

MINUTES OF THE BRIEFING SESSION HELD ON: THURSDAY, 22 MAY 2025 @ 10:00 TO 10:25 – MS TEAMS VIRTUAL MEETING
BID NUMBER: NERSA/2526/IRM/PNI/BID002

Attendance Register	
<u>NERSA REPRESENTATIVE:</u>	<u>APOLOGY</u>
<ol style="list-style-type: none"> Thandeka Jamba (HOD: IRM) Phumzile Nkosi (Knowledge Manager) Zodwa Nkosi (SCM Manager) Tebogo Murathi (Supply Chain Officer) Mlingani Mavimbela (Senior SCM Officer) Mpho Phosa (Librarian) 	<ol style="list-style-type: none"> David Mashiane (Legal Advisor) – On leave
ITEM 1 Opening and Welcome	
1	<ol style="list-style-type: none"> Mr Mavimbela declared the meeting open at 10:00, welcomed all present and introduced the NERSA team. He confirmed to the attendees that the briefing session was for the appointment of a service provider to provide the National Energy Regulator of South Africa with Online/Electronic Periodical Publications for a period of four (4) years. Bidders were forwarded the link to join the meeting. The attendees were informed that the meeting is a non-compulsory briefing session and that bidders who did not attend the session are welcome to submit their proposals and will be considered for evaluation. Therefore, bidders that did not attend the meeting will not be disqualified. He took attendees through the rules for the virtual briefing session as follows: <ul style="list-style-type: none"> Keep your video camera off at all times during the meeting. Use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking. Participants are discouraged from connecting into two devices as this also gives bad audio feedback. To get the attention of the presiding officer (Chairperson), participants should raise their hands and once permitted to speak should unmute the mic and mute at the end of providing input. Immediately after making input, always ensure that the hand is lowered to avoid a lingering hand. During the time of speaking, participants are required to be precise in order to save time. Participants to ensure that they have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable. The chatroom should only be used to communicate a message to the Chairperson or any matter pertaining to the meeting. Private chats should be kept private in the chatroom and not be visible to other participants, and Any comment/statement made in the chatroom may constitute an official record of the meeting. He stated that it is assumed that all attendees have read/studied the bid document to disseminate key information to assist them regarding the SCM procedures and technical requirements to allow them to have a common understanding of the bidding requirements in order to prepare a suitable proposal. Therefore, the session is mainly for clarification purposes. It is the responsibility of bidders to take their own notes or recordings of the discussions and clarifications during the session in order to prepare a suitable proposal.

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	<p>1.7 Bidders were afforded an opportunity to send their questions from the date of bid publication on 12 May 2025. However, bidders can further send queries relating to briefingsessions@nersa.org.za no later than 12h00 on 23 May 2025 and should quote the bid reference number on the email. No clarification or query will be attended to after this date and time. Telephonic requests for clarification will not be accepted.</p> <p>1.8 Responses to the queries will be circulated together with the briefing session minutes on 26 May 2025 to all attendees and non-attendees.</p>
<p style="text-align: center;">ITEM 2 Supply Chain Management Processes</p>	
2	<p>Mr Mavimbela gave a detailed description of the Supply Chain Management (SCM) processes as follows:</p> <ul style="list-style-type: none"> The Closing Date and Time for the bid submission is 02 June 2025 at 11:00 as per the official Telkom time (Dial 1026). Late bids will not be accepted by NERSA under any circumstances. Bid Validity period is 120 Business Days from the Closing Date to 01 October 2025. Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids. One original version plus a USB that contains the duplicate of the original submission i.e. that includes the bid document with all its attachments. The memory stick will be used by each panel member of the Evaluation Panel for evaluation purposes. NERSA shall not make copies or duplicate the USB of bidder's proposals in order to ensure that NERSA is not accused of changing the content of bidder's documents. Submission of proposals must be delivered/couriered to reach the offices by closing date and time to: The Procurement Manager, NERSA, Tender Box, Kulawula House, 526 Madiba (Vermeulen) Street, Arcadia, Pretoria. The bid evaluation process shall be carried out in Three (3) stages namely: Stage 1: Administrative Requirements, Stage 2: Selection Criteria (minimum score of 60 points) and Stage 3: Price and Specific Goals. On stage 1: CSD registration summary report, SARS Tax Compliance unique PIN letter, Valid B-BBEE Certificate, Sworn Affidavit for EMEs and all standard bidding forms must be fully completed and signed in ink, namely Bidder's Disclosure and Preference Points Claim. On stage 2: All proposals who score less than 60% on selection criteria, which is 60.00 points out of 100 points will not be considered further and will be regarded as having submitted a non-responsive bid. On stage 3: The evaluation will be on the 80/20 preference point system whereby Price = 80 and Specific goals = 20 (Final score out of 100). Therefore, bidders should draft their proposals to address selection criteria and do cross reference to ensure ease of access of documentation by the evaluation panel. All the special conditions of the bid from page 25 to 35 of the bid document must be accepted by confirming a response to each paragraph, and any deviation should be indicated in the provided response section. However, NERSA reserves the right not to accept any deviations as these conditions are in line with the Government General Conditions of Contract (GCC) that may not be amended. Bidders should also refrain from using their own Terms & Conditions that will be contradictory to the special conditions of the bid and GCC. Failure to withdraw/waive or to renounce the bidder's own Terms & Conditions, when called upon to do so, may invalidate the bid. A SARS pin letter must be submitted to enable NERSA to view the taxpayer's profile and tax status. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of SARS pin letter/CSD Number. Bidders are required to submit reference check letters for all projects on the track record as part of the proposal by Monday, 09 June 2025 at 16:00 to briefingsessions@nersa.org.za. A template for reference check letters that must be completed by the referees in the prescribed

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	<p>format only is on page 21 of the bid document. This document must be completed by the referee and included in the bid submission. Alternatively, an existing reference letter may be used for this purpose provided it contains all information required in the NERSA standard template and must not be older than three years. <i>Completion of the Track Record Table is compulsory as bidders will <u>score zero points</u> on evaluation criteria if not submitted and <u>no points</u> will be allocated for reference letters older than 3 years per project.</i></p> <ul style="list-style-type: none"> • NERSA may contact references provided in this bid. A minimum of three positive references will be acceptable. We further retain the discretion to appoint and conclude this bid. • The successful bidder may be subjected to security screening/vetting process.
<p align="center">ITEM 3 Technical process</p>	
3	Ms Jamba summarised the technical service required on page 15-20 of the bid document including the evaluation criteria on page 14 of the bid document.
<p align="center">ITEM 4 Questions and answers</p>	
4	<p>4.1 In view of the requirement for bidders to provide NERSA with 26 titles to score 40 points, how will bidders be scored should a title be available on open access? Bidders should indicate on the bid document that they can supply the title and provide an explanation on the comment's column of Table 1, which is informed by the requirement that bidders will need to ensure that NERSA has access to the title in line with the requirements of paragraph 4.1 to 4.11 among others of the terms of reference. Bidders should also indicate the cost of the title on the pricing schedule.</p> <p>4.2 If a title can only be ordered directly from the publisher, meaning that bidders cannot supply the title, does this mean that bidders will score 0 points? If a title can only be ordered directly from the publisher, bidders should indicate that they can supply the title and provide an explanation on the comment's column of Table 1, which is informed by the requirement that bidders will need to ensure that NERSA has access to the title in line with the requirements of paragraph 4.1 to 4.11 among others of the terms of reference.</p>
<p align="center">ITEM 5 Closure</p>	
<p>The meeting was closed at 10:25. Mr Mavimbela requested bidders to ensure that they deliver their bid documents before 11:00 on 02 June 2025 as no late bid will be accepted after the closing date and time.</p> <p>Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping off the bids.</p> <p>He thanked the attendees for showing interest to bid and for their participation during the session.</p>	

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Approval of the minutes by:

Tebogo Murathi

Ms Tebogo Murathi (Supply Chain Officer)

Date: 22 May 2025

TJamba

Thandeka Jamba (HOD: IRM)

Date: 26 May 2025