



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

MINUTES OF THE BRIEFING SESSION MEETING FOR TENDER NO. H12/054: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT LEASE AUDIT

Date: 2012/08/20

Time: 11H00

Venue: BOARDROOM 113 GROUND FLOOR CGO BUILDING

PROCEDURAL MATTERS

1. OPENING AND WELCOME
2. ATTENDANCE REGISTER
3. EXPLANATION OF THE TERMS OF REFERENCE
4. EXPLANATION OF THE BIDDING PROCESS
5. CLOSURE

CHAIRPERSON (Project Manager)
 SERVICE PROVIDERS
 PROJECT MANAGER
 MS T MAJOZI
 MS L BICI
 MS M GABA

1. OPENING& WELCOME

Chairperson Ms L Bici welcomed everybody present.

2.ATTENDANCE REGISTER

Attendance register was circulated; service providers were requested to sign the attendance register since it was a compulsory briefing session. It was further explained that if any of the service providers do not appear on the attendance register, it would be taken that they did not attend the compulsory briefing session and will result in a bid being disqualified.

3. EXPLANATION OF THE TERMS OF REFERENCE

Ms L Bici unpacked the terms of reference to the bidders on a presentation attached. The following topics/headings were covered:

- Purpose of these Terms of Reference
- Objective
- Background Information
- Objectives of the Services to be provided
- Scope of the Work and Expected Outputs
- Exclusions from this Project
- Required Expertise of the Team
- Project Management and Governance and Protocol
- Project Timelines
- Logistics
- format of proposal
- evaluation criteria
- compulsory briefing session
- empowerment
- conflict of interest
- Closure
- Questions

The following questions were asked by the prospective bidders and were responded as follows:

QUESTIONS	ANSWERS
1. What interest is referred to in terms of the Declaration (PA11)	Interest in this context refers to persons in the employ of the State and/or with any person or persons acting on behalf of the State and who may directly or indirectly be involved in, and/or may be in a position to influence the adjudication and/or evaluation and/or award of this tender / bid.
2. Will property managers who represent landlords also be excluded from tendering?	Property managers who are managing leases in the Department are excluded from Bidding.
3. Do all members of the consortia have to attend the briefing?	No, if one partner attended, the attendant will serve as a representative for the consortia or Joint Venture
4. How accurate will the measuring that will take place in Phase two?	The requirement is for an absolute accuracy so that the occupied square meters reconcile with what is contained in

	the lease agreement and PMIS	
5. The CV's that are required will they apply to the whole resources or only for the key persons?	CV's for all resources to be utilised in the project will be required	
6. Are the time frames for Phase 1 reasonable and based on the short time will the best quality product be produced??	The dates will be discussed and feedback will be provided to the potential bidders by Broadcast message.	
7. Will the service provider be required to inspect all 2 788 leases?	The numbers of properties to be inspected may not necessary equate to the 2 788 lease contracts and in fact will be less. This is so as in certain instances, there may be multiple lease agreements for one building depending on the number of Departments occupying the building	
8. What is the exact number of properties to be verified?	The department will send an email containing the total number of properties to be inspected per Region	
9. Are they any set rates for travelling?	Standard AA rates will apply	
10. It will make is easier to compile the proposal if we are provided with the exact location of properties	See answer to 8 above	
11. What is the level of accuracy for the square meterage?	See answer to 4 above. In addition, the square meterage must be in accordance with SAPOA measurements	

The evaluation committee team convened an urgent meeting and resolved as follows:

- Phase 1 (backlog support): the completion date is moved to 15 December 2012
- Phase 2 Desktop audit of leasing file: the completion date is moved to 31 January 2013
- Phase 3 Business Process re-engineering: Commencement remains unchanged as February 2013

4. EXPLANATION OF THE BIDDING PROCESS

Ms T Majozi unpacked the bidding process, putting an emphasis on the following:

- Completion and signing of all PA forms and that all documents listed under PA 09 should be returned to the Department with their proposals responding/addressing the Terms of Reference.
- She explained that this is a two envelopes system; therefore there will be no public opening of proposals/bids on the date of closure of the tender, only the name of the bidder will be announced.
- She added that the correct street address for the submission of the tender documents is corner Madiba (Formerly Vermeulen) and Bosman Street, (Madiba Reception)
- It was further explained that the closing date of the tender is 09 October 2012 at 11:00 sharp.
- The bidders were encouraged to submit their tender documents on time as no documents will be accepted after the closing time.

5. CLOSURE

The Chairperson (Ms. Lydia Bici) thanked everyone for attending the meeting and declared the meeting officially closed at 12h15.

Compiled by: Matshidiso Gaba

Verified by: Ms T Majozi

Signed:

Approved by: Ms S Muthivhi (Project Manager).....

Date: 2012/09/21