



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

**Non-compulsory Briefing Meeting  
Bid No: PEQ: 03/2024**

**PROJECT: APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE EVENTS MANAGEMENT SERVICES FOR THE EPWP 20 YEARS CELEBRATION AND LAUNCH OF PHASE FIVE (5) TO HELD IN EAST LONDON: EASTERN CAPE.**

<b>Date of meeting</b>	26 March 2024
<b>Time of meeting</b>	10h00
<b>Venue of meeting</b>	Microsoft Teams
<b>Chairperson</b>	Gavin Stroebel
<b>Secretariat</b>	L. Lindi
<b>Project Leader/ Works Manager</b>	Khanyisile Sokhulu

No	Item	Responsibility
1.	<b>Opening and welcoming</b> 1.1. The Chairperson opened the meeting and welcomed everybody present. 1.2. The meeting started at 10:00	The Chairperson
2.	<b>Introduction</b> The Chairperson introduced himself and the Secretary 2.1. Mr. G Stroebel 2.2. Mr. L Lindi	All
3.	<b>Attendees</b> 3.1. The attendance was requested to clearly write their company names and email addresses	All
4.	<b>Purpose of the meeting</b> The purpose of the meeting was: 4.1. To provide a brief a background of the project. 4.2. To emphasize and highlight key SCM requirements of the bid 4.3. To give opportunities to Bidder's to ask questions for clarification 4.4. To provide clarity on any issues which might be raised by bidders.  The Chairperson emphasized bidder to go through the entire bid document. It is the responsibility of the bidders to ensure they understand and avoid unnecessary deviations from the conditions of the bid.	The Chairperson
5.	<b>Presentation by Supply Chain Management (Mr GJ Stroebel &amp; Mr L. Lindi)</b>  Mr. Stroebel and Lindi presented SCM matters in the Bid document and once again emphasized that bidders must familiarize themselves with the entire bid document. It is impossible to go through the entire bid document. It is the responsibility of the bidders. The briefing is aiming and providing a clarity on what is expected by the Department, address and highlight selective issues and to provide clarities, where required.  5.1 The Chairperson indicated that this is not a compulsory briefing meeting for Bid No: PEQ03/2024 Appointment of a service provider to render the events management services for the EPWP 20 years celebration and launch of phase five (5) to held in East London: Eastern Cape. 5.2 Date of event will be confirmed, there is no final date for the event 5.3 Bidders must familiarize them self with the entire document, the chair will deal with critical matters on the document.	All



- 5.4 Bidders must submit proof of at least one reference letter or testimonial letter of rendering a completed and successful event of at least 10 000 people (such as Presidential event or Ministerial event or Buyele Kaya or Ebubeleni etc or any event of a similar magnitude). The reference or testimonial letter must be within the past five.
- 5.5 An appointment letter is not a testimonial/ reference letter.
- 5.6 Bidder(s) must have cash flow available to pay for any onsite expenses. A confirmation, from an accredited banking/ financial institution, must be submitted with the bid and it must clearly indicate that the bidder has the minimum required cash flow available (It must be at least 50% of the bidder's bid offer)
- 5.7 The contracted bidder must submit a Structural engineering certificate on request
- 5.8 The contracted bidder must submit a Food certificate from your local municipality on request
- 5.9 Public liability Insurance of at least R 10 million will be required from the successful bidder, bidders must cater for it in their quotation in order to submit when required.
- 5.10 The bid will be evaluated according to the evaluation criteria stated in the Substantive Criteria, administrative requirement and Points for specific goals as indicated in the document.

The following sections were discussed in detail:

Special Conditions of Bid and clarification was provided on the following specific sections:

Terms of Reference

Points for Specific Goals and PA-16

Bidder's disclosure/ bidder's declaration (PA - 11)

Certification of Documents

Form of Offer (DPW07)

**After the presentation by SCM, bidders were allowed ask clarity seeking questions:**

**Question:** This bid is similar to the one which was initial send out and we was never formally notified.

**Answer:** The document will be gladly returned on request to the respective bidders, the previous one was time specific, and hence this one is send out without a date.


**Questions :**Point under 3.2 and number 6: must the finger prints be submitted with the document

**Answer:** It might only be required from the successful bidder if needed, it's under administrative responsiveness and is not a requirement that must be met at submission of the tender.

**Question:** Is the markup of the items included in the provisional sum or must it must be added to the different items?

**Answer:** No. Markup for the different items is not included in the provisional I sum . The provisional sum is a stand-alone item on its own and the markup of the other items will not be paid from the provisional sum.



	<p>Bidders must give a total price for each item in the pricing schedule, The total price per item must be inclusive of the item's mark-up, management fees and any other costs associated to render the service satisfactory.</p> <p><b>Item 11</b> is a Provisional Sum and it does not include the markup of any of the other items. The provisional sum is for unforeseen request from the Department. The use of the Provisional sum maybe used, or partially used or not used.</p> <p><b>Item 12:</b> Bidders must indicate their markup percentage on the provisional sum amount in Item 12 and calculated the R-value. If there is a need to use the provisional sum or a portion of the provisional sum, the Department will ask the winning bidder for a quote / quotations. The percentage markup indicated will apply.</p> <p>The Total Bid price before Vat will therefore be calculated as: Item 1 + Item 2 + Item 3 + Item 4 + Item 5 + Item 6 + Item 7 + Item 8 + Item 9 + Item 10 + Item 11 + Item 12</p> <p><b>Question:</b> Is there a specific reason why we must only physically deposited bids in the tender box and not email it. <b>Answer:</b> There is adequate time to complete and submit the bid in the tender box.</p> <p><b>Question:</b> Is there a limit or is it limited area of bidders that can bid for this project. <b>Answer:</b> The bid is published nationwide and any person within RSA can bid for this project.</p>	
6.	<p><b>Distribution of Attendance Register and Minutes of the Meeting</b> The minutes and attendance registers will not be sent to bidders, but it will be published on the department website since the briefing was not compulsory.</p> <p><b>Note*</b> Bidder's may request the minutes and contact the secretariat via email to: <a href="mailto:Lulama.lindi@dpw.gov.za">Lulama.lindi@dpw.gov.za</a>/Tel: 041 408 2377 alternatively Thabisa <a href="mailto:Ngesi@dpw.gov.za">Ngesi@dpw.gov.za</a> Tel: 041 4082002</p> <p><b>For project related enquiries</b> Contact Mr. Gavin Stroebel <a href="mailto:Gavin.Stroebel@dpw.gov.za">Gavin. Stroebel@dpw.gov.za</a> / Tel: 041 402182</p>	
7.	<p><b>Questions by bidders after the closing dates:</b></p> <ul style="list-style-type: none"><li>a) All questions must be in writing ( per Email)</li><li>b) Bidders should raise questions after receiving the minutes and attendance register</li><li>c) The department will respond and include other bidders.</li></ul>	
8.	<p><b>Addendums and erratum</b> N/A</p>	
9.	<p><b>Postponement of Bid Closing Date (if applicable)</b> None at the time</p>	
10.	<p><b>Closure</b></p> <ul style="list-style-type: none"><li>10.1. The Chairperson thanked all bidders for attending.</li><li>10.2. The Chairperson closed the meeting at 11h05</li></ul>	The Chairperson
11.	<p><b>Minutes approved by:</b></p> <p>Chairperson </p> <p>Date: <u>03/04/2024</u></p>	

## ATTENDANCE REGISTER

Dear All

This attendance is just a screenshot and is incomplete. It does not include all the bidders who attended. This was due to technical reissues with the recording, the Department is unable to provide a download of all the bidders who attended.

### Participants

Name	First join	Last leave	In-meeting duration	Role
GS Gavin Stroebel Gavin.Stroebel@dpw.gov.za	10:00	11:15	1h 14m 41s	Organiser
S SANDAKAHLE	10:01	10:03	1m 18s	Attendee
SG SGC Global	10:01	11:06	1h 4m 23s	Attendee
R Ribo	10:01	10:40	38m 27s	Attendee
BC Beverly Chauke beverly.c@africanpg.co.za	10:01	11:06	1h 4m 20s	Attendee

Name	First join	Last leave	In-meeting duration	Role
BC Beverly Chauke beverly.c@africanpg.co.za	10:01	11:06	1h 4m 20s	Attendee
TM Tae Marketing And Events Man...	10:01	10:35	33m 40s	Attendee
ND Noxolo Dyantyi	10:01	10:07	5m 50s	Attendee
S Sandile	10:01	10:39	37m 40s	Attendee
DE Da Brains Events	10:01	11:06	1h 4m 23s	Attendee

Name	First join	Last leave	In-meeting duration	Role
DE Da Brains Events	10:01	11:06	1h 4m 23s	Attendee
SM Silindisihle Methula events@moshatecommunications.co.za	10:01	11:06	1h 4m 55s	Attendee
TM TAE MARKETING AND EVENTS ...	10:01	11:07	1h 5m 3s	Attendee
KM Khwezi-Lizofile Mahlamvana	10:01	10:39	37m 19s	Attendee
E Ethel	10:02	11:06	1h 4m 20s	Attendee

Name	First join	Last leave	In-meeting duration	Role
KM Khwezi-Lizofile Mahlamvana	10:01	10:39	37m 19s	Attendee
E Ethel	10:02	11:06	1h 4m 20s	Attendee
SE Sandakahle Events	10:02	11:06	1h 4m 32s	Attendee
B Lulama Lindi	10:02	11:07	1h 5m 3s	Attendee



ATTENDANCE REGISTER INCOMPLETE  
08/04/2024