

MINUTES OF THE BRIEFING SESSION HELD ON: WEDNESDAY, 14 OCTOBER 2020 @ 10:00 TO 11:00 – VIRTUAL BRIEFING SESSION
BID NUMBER: NERSA/2021/CSM/PCP/BID003

Attendance Register	
	<p><u>NERSA REPRESENTATIVE:</u></p> <ol style="list-style-type: none"> 1. Charles Hlebela (HOD: Customer Stakeholder Management) 2. Zodwa Nkosi (Supply Chain Manager) 3. Wanda Langenhoven (PR and Marketing) 4. David Mashiane (Legal Advisor) 5. Xolani Mdluli (Supply Chain Officer) 6. Tebogo Williams (Supply Chain Officer)
ITEM 1 - Opening and Welcome	
1	<ol style="list-style-type: none"> 1.1 Ms Nkosi declared the meeting open at 10:00, welcomed all present and introduced NERSA team. 1.2 She further confirmed to the attendees that the briefing session was for the production of corporate publications for a period of three (3) years. 1.3 Before the meeting commenced, Ms. Nkosi took attendees through the rules for virtual briefing session 1.4 She further explained that technological challenges that bidders experienced when sending emails to NERSA to request MS Team link to join the briefing session were noted. <i>As a result, bidders are advised that the meeting will be non-compulsory, closing date will be extended and all bidders would be considered for evaluation-refer to the next page 2/5 for more details.</i> 1.5 She then mentioned that it is assumed that all attendees have read the bid document prior to the meeting to prepare questions as the session was for clarification purposes regarding the technical requirements. 1.6 She further mentioned that It is the responsibility of bidders to take their own notes of the discussions and clarifications during the session in order to put together a comprehensive bid.
ITEM 2 - Supply Chain Management Processes	

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2	<p>2.1 Mr Mdluli took attendees through Supply Chain Management (SCM) processes and explained that:</p> <ul style="list-style-type: none">• Bidders should note that it is the first time NERSA is conducting a virtual briefing session, as a result there are technological challenges in terms of bidders being unable to connect on MS Team link and join the briefing session.• Bidders are welcome to send queries to SCM@nersa.org.za no later than at 12h00 on 15 October 2020 and should quote the bid reference number on the email. Responses to the queries will be circulated together with the minutes of the briefing session and the attendance register on 16 October 2020 to all attendees.• The closing date and time for submission of bid has been extended to from 22 October 2020 to 05 November 2020 at 11h00 as per the official Telkom time (Dial 1026). Late bids would not be accepted by NERSA under any circumstances.• Bidders must submit one (1) original of the bid document plus one (1) CD or memory stick that contains the duplicate of the original submission. NB: Bidder(s) will be disqualified for failing to submit the original plus one (1) CD/memory stick. Failure to include <u>all attachments</u> in the CD/memory stick will result in automatic disqualification. Bidder(s) will also be disqualified for submitting a blank CD/memory stick• An original bid document may not be converted into word format or retyped, however, may be completed/filled in ink.• In addition, Bidders must submit a CD/memory stick sealed in a closed envelope for submission.• Alternatively, bidders can submit one original plus one CD that contains the duplicate of the original submission,• One (1) original financial proposal/pricing schedule must be submitted separately in a sealed envelope.• Upon closing of the bid, bidders will be evaluated on five stages i.e. Prequalification, compliance, functionality, Price and B-BBEE as indicated on page 13 to 15 of the bid document.• Bidders must score a minimum of 60% on functionality to qualify to be evaluated on Price and B-BBEE as per the evaluation criteria• Therefore, bidders should draft their proposals to address the functional evaluation criteria on page 14 of the bid document.
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	<ul style="list-style-type: none"> All the special conditions of bid from page 25 to 33 of the bid document must be accepted by confirming a response to each paragraph, and any deviation should be indicated in the provided response section. However, NERSA reserves the right not to accept any deviations as these conditions are in line with the Government General Conditions of Contract (GCC) that may not be amended. Bidders should also refrain from using their own Terms & Conditions that will be contradictory to the special conditions of bid and GCC. Failure to withdraw/waive or to renounce the bidder's own Terms & Conditions, when called upon to do so, may invalidate the bid. Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to submitting their bid on the closing date. A CSD registration summary report must be submitted together with the bid document. An original and valid tax clearance certificate and unique personal identification number (pin letter) issued by SARS to enable NERSA to view the taxpayer's profile and tax status must be submitted as part of the bid document.
ITEM 3 - Technical process	
3	Ms Langenhoven took attendees through the technical proposal, bid requirements and evaluation on page 14-17 of the bid document. Also refer to the presentation.
ITEM 4 - Questions and answers	
4	<p>1.Question: With regards to the Annual Report and newsletter, the writing impacts on the costing. As bidders we need to know how much writing is required and will this also include the interviews that will be done. We need more details on the writing requirements</p> <p>Response: Bidders will be required to interview people, particularly for the Chairperson's section in the Annual Report. Most of the information will be provided. Most of the writing will be done in Part A of the Annual Report.</p> <p>2. Question: Is NERSA going to provide topics for the Newsletter</p>

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	<p>Response: The bidders will be provided with the topics for the articles.</p> <p>3.Question: Can one Company submit proposals for the two bids for production of promotional materials and production of corporate publication?</p> <p>Response: Bidders are allowed to submit proposals for the two current advertised bids for production of promotional materials and production of corporate publication as they two separate processes. NERSA will evaluate all the bids equally and if it occurs that one bidder qualifies for both, then they will be awarded accordingly.</p> <p>4. Question: Are the bidders required to submit an electronic booklet of the final Annual report or PDF document as this will affect costing?</p> <p>Response: This will depend on the type of publication as indicated in the list of publications that was included in the bid document. Bidders are also requested to check the format of the previous annual reports.</p> <p>5.Question: is NERSA requesting bidders to quote on electronic booklet or a normal PDF document? the bidders to quote on the electronic booklet or the bidders required to submit an electronic version of the final Annual report of PDF document?</p> <p>Response: Bidders must submit a pdf document.</p>
ITEM 5 - Attendance Register	
<ul style="list-style-type: none"> • Bidders who sent their requests for Ms Team link, will receive minutes, presentation and revised bid document. • <i>Bidders should also expect erratum on the Government Bulletin as from 23 October 2020 confirming the change of briefing session structure to non-compulsory briefing and extension of the bid from 22 October 2020 to 5 November 2020 at 11h00 am Telkom time.</i> 	

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ITEM 6 - Closure

The meeting was closed at 11:00. Ms Nkosi thanked the attendees for showing interest to bid and for their participation during the session. He requested bidders to ensure that they deliver their bid documents before 11:00 on 05 November 2020 as no late bid would be accepted after the closing date and time.

Approval of the minutes:

Compiled by:

T Williams

Tebogo Williams (Supply Chain Officer)

Date: 15 October 2020

Approved by:

C Hlebela

Mr Charles Hlebela (HOD: CSM)

Date: 15 October 2020