


DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR THE EPWP 20 YEARS CELEBRATION AND LAUNCH OF PHASE V TO BE HELD AT EAST LONDON: EASTERN CAPE ON 01 MARCH 2024		
Tender / Quotation no:	PEU 18/2024	Reference no:	NA

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.	22 February 2024	The height of the stage must be one (1) meter above ground surface (Item 4.8)
2.	22 February 2024	The successful bidder must conduct a risk assessment and take out adequate public liability insurance for this event
3.	22 February 2024	The outdoor screens can be any suitable screens to be used an at outdoor function with a minimum 16 m ² (Item 4.2)
4.	22 February 2024	The indoor 80 inch screens can be plasma or LED or similar (Item 4.3)
5.	22 February 2024	The free standing draping must be on stage only (Item 6.4)
6.	22 February 2024	The ablution facilities is withdrawn (TOR 3.4 J)
7.	22 February 2024	50 tub chairs are required at the venue (Item 5.2) 10 on stage and 40 in the marque tents (Item 4.8)
8.	22 February 2024	The breakfast will be served at the municipal holding rooms (Item 1)
9.	22 February 2024	110 table roundtables with a seating capacity of 10 people per table (item 5.3)
10.	22 February 2024	No bidder will be eliminated which did not attend the bid briefing session due network challenges and load shedding
11.		 22/02/2024

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

1. Summary

Meeting ti NTS MANAGEMENT SERVICES FOR AN EVENT TO BE HELD AT EAST LONDON: EASTERN CAPE ON 01

Attended | 88

Start time 2/22/24, 9:18:48 AM

End time 2/22/24, 12:19:19 PM

Meeting d 3h 31s

Average at 1h 8m 53s

2. Participants

Name	First Join	Last Leave	In-Meeting	Email	Participant Role
Sikelelwa I	2/22/24,	12/22/24,	12h 14m 33	Sikelelwa.I	Sikelelwa.I Organizer
Gavin Stro	2/22/24,	9 2/22/24,	1 1h 49m 29	Gavin.Stro	Gavin.Stro Presenter
Matona Fil	2/22/24,	12/22/24,	1 1h 40m 16s		Attendee
Sylvia	2/22/24,	12/22/24,	1 1h 40m 16s		Attendee
Gold And \	2/22/24,	12/22/24,	1 18m 8s		Attendee
Nozipho N	2/22/24,	12/22/24,	1 1h 41m 13	Nozipho.N	noziphofm Attendee
Sivuyise	2/22/24,	12/22/24,	1 1h 41m 1s		Attendee
Ish	2/22/24,	12/22/24,	1 1h 37m 34s		Attendee
Babalwa N	2/22/24,	12/22/24,	1 2h 14m 23s		Attendee
ORAP EVEI	2/22/24,	12/22/24,	1 1h 42m 34s		Attendee
Silverclock	2/22/24,	12/22/24,	1 1h 41m 2s		Attendee
NINIVA GR	2/22/24,	12/22/24,	1 7m 23s		Attendee
Peggy	2/22/24,	12/22/24,	1 1h 40m 34s		Attendee
Yola-Nanie	2/22/24,	12/22/24,	1 1h 44m 34s		Attendee
Lesedi	2/22/24,	12/22/24,	1 1h 5m 28s		Attendee
Tembekile	2/22/24,	12/22/24,	1 1h 39m 56s		Attendee
Lindetz Tr:	2/22/24,	12/22/24,	1 39m 5s		Attendee
Bulelani Q	2/22/24,	12/22/24,	1 1h 40m 56	20100546: 20100546:	Attendee
Tebello Nd	2/22/24,	12/22/24,	1 1h 40m 23	tubz@mol tubz@mol	Attendee
Chumisa N	2/22/24,	12/22/24,	1 1h 40m 22s		Attendee
Nontlahla	2/22/24,	12/22/24,	1 24m 39s	nontlahla@ nontlahla@	Attendee
Kusasaeth	2/22/24,	12/22/24,	1 44m 15s		Attendee
LYNM HOL	2/22/24,	12/22/24,	1 15m 25s		Attendee
Lumka Tet	2/22/24,	12/22/24,	1 1h 39m 27s		Attendee
Unaty Sop	2/22/24,	12/22/24,	1 1h 41m 18s		Attendee
Eletheo Cc	2/22/24,	12/22/24,	1 1h 19s		Attendee
Naledi-Sim	2/22/24,	12/22/24,	1 1h 40m 19s		Attendee
Alex Bouw	2/22/24,	12/22/24,	1 54m 17s		Attendee
Sinalo Ntu	2/22/24,	12/22/24,	1 1h 40m 49s		Attendee
ROSINA	2/22/24,	12/22/24,	1 2h 14m 21s		Attendee
KWENA	2/22/24,	12/22/24,	1 1h 43m 59s		Attendee
Naledi	2/22/24,	12/22/24,	1 7s		Attendee
Mdiga Dyn	2/22/24,	12/22/24,	1 4m 43s		Attendee
Gqeberha	2/22/24,	12/22/24,	1 1h 38m 50	Gqeberha: Gqeberha:	Presenter
Ravi Naido	2/22/24,	12/22/24,	1 1h 38m 46	RaviNaido: RaviNaido:	Attendee
Mziwaban	2/22/24,	12/22/24,	1 10m 42s		Attendee
Mandisa S	2/22/24,	12/22/24,	1 1h 38m 52	MandisaD: MandisaD:	Attendee
Smukelo N	2/22/24,	12/22/24,	1 1h 36m 12s		Attendee
LudweQ	2/22/24,	12/22/24,	1 5m 30s		Attendee
Patience (2/22/24,	12/22/24,	1 2h 10m 15s		Attendee

Sinazo Cer 2/22/24, 12/22/24, 1 1h 36m 10s	Attendee
Connie 2/22/24, 12/22/24, 1 1h 34m 5s	Attendee
Unique Co 2/22/24, 12/22/24, 1 1h 34m 25s	Attendee
Patience (2/22/24, 12/22/24, 1 16m 51s	Attendee
MBASA 2/22/24, 12/22/24, 1 1h 20m 43s	Attendee
YAYOH TR 2/22/24, 12/22/24, 1 1h 34m 36s	Attendee
Arthur Ma 2/22/24, 12/22/24, 1 1h 36m 26 arthur@ro arthur@ro	Attendee
kwakhany: 2/22/24, 12/22/24, 1 48m 22s	Attendee
Noluvo Mt 2/22/24, 12/22/24, 1 1h 32m 32 53216423, 53216423,	Attendee
Xolelwa Vi 2/22/24, 12/22/24, 1 1h 41m 30s	Attendee
MEDIA LET 2/22/24, 12/22/24, 1 6m 36s	Attendee
Nosiphiwo 2/22/24, 12/22/24, 1 1h 29m 11 Nosiphiwo Nosiphiwo	Attendee
Lesedi Kan 2/22/24, 12/22/24, 1 1h 27m 33s	Attendee
Yoliswa Nc 2/22/24, 12/22/24, 1 1h 27m 44s	Attendee
Mivuyo 2/22/24, 12/22/24, 1 5m 24s	Attendee
Thuli (Gue 2/22/24, 12/22/24, 1 1h 26m 19s	Attendee
Rudi 2/22/24, 12/22/24, 1 1h 26m 53 Rudi@lith: Rudi@lith:	Attendee
media led 2/22/24, 12/22/24, 1 1h 23m 42s	Attendee
senzo - wa 2/22/24, 12/22/24, 1 1h 26m 8s	Attendee
Lebo 2/22/24, 12/22/24, 1 30m 37s	Attendee
Alex Bouw 2/22/24, 12/22/24, 1 38m 51s	Attendee
Nikilita Bo 2/22/24, 12/22/24, 1 31m 44s	Attendee
Akish 2/22/24, 12/22/24, 1 54s	Attendee
Noxolo Pie 2/22/24, 12/22/24, 1 1h 21m 41s	Attendee
MEDIA LET 2/22/24, 12/22/24, 1 25m 54s	Attendee
Katrina Sp 2/22/24, 12/22/24, 1 1h 16m 14s	Attendee
Sam 2/22/24, 12/22/24, 1 1h 16m 3s	Attendee
Zethu Cor 2/22/24, 12/22/24, 1 1h 15m 52s	Attendee
Patience (2/22/24, 12/22/24, 1 1h 16m 24s	Attendee
NINIVA GR 2/22/24, 12/22/24, 1 1h 12m 53s	Attendee
VICTORY G 2/22/24, 12/22/24, 1 59m 19s	Attendee
Lungisa At 2/22/24, 12/22/24, 1 6m 13s	Attendee
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Clinton - T 2/22/24, 12/22/24, 1 1h 5m 2s	Attendee
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BE-SURE E 2/22/24, 12/22/24, 1 59m 31s	Attendee
Lungisa At 2/22/24, 12/22/24, 1 53m 42s	Attendee
Nomfusi P 2/22/24, 12/22/24, 1 56m 30s Nomfusi.P Nomfusi.P	Attendee
Lebo 2/22/24, 12/22/24, 1 52m 41s	Attendee
LULAMA L 2/22/24, 12/22/24, 1 57m 28s	Attendee
Msuthu 2/22/24, 12/22/24, 1 1h 22m 44s	Attendee
Nikilita Bo 2/22/24, 12/22/24, 1 47m 34s	Attendee
Buhle Mdu 2/22/24, 12/22/24, 1 39m 48s	Attendee
Eletheo Cc 2/22/24, 12/22/24, 1 25m 22s	Attendee
kwakhany: 2/22/24, 12/22/24, 1 35m 24s	Attendee
Noxolo Dy 2/22/24, 12/22/24, 1 31m 17s	Attendee
Eletheo Cc 2/22/24, 12/22/24, 1 9m 49s	Attendee

3: In-Meeting Activities

Name	Join Time	Leave Time	Duration	Email	Role
Sikelelwa I	2/22/24,	12/22/24,	1 2h 14m 33	Sikelelwa.I	Organizer
Gavin Stro	2/22/24,	9/22/24,	9 1m 30s	Gavin.Stro	Presenter
Gavin Stro	2/22/24,	9/22/24,	1 1h 47m 59	Gavin.Stro	Presenter
Matona Fil	2/22/24,	12/22/24,	1 1h 40m 16s		Attendee
Sylvia	2/22/24,	12/22/24,	1 1h 40m 16s		Attendee
Gold And	2/22/24,	12/22/24,	1 18m 8s		Attendee
Nozipho N	2/22/24,	12/22/24,	1 1h 41m 13	Nozipho.N	Attendee
Sivuyise	2/22/24,	12/22/24,	1 1h 41m 1s		Attendee
Ish	2/22/24,	12/22/24,	1 1h 37m 34s		Attendee
Babalwa N	2/22/24,	12/22/24,	1 2h 14m 23s		Attendee
ORAP EVEI	2/22/24,	12/22/24,	1 1h 10m 25s		Attendee
ORAP EVEI	2/22/24,	12/22/24,	1 32m 9s		Attendee
Silverclock	2/22/24,	12/22/24,	1 1h 41m 2s		Attendee
NINIVA GR	2/22/24,	12/22/24,	1 7m 23s		Attendee
Peggy	2/22/24,	12/22/24,	1 1h 40m 34s		Attendee
Yola-Nanie	2/22/24,	12/22/24,	1 1h 44m 34s		Attendee
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Kusasalet	2/22/24,	12/22/24,	1 44m 15s		Attendee
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Naledi-Sim	2/22/24,	12/22/24,	1 1h 40m 19s		Attendee
Alex Bouw	2/22/24,	12/22/24,	1 19m 55s		Attendee
Alex Bouw	2/22/24,	12/22/24,	1 34m 22s		Attendee
Sinalo Ntu	2/22/24,	12/22/24,	1 1h 40m 49s		Attendee
ROSINA	2/22/24,	12/22/24,	1 2h 14m 21s		Attendee
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Arthur Ma	2/22/24, 12/22/24, 1 1h 36m 26	arthur@ro	Attendee
kwakhanyi	2/22/24, 12/22/24, 1 48m 22s		Attendee
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Zethu Corr	2/22/24, 12/22/24, 1 1h 15m 52s		Attendee
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VICTORY G	2/22/24, 12/22/24, 1 59m 19s		Attendee
Lungisa At	2/22/24, 12/22/24, 1 6m 13s		Attendee
Media Led	2/22/24, 12/22/24, 1 28s		Attendee
Media Led	2/22/24, 12/22/24, 1 9m 14s		Attendee
Media Led	2/22/24, 12/22/24, 1 20m 53s		Attendee
Clinton - T	2/22/24, 12/22/24, 1 1h 5m 2s		Attendee
Lungiswa f	2/22/24, 12/22/24, 1 1h 1m 36s	Lungiswa.f	Attendee
Lindetz Tr	2/22/24, 12/22/24, 1 1h 2m 12s		Attendee
BE-SURE E	2/22/24, 12/22/24, 1 59m 31s		Attendee
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Nomfusi P.	2/22/24, 12/22/24, 1 56m 30s	Nomfusi.P	Attendee
Lebo	2/22/24, 12/22/24, 1 52m 41s		Attendee
LULAMA L	2/22/24, 12/22/24, 1 57m 28s		Attendee
Msuthu	2/22/24, 12/22/24, 1 1h 22m 44s		Attendee
Nikilita Boi	2/22/24, 12/22/24, 1 47m 34s		Attendee
Buhle Mdi	2/22/24, 12/22/24, 1 39m 48s		Attendee
Eletheo Cc	2/22/24, 12/22/24, 1 25m 22s		Attendee
kwakhanyi	2/22/24, 12/22/24, 1 35m 24s		Attendee
Noxolo Dy	2/22/24, 12/22/24, 1 31m 17s		Attendee
Eletheo Cc	2/22/24, 12/22/24, 1 9m 49s		Attendee

MARCH 2024



Compulsory Virtual Briefing Meeting

Bid No: PEU 18/2024

Project Description: APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR THE EPWP 20 YEARS CELEBRATION AND LUNCH OF PHASE V TO BE HELD AT EAST LONDON: EASTERN CAPE ON 01 MARCH 2024.

Date of meeting	22 February 2024
Time of meeting	10H00
Venue of meeting	Virtual Bid Briefing Meeting.
Chairperson	Mr. Gavin Stroebel
Secretariat	Ms. Thabisa Ngesi
Project Leader	Mr. Mzwabantu Ntese

No	Item	Responsibility
1.	Opening and welcoming 1.1. The Chairperson opened the meeting and welcomed everybody present.	The Chairperson
2.	Introduction The Chairperson introduced himself and allowed the Departmental Team to introduce themselves: 2.1. Mr. Gavin Stroebel (Director: SCM) 2.2. Mr. Mziwabantu Ntese (Director : EPWP) 2.3. Mr. Lulama Lindi (SCM) 2.4. Ms. T. Ngesi (SCM Secretariat) 2.5. Ms. Ruwaydah Carolus (EPWP) 2.6. Ms. Xolelwa Vilakati (EPWP)	All
3.	Attendees 3.1. The attendance register was circulated for Departmental Officials to sign. 3.2. Bidders also introduced themselves as the meeting was recorded. The Chairman mentioned that bidders who joined the meeting late, will be given an opportunity to introduce themselves before the closure of the meeting	All
4.	Purpose of the meeting 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



5. **Discussion/ Presentations**

All

5.1. The Chairperson handed over to the Project Leader for presentation.

Presentation by Project Leader.

Project Leader informed everyone that the launch will be held in East London (Absa Stadium) on the 1st of March 2024. The Project Leader also stated that the launch is expected to start at 09:00 till 14:00.

PM mentioned that 11 100 people will be expected, which will consist 500 VIP, 600 officials and 10 000 public people and EPWP.

PM also mentioned that the following high profile people will expected to attend the launch:

Deputy President
Minister
Mayors of local municipalities
Premiums office.


The following items were also discussed by the project leader as per Terms of Reference:

- Supply, delivery and erection of 2 x Marquee Tents to accommodate a total of 50 VIP Guests
- Supply and Delivery of Banquet 1100 chairs, with chair covers at the East London City Hall.
- Supply and delivery of 50 Tub Chairs at the venue
- Provision of Catering Services as per specification, including Cutlery & Crockery and serving.
- 500 drapes for VIP Chairs at the Town Hall
- Outdoor PA system for outdoors at the venue
- Video screens at the venue and marquee tents as per specification
- Power backup/ Supply Generator as per specification
- Audio Visuals Video camera and operator
- Supply and delivery of Ablution facilities – the item was withdrawn
- Co-ordination
- All other items as per the pricing schedule

After the presentation by the Project Leader, the Chairperson allowed bidders to ask clarity seeking questions:

1. May the successful bidder s use subcontracting for the project?
Yes, it will be impractical for one company to manage everything, therefore bidders are permitted to subcontract, however the department will only liaise with the winning bidder.
2. Should the stage be covered or not?
The staged must be covered.



	<p>3. Should bidders provide tables for the breakfast for VIP? The appointed service provider will be informed if there's need to provide tables for breakfast.</p> <p>4. Were the 110 table required tested if they will fit for the space provided? Yes, a confirmation has been received that we the City Hall has enough space.</p> <p>5. Should the bidders submit their bid documents with the Structural Engineering Certificate? The requirements for a Structural Engineering Certificates is administrative. The structural Engineering Certificate must be submitted only after the marquee tents has been erected. .</p> <p>6. May bidders submit their own Sworn Affidavits or must they use the format provided in the bid document? Yes, bidders may submit their own Sworn Affidavits.</p> <p>7. It the dripping required on stage and breakfast area? Dripping is only required on stage.</p> <p>8. A bidder enquired why Public Liability Insurance is not a requirement in the bid. The Department indicated that its an omission and the Department will revert back and it will be indicated on the erratum/ addendum.</p> <p>9. What is the timelines and requirements for a close-out report as this may delay payments if not clarified in advance? The requirements for a close-out report will be discuss with the successful bidder. The Department is committed and obligated to pay a within 30 days after a service has been rendered satisfactory.</p> <p>10. Time frames for cleaning? Cleaning will be done separately and bidders should not quote for the cleaning.</p> <p>11. Will the register for opening of tenders be sent to bidders? Yes, all bids received will be recorded and be published on the departmental website. The Department will also sent it to bidders should they request it.</p>	
6.	<p>Addendums/ Erratums/ Corrections/ Clarities</p> <p>12. The following specifics were cleared up in the meeting:</p> <ul style="list-style-type: none">a) The ablution facilities is withdraw (TOR 3.4 J)b) The free standing draping must be on stage only (Item 6.4)c) The breakfast will be served at the municipal holding rooms (Item 1)d) 50 tub chairs (and not 40) are required at the venue (Item 5.2) of which 10 on stage and 40 in the marquee tents (Item 4.8)e) It is 110 table roundtables with a seating capacity of 10 people per table (item 5.3)f) All addendums/ erratums will be issued per DPW 21	
7.	<p>Note* If the bidder didn't receive the minutes it is their responsibility to contact the secretariat via email to:</p> 	



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

thabisa.ngesi@dpw.gov.za / Tel: 041 408 2009

For project related enquiries Contact Mr. M. Ntese.
mzubantu.ntese@dpw.gov.za / Tel: 041 408 2029

8. **Closure**
- 8.1. The Chairperson thanked all bidders for attending.
 - 8.2. The Chairperson closed the meeting at 12H00

The
Chairperson

Minutes prepared by:

Secretariat F. Ntese

Date: 22/02/2024

Minutes approved by:


Chairperson G.J. STROEBEL

Date: 22/02/2024