

BRIEFING MINUTES- HO/INTERSITE/55/08/2026			
Tender No.:	HO/INTERSITE/55/08/2026		
Description:	REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER FOR PROCUREMENT OF MARKETING (DIGITAL MARKETING, DESIGN AND PRINT, PRINT MEDIA AND ONLINE ADVERTISING AND PROMOTIONAL MATERIALS) ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF SIX (6) MONTHS.		
Briefing	25 August 2026	RFQ Close	26 August 2026 @ 12:00
Date:	10:00		
Author	XITSEMBISO BALOYI (XB)		

ITEM NO.	DESCRIPTION	
1.	OPENING AND WELCOME Ms Xitshembiso Baloyi opened the meeting at 10:30 She welcomed all the attendees. Ms Noluvuyo Halana, the project manager.	
2.	AGENDA Ms Baloyi from SCM section provided an overview of the purpose of the briefing session and confirmed if bidders are in the right place.	
3.	Clarifications/queries prior to the closing of the RFQ must be channelled through Xitshembiso Baloyi : Xitshembiso.Baloyi@prasa.com	
4.	EVALUATION AND METHODOLOGY CRITERIA Ms Xitshembiso advised that the RFQ will be evaluated in 3 different stages	

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5.	STAGE ONE: COMPLIANCE REQUIREMENTS		
	The attendees were told that the compliance include mandatory and Other-mandatory documents. a) Bidders were advised to fill and sign the correct closing/submission register on submission of tender documents. Failure to do so will lean to an automatic disqualification. : There are non-mandatory documents listed on the RFQ that needs to be completed and submitted Ms Xitshembiso emphasised to the bidders that they must complete the RFQ document and sign the declarations.		
6.	EVALUATION CRITERIA		WEIGHT
	A	Company's Years of Relevant Experience	10%
	B	Experience Across the Required Service Areas	10%
	C	Number of Successfully Completed Relevant Projects	10%

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D	Digital Marketing Team Capability	10%
E	Creative Content and Multimedia Team Capability	10%
F	360°/VR Production and Event Deployment Experience	10%
G	Promotional Items Production and Delivery Capacity	20%
H	Promotional Product, Apparel and Branding Capability	10%
I	Regional Service Delivery Capability	10%
	TOTAL	100%
	STAGE THREE: PRICING AND SPECIFIC GOALS This bid will be evaluated in terms of the 80:20 principle. This means out of a score of 100; a maximum of 80 points will be allocated to the price and a maximum of 20 points will be allocated to the bidders' preference based on Specific goals which were explained in detail. It was highlighted that the Acceptable evidence on Black Woman owned specific goal stated CIPC Documents/ B-BBEE Certificate/affidavit/ Sanas instead of Certified Copy of ID Documents of the Owners.	

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7.	SCOPE OF WORK Ms Noluvuyo from Marketing Department took the bidders through the scope of work. Ms Halan highlighted contradiction of the minutes of corporate video on the Specification and pricing schedule, bidders were informed that correction will be made and addendum will be issued to clarify the changes.	
8.	Questions and Answers Question 1 – Are the Bidders only expected to design and print the brochures. Answer 1 – there is a level of copy writing that will be expected from you at the end Question 2 – Are we required to submit 10 references for each project? Answer 2 – Yes, you can provide all 10 reference letters Question 3 –Kindly clarify for us in relation to the references. Kindly confirm if Appointment Letters supported by a portfolio of evidence would suffice? The RFQ's requirements are diverse, so having a reference for each of the requirements within 2 days might be challenge Answer 3 – bidder was advised to send email and all bidders were informed that the response that will come from the Project Manager will be communicated to the bidders.	
9.	BID CLOSING DATE the closing date, time and place for submission is 28 August 2026 @12h00 Addressed to: UMJANTSHI HOUSE	

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	30 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG Bidders must make sure that they sign the correct submission register on submission of tender documents.		
10.	CLOSURE Chairpersons closed the meeting and thanked every member for coming.		
	Ms Xitshembiso Baloyi SCM Buyer	Signature: <i>Xk baloyi</i>	Date: 26 August 2026
	Ms Noluvuyo Halana End User	Signature: <i>N Halana</i>	Date: 26 August 2026