presenter indicated that the precise COIDA requirement for each JV partner would be confirmed in in the broader Q& A response.	

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	20. The presenter took the bidders through the evaluation and functionality criteria. 21. The presenter outlined a three-stage evaluation process in which bidders first pass mandatory compliance, are evaluated for functionality (to be evaluated further the bidder should meet at least 70 out of 100 functionality points), and finally proceed to price and preference-point evaluation. 22. The first stage evaluates administrative responsiveness and mandatory documentation. 23. The second stage evaluates functionality out of 100 points, with a minimum threshold of 70 points. 24. Only bidders meeting the minimum threshold proceed to the third stage, which uses an 80/20 preference-point system. 25. Bidders must demonstrate relevant refurbishment, renovation, or building-maintenance experience from the previous seven years, supported by three contactable current or former clients. 26. Annexure 2A Table A must be completed, and the three listed projects must correspond exactly to the three submitted reference letters on official client letterhead. No specific minimum project value was prescribed; bidders must declare the project values. 27. The proposed construction manager must have at least 10 years of contracts-manager experience in relevant refurbishment work and a certified national diploma or higher in architecture, quantity surveying, construction management, or civil engineering.	

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	28. The site agent must have at least five years of relevant refurbishment experience and a certified construction qualification. 29. The foreman must have at least five years of relevant experience and a certified trade qualification or higher. The OHS officer must have at least three years of construction health-and-safety experience in refurbishment projects and the required professional registration. 30. The criteria are scored on an all-or-nothing basis where specified. 31. The functionality submission must include a detailed programme or Gantt chart showing critical-path activities, milestones, start and completion dates, and phases requiring staff movement. 32. The methodology must address stakeholder communication, management of staff movements in the live office, quality control, risk management, construction approach, health and safety, environmental protocols, and project timelines missing information receives no points for the relevant item. 33. Due Diligence before appointment: Legal Aid SA may verify certifications, previous performance, financial standing, references, and project sites. 34. Bidders are required to ensure that submitted information and reference letters accurately represent their actual work and can be substantiated during verification.	

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	35. Pricing Local Content and BOQ: the presenter instructed bidders to fully and accurately price the bill of quantities, include all completion costs, comply with local-content requirements, submit firm South African-rand prices, and avoid blanks or unauthorized changes. 36. The presenter indicated that every item in the pricing schedule and BOQ must be completed. 37. Prices must include labour, materials, equipment, transport, overheads, taxes, and all other costs needed to complete the works. Failure to fully complete the pricing information may result in a non-responsive bid. 38. Prices must be quoted in South African currency and must be firm. 39. Non-firm prices or prices subject to exchange-rate fluctuations will not be considered. 40. Bidders must not leave pricing fields blank where an item is not applicable, they must enter "NA," "not applicable," or zero, as appropriate. 41. Alterations, omissions, or deviations from the issued BOQ are not permitted unless expressly instructed and may lead to immediate disqualification. 42. Designated local-content items must be addressed using the prescribed schedules and annexures where an item appears as a provisional sum and cannot be itemized, bidders must identify it as office furniture and state the applicable local-content percentage. 43. The local-content documentation must be completed and submitted with the bid. 44. Question and Answer	

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	45. Q-Why the previous tender was cancelled? A-The tender was re-advertised because a procedural timing error resulted in only nine days being allowed between the relevant correction and closing, rather than the required ten days. The error arose when a public holiday was not correctly accounted for. The presenter stated that the issue was identified after the previous tender closed and before information was consolidated for National Treasury and that it was not related to evaluation of the submitted bids. 46. Q- What is <i>Commercial experience</i>? A- In response to the bidder, the presenter clarified that commercial experience must be relevant to office refurbishment or a comparable office environment. Examples may include office areas within hospitals or mixed-use facilities. 47. Note to bidder's Industrial work such as constructing a warehouse alone would not demonstrate the required relevance of the scope of work. 48. Q- Is the intent letter from the insurance company sufficient for the public liability? 49. Public Liability Clarification- the presenter confirmed that an insurer's letter of intent is not sufficient at bid closing. The bidder must hold active employers and public liability cover of at least R5 million at that time. The requirement is intended to demonstrate current operating capacity rather than a promise to obtain cover after award.	

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	50.Q- Clarification on the JV COIDA as not indicated to which partner should the COIDA be submitted main company or the partner JV? A-The presenter to confirm in writing whether the COIDA letter of good standing requirement for a joint venture applies to the lead partner only or to both JV partners still to consult with the BSC members. 51.Written questions and responses: Bidders were instructed to read the full RFP and submit remaining questions in writing by 19 October 2026 at 13:00. 52.Legal Aid South Africa to publish the briefing minutes and questions and answers on 23 October 2026 before 16:00 through the Legal Aid website, and to email the information to attending bidders. 53.The package is also expected to include a link to the proposed building plan and rendered presentation to clarify the intended outcome. 54.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. • Bid Submission - submit the completed bid in both soft-copy and hard-copy formats to the Legal Aid House bid box in Braamfontein by the closing time 03 November 2026 @ 11:00 am no late bid will be accepted. • Resolution	

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	- 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 19 October 2026 and the response to be forwarded to all the bidders who attended the briefing session on the 23 of October 2026.	
3.	Closure	
3.1.	The meeting was adjourned at 11h30	BSC Committee

APPROVED



BSC PRESENTER:

DATE: 14 October 2026