

MINUTES OF THE BRIEFING SESSION HELD ON: MONDAY, 12 OCTOBER 2020 @ 10:00 TO 11:00 – VIRTUAL BRIEFING SESSION
BID NUMBER: NERSA/2021/FAD/ESD/BID004

Attendance Register	
	<p><u>NERSA REPRESENTATIVE:</u> Nthupheni Ragimana (HOD: Supply Chain & Facilities Management) -Chairperson Zodwa Nkosi (Supply Chain Manager) Vhonani Singo (HOD: Financial Management & Governance) David Mashiane (Legal Advisor) Xolani Mdluli (Supply Chain Officer)- Secretary Tebogo Williams (Supply Chain Officer)</p>
ITEM 1 - Opening and Welcome	
1	<p>1.1 Mr Ragimana declared the meeting open at 10:00, welcomed all present and introduced NERSA team.</p> <p>1.2 He further confirmed to the attendees that the briefing session was for the Development and Implementation of Enterprise and Supplier Development for a period of 03 years.</p> <p>1.3 Before meeting commenced, Mr Ragimana took attendees through the rules for virtual briefing session</p> <p>1.4 He 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. 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.</p> <p>1.5 He 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 in order to ensure that bidders have a common understanding of the bid requirements.</p> <p>1.6 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.</p>
ITEM 2 - Supply Chain Management Processes	

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2	<p>2.1 Ms Nkosi 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 we conducting virtual briefing sessions, as result technological challenges in terms of bidders unable to send requests for receiving 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 13 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 14 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 14 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
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	<ul style="list-style-type: none"> • Therefore, bidders should draft their proposals to address the functional evaluation criteria on page 15-19 of the bid document. • All the special conditions of bid from page 24 to 60 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	Mr Ragimana took attendees through the technical proposal, bid requirements and evaluation on page 15-19 of the bid document. Also refer to the presentation
ITEM 4 - Questions and answers	
4	1.Question: How many beneficiaries is NERSA intending to select, and will NERSA be sharing details of the procurement spend per commodity?

Response: The number of beneficiaries is not prescribed however bidders can make use of the following information as a guideline with reference to the targeted ESD spend as well as historical spend per commodity. **The Table** below provides summary of the above information.

Description	Spend per annum	Indicative No of Beneficiaries	Target Group
Production of Corporate Publications	R 4 500 000.00	2	QSE/EME, Black owned.
Ex Post regulatory impact assessment	R 3 884 000.00	3	QSE/EME, Black owned.
Catering and Entertainment and Canteen (current supplier that is a good development candidate)	R 1 377 000.00	1	QSE/EME, Black owned.
Travel Agent	R13 000 000.00	2	QSE/EME, Black owned.
Shuttle Services	R 1 000 000.00	3	QSE/EME, Black owned.
Integrated Facilities Management	R5 000 000.00	2	QSE/EME, Black owned.
Internship Programme design, development and implementation	R 1 200 000.00	1	QSE/EME, Black owned.
IT Hardware	R 2 500 000.00	2	QSE/EME, Black owned.

2. Question: Bidders wanted to know if there was going to be split between enterprise and supplier development and if so, requested NERSA the basis that should be used for costing on supplier development intervention.

Response: Bidders are requested to split the proposal for Enterprise development (refer to response to question 1) and supplier development. for purposes of supplier development, bidders are required to quote based on their daily rate for the provision of the following training interventions.

Interventions	Rate per hour or Rate per day	Duration (Indicative No of days intervention will be required)
Management skills		
Establishment of an administrative system		
Business development skills		
Business skills transfer with an emphasis on negotiation skills		
Technical skills		
Legal and Compliance		
Procurement Skills		
Financial Management skills		

3.Question: Is the programme going to be based in Gauteng or its open for other Province?

Response: It is open to everyone in the country however it should be noted that the NERSA head Office is in Tshwane, therefore the implementation must be in Gauteng.

4. Question: Is NERSA able to share their ESD Strategy?

Response: No, we will not be able to share the strategy as it is not cleared by the board for sharing however NERSA will provide all the available information to assist bidders to prepare and submit comprehensive bid.

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5. Question: Will NERSA be able to send us presentation with minutes?

Response: Bidders will receive minutes, presentation together with a revised bid document confirming changes.

6. Question: Bidders enquired on how they should structure the electronic documents, should the CD or memory stick include both the technical and financial proposals?

Response: NERSA confirmed that the CD or memory stick should include both the technical and financial proposal but SCM will ensure that the Bid Evaluation Committee is only able to see technical proposal.

7. Question: Bidder enquired if bidders are allowed to form Joint venture and participate in the tender process?

Response: Yes, bidders are allowed but they must ensure that they submit a Joint venture agreement and a consolidated BBB-EE Certificate

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 that will be published 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.***

ITEM 6 - Closure

The meeting was closed at 11:00. Mr Ragimana 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.

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**Approval of the minutes:
Secretary:**

X. Mdluli

Xolani Mdluli (Supply Chain Officer)
Date: 14 October 2020

Approved by Chairperson:



Mr Nthupheni Ragimana (HOD: SCM)
Date: 14 October 2020