

MINUTES OF THE BRIEFING SESSION HELD ON: TUESDAY, 13 OCTOBER 2020 @ 10:00 TO 11:00 – VIRTUAL BRIEFING SESSION  
BID NUMBER: NERSA/2021/CSM/PPM/BID002

| Attendance Register                        |   |
|--|---|
|  | <p><b><u>NERSA REPRESENTATIVE:</u></b></p> <ol style="list-style-type: none"> <li>1. Charles Hlebela (HOD: Customer Stakeholder Management)</li> <li>2. Zodwa Nkosi (Supply Chain Manager)</li> <li>3. Wanda Langenhoven (PR and Marketing)</li> <li>4. David Mashiane (Legal Advisor)</li> <li>5. Xolani Mdluli (Supply Chain Officer)</li> <li>6. Tebogo Williams (Supply Chain Officer)</li> </ol>   |
| ITEM 1 - Opening and Welcome               |   |
| 1  | <ol style="list-style-type: none"> <li>1.1 Ms Nkosi declared the meeting open at 10:00, welcomed all present and introduced NERSA team.</li> <li>1.2 She further confirmed to the attendees that the briefing session was for the production of promotional material for a period of three (3) years.</li> <li>1.3 Before the meeting commenced, Ms. Nkosi took attendees through the rules for virtual briefing session.</li> <li>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. <b><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></b></li> <li>1.5 She then mentioned that it is assumed 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.</li> <li>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.</li> </ol> |
| 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"><li>• 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.</li><li>• Bidders are welcome to send queries to SCM@nersa.org.za no later than at 12h00 on <b>14 October 2020</b> 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 15 October 2020 to all attendees.</li><li>• The closing date and time for submission of bid has been extended to <b>from 22 October 2020 to 05 November 2020 at 11h00</b> as per the official Telkom time (Dial 1026). Late bids would not be accepted by NERSA under any circumstances.</li><li>• Bidders must submit one (1) original of the bid document plus one (1) <b>CD or memory stick</b> that contains the duplicate of the original submission. <b>NB:</b> 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</li><li>• An original bid document may not be converted into word format or retyped, however, may be completed/filled in ink.</li><li>• In addition, Bidders must submit a CD/memory stick sealed in a closed envelope for submission.</li><li>• Alternatively, bidders can submit one original plus one CD that contains the duplicate of the original submission,</li><li>• One (1) original financial proposal/pricing schedule must be submitted separately in a sealed envelope.</li><li>• 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 <b>13 to 14</b> of the bid document.</li><li>• Bidders must score a minimum of 60% on functionality to qualify to be evaluated on Price and B-BBEE as per the evaluation criteria</li><li>• Therefore, bidders should draft their proposals to address the functional evaluation criteria on page <b>14</b> of the bid document.</li></ul> |
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|                                       | <ul style="list-style-type: none"> <li>All the special conditions of bid from page <b>23 to 31</b> 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 &amp; 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 &amp; Conditions, when called upon to do so, may invalidate the bid.</li> <li>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.</li> <li>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.</li> </ul> |
| <b>ITEM 3 - Technical process</b>     |   |
| 3                                     | Ms Langenhoven took attendees through the technical proposal, bid requirements and evaluation on page <b>15-19</b> of the bid document. Also refer to the presentation  |
| <b>ITEM 4 - Questions and answers</b> |   |
| 4                                     | <p><b>1.Question:</b> The items listed on the pricing schedule are not available or some might be discontinued. Are bidders still required to quote on those specific items tabled in the pricing schedule?</p> <p><b>Response:</b> Bidders may quote on similar products.</p> <p><b>2. Question:</b> Bidders enquired that there are no quantities specified in the pricing schedule?</p> <p><b>Response:</b> Bidders are requested to quote per item as indicated in the pricing schedule to allow the evaluation committee to compare apples with apples.</p>  |

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**3.Question:** Are we allowed to quote on a similar items s most of the listed items are discontinued?

**Response:** Bidders are allowed to quote a similar product

**4.Question:** Where is the spec located in the bid document?

**Response:** It is on page 56 to 60.

**5.Question:** The bidders indicated that the quoting on a unit cost is more expensive compared to quoting on a higher quantity. They enquired if they requested to quote per item

**Response:** Yes, they must quote per item.

**6.Question:** Are bidders going to be provided with the attendance register?

**Response:** Bidders were notified that there is no longer a compulsory virtual briefing session but a non-compulsory briefing session therefore there will not be an attendance register. The minutes and presentation will be sent to all the bidders that attended the virtual briefing session.

**7. Question:** Are bidders allowed to submit the technical proposal and the pricing schedule together in the USB?

**Response:** In terms of the requirement in the bid document, bidders are requested to submit a pricing schedule in a separate envelope and a duplicate the original proposal in the USB.

**8.Question:** If you are a level 1 BBBEE does it mean you cannot participate in the bidder

**Response :** BBBEE Level 1 is the highest level and level 3 is the minimum .

**ITEM 5 - Attendance Register**

- Bidders who sent their requests for Ms Team link, will receive minutes, presentation and revised bid document.
- ***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.***

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**ITEM 6 - Closure**

The meeting was closed at 10:40. Ms Nkosi thanked the attendees for showing interest to bid and for their participation during the session. She requested bidders to ensure that they deliver their bid documents before 11:00 on 05 October 2020 as no late bid would be accepted after the closing date and time.

**Approval of the minutes:  
Compiled by:**

*T Williams*

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Tebogo Williams (Supply Chain Officer)  
**Date: 15 October 2020**

**Approved by:**

*C Hlebela*

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Mr Charles Hlebela (HOD: CSM)  
**Date: 15 October 2020**