



MINUTES OF MEETING

COMPULSORY SITE INSPECTION AT SIVUYILE FACILITY ON THURSDAY, 03 SEPTEMBER 2026 at 10h00

BID SD02/2026-2027: APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF HOME-BASED CARE SERVICES AT THE SIVUYILE RESIDENTIAL FACILITY SITUATED AT STIKLAND HOSPITAL FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF FIVE (5) YEARS.

Bid Advertised: Monday, 24 August 2026 (per e-Tender Portal)

Bid Closure: Monday, 21 September 2026 (11h00)

AGENDA

1. WELCOME & INTRODUCTION
2. SIGNING OF ATTENDANCE REGISTER
3. INSPECTION OF FACILITY
4. ISSUING OF COMPULSORY SITE INSPECTION ATTENDANCE CERTIFICATE
5. CLOSURE

Bids must be deposited (hand delivered or via courier on or before closing date and time stipulated above) in the bid box situated at:

Ground Floor, 14 Queen Victoria Street, Union House, Cape Town, 8001

Enquiries relating to bid document and technical enquiries can be directed via DSD.BidAdmin@westerncape.gov.za

- The due date for any queries related to this bid will be **07 September 2026**.
 - The Department will publish all answers on the e-Tender portal by no later than **14 September 2026**
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AGENDA	MINUTES										
1. Welcome & Introduction	Ms Rodrigues opened the meeting at 10h00 and welcomed everyone present. She gave a brief background of the Facility, its structure and the type of patients that receives the care are at the Facility.										
2. Signing of Attendance Register	Bid Administration circulated the Attendance Register for all prospective bidders to complete. Departmental Representatives: <table> <tr> <td>Ms J. Rodrigues</td><td>Centre Manager: Sivuyile</td></tr> <tr> <td>Ms Kylene Brookes</td><td>SCM: Demand Management</td></tr> <tr> <td>Ms Thabisa Maseti</td><td>SCM: Bid Administration</td></tr> <tr> <td>Mr. Enoch George</td><td>SCM: Logistics (Intern)</td></tr> <tr> <td>Mr. John McKay</td><td>SCM: Bid Administration</td></tr> </table> Prospective Bidders: See Attendance Register	Ms J. Rodrigues	Centre Manager: Sivuyile	Ms Kylene Brookes	SCM: Demand Management	Ms Thabisa Maseti	SCM: Bid Administration	Mr. Enoch George	SCM: Logistics (Intern)	Mr. John McKay	SCM: Bid Administration
Ms J. Rodrigues	Centre Manager: Sivuyile										
Ms Kylene Brookes	SCM: Demand Management										
Ms Thabisa Maseti	SCM: Bid Administration										
Mr. Enoch George	SCM: Logistics (Intern)										
Mr. John McKay	SCM: Bid Administration										
3. Inspection Of Facility	Ms Rodrigues guided all prospective bidders on a walkthrough of the Sivuyile Facility, where they familiarized themselves with the layout of the Facility and gaining an understanding of the patient care requirements.										
4. Issuing of Compulsory Site Inspection Attendance Certificate	After the Site Inspection, all bidders present were issued with a signed, date stamped Compulsory Site Inspection Attendance Certificate. - Ms Kylene Brookes reminded all bidders of the Compulsory Briefing Session (Webinar), scheduled for Friday, 04 September 2026 at 10h00. - The details of the webinar were included per the Attendance Certificate. - Mr John McKay reminded prospective bidders to include the Site Inspection Attendance Certificate to their bid proposals / submissions.										
5. Closure	Ms Rodrigues thanked everyone present for their input and attendance. The meeting adjourned at 10h50.										
Approval / Acceptance of Minutes These minutes were considered and approved as a true and correct record of the proceedings of the Compulsory Site Inspection at Sivuyile Facility, held on Thursday, 03 September 2026. _____ MR. JA MCKAY ASD: BID ADMIN											