

## MINUTES OF THE SITE BRIEFING

TENDER NUMBER: g-Fleet RFT: 14/07/2025		Date: 05 December 2025
Appointment of a Service Provider for Provision of Professional Financial and Asset Verification Services.		
Venue: g-Fleet Management (Wellness Centre)		Time: 10H00
Project Manager: Ms. Andiswa Gingqi		
Chairperson: Mr. Thulani Mkwanaazi		
ATTENDEES	APOLOGIES	ABSENT
Mr. Thulani Mkwanaazi	Ms. Andiswa Gingqi	
Mr. Thabo Twala		
Mr. Tiisang Ditshego (Probity Audit- Nakede Management Services)		

Agenda / Items	Discussions / Decisions	Responsibility
1. Opening & Welcome	The Chairperson of the day opened and welcomed everyone present and confirm meeting officially open.	Mr. Thulani Mkwanaazi
2. Attendance Register	<p><b>Apologies:</b></p> <p><b>Ms. Andiswa Gingqi</b> sent her apology, indicating that she is not feeling well.</p> <p>It was agreed that all members present, were going to sign the attendance register.</p>	BSC members attended
3. Adoption of the Agenda	Site briefing	All attendees
4. Business of the day	<p>Mr Mkwanaazi took the potential bidders through the tender document making emphasis on the following:</p> <ul style="list-style-type: none"> <li>➤ The terms of reference</li> <li>➤ Tender Notice (Procurement requirements)</li> <li>➤ Vehicle Locations</li> <li>➤ Pricing schedule</li> <li>➤ Integrity pact for businesses</li> </ul>	

	<p>As he was going through the Tender notice it was noted that on page 4, section 2.2, the total points to be scored were incorrectly allocated as 10 instead of 15.</p> <p>Thereafter he opened the floor for questions:</p> <p><b>Rudzani Rambau- BDO</b></p> <p><b>Question</b></p> <p>How will the department coordinate the physical verification of 6500 vehicle without disrupting the operation schedule, especial vehicle outside the Gauteng province.</p> <p><b>Answer</b></p> <p>You will be work with g-fleet, key accounts managers. Each Key manager is responsible for a site.</p> <p><b>Question</b></p> <p>Will there be a system provided for the verification?</p> <p><b>Answer</b></p> <p>No, service providers will have to use their own system</p> <p><b>Question</b></p> <p>What government framework will be applied to ensure independency and avoid conflict of interest when performing the verification. Particularly where finance leases are involved?</p> <p><b>Answer</b></p> <p>The entity is on GRAP, therefore GRAP requirements must be met.</p> <p><b>Question</b></p> <p>Is it physical verification only and not a typical inspection?</p> <p><b>Answer</b></p> <p>It is more of a physical verification to verifying the existence of the vehicles.</p>	
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**Percy Machaka- RCA and Company**

**Question**

Should the information of the unemployed youth be submitted at submission of the tender file or when the company is appointed?

**Answer**

Service providers are encouraged to recruit unemployed youth, it is therefore expected that service providers will find youth that meets this requirement and engage them with an intention of employing them when they are appointed. Meaning their CV's must be submitted at closing of the tender.

**Question**

In terms of terms of the service required is it only confined to verification of vehicles or even other assets?

**Answer**

The focus should only be on vehicles.

**Refiloe Tlokoana- Batho Pele Advisory**

**Question**

Are there any findings in respect of the valuation from the Auditor General?

**Answer**

Yes, we did have findings relating to the valuation.

**Sathia Pillay- Nexia**

**Question**

In case the project starts in April, the four months is going to be after the finalisation of the audit which means that the information on asset verification cannot be used. In that case how is this going to be worked around?

**Answer**

If that happens the project manager will have to find a solution by making sure that current processes continue. The entity has a full asset team that does asset verification at year-end, such process will continue in this case.

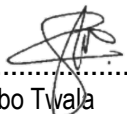
**Question**

The pricing schedule does not reflect VAT, should a company include VAT

	<p>when quoting.</p> <p><b>Answer</b></p> <p>Yes, you must include VAT if your company is VAT registered.</p> <p><b>Abdullah Seedat- Khanyisa Forensic</b></p> <p><b>Question</b></p> <p>Will we be required to rely on the current tracking devices or should we introduce answers to the current tracking device or introduce the new one altogether?</p> <p><b>Answer</b></p> <p>Yes, however not in the first four months of the project where physical verification is required.</p> <p><b>Question</b></p> <p>Are we going to have access to the reports from the external stakeholders such as the Wesbank such as those relating to filling of petrol?</p> <p><b>Answer</b></p> <p>Yes, g-FleeT will provide the reports from the external stakeholders.</p> <p><b>Question</b></p> <p>What happens if the Project leader possesses the NQF Level 8, but they are not registered with any professional bodies?</p> <p><b>Answer</b></p> <p>It is mandatory that the Project Leader be registered with SAICA, ACCA or SAIPA and therefore the company will be disqualified.</p> <p><b>Motsejoa Khoapai- SDM Consulting</b></p> <p><b>Question</b></p> <p>How many vehicles have incorrect valuation?</p> <p><b>Answer</b></p> <p>There none in the previous audit, however there were previously which resulted in the need for this project to be implemented.</p>	
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<b>5. Resolutions</b>	It was resolved that the points on page 4, section 2.2 will be amended, VAT will be added on the pricing schedule and all the questions that Mr. Mkwanazi could not answer due to the absence of the Project Manager will be responded on the e-tender portal.	ALL members
<b>6. Closure</b>	<p>The Chairperson thanked all the attendees present for their attendance and their contribution.</p> <p>The meeting declared officially adjourned around 11h30.</p>	Mr. Thulani Mkwanazi

**Compiled by:**

  
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Mr. Thabo Twala  
Secretariat

Date: 10 December 2025

**Adopted by**

  
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Mr. Thulani Mkwana  
Chairperson

Date: 10 December 2025