

**STRICTLY CONFIDENTIAL**

**TYPE OF MEETING** : *Non-Mandatory Tender Briefing Meeting: Contract No CDC/13/25 et al - Appointment of Preferred Service Providers for the Provision of Marketing and Communications Services for the Coega Development Corporation*

**MEETING NO** : *1/2025*

**DATE** : *08 December 2025*

**TIME** : *11H00*

**VENUE** : *Virtual/Teams*

ITEM	DESCRIPTION	ACTION
1.	<b>INTRODUCTION / WELCOME</b>  (a) The chairperson welcomed everyone present. (b) The chairperson introduced himself and allowed the Coega Development Corporation (CDC) representatives to introduce themselves as well. (c) CDC representatives introduced: (1) Gideon Hector –Procurement Officer/ Meeting Chairperson (2) Ayanda Bambiso – Marketing Unit Head (3) Ntombentsha Yaya- Marketing Unit (4) Kanya Mlauli – Sustainability Unit (5) Masibulele Bango – Scriber, CDC Supply Chain Unit	
2.	<b>AGENDA</b>  (a) The chairperson took bidders through the agenda covering the following: 1. Welcome / introduction 2. Background and scope of work 3. Health and safety requirements 4. Procurement Matters and Pricing Schedule 5. Questions and answers 6. Closure	
3.	<b>PROJECT BACKGROUND</b>  The Marketing and Communications Business Unit of the CDC provides services to the entire Coega Development Corporation (CDC) business, including the sub brands. To	

	<p>deliver on this mandate, the Unit requires the appointment of experienced and capable service providers who can support the full spectrum of marketing, brand management, strategic communications, digital and media services. These partners will be integral in elevating CDC's market positioning, expanding reach across priority segments, and ensuring consistent, credible, and impactful communication across all platforms and touchpoints. The work of these service providers will directly support the CDC's growth ambitions, promote organisational achievements, and reinforce the corporation's reputation as a trusted leader in sustainable industrial development.</p> <p>The services will be required as and when, and the contract duration is 36 months.</p>																													
4.	<p><b>SCOPE OF WORK</b></p> <p>The detailed requirements and scope of works encompass the following services:</p> <table border="1"><thead><tr><th>NO.</th><th>CONTRACT NUMBER</th><th>PROJECT NAME</th><th>MAXIMUM NO OF SERVICE PROVIDERS REQUIRED PER OFFICE</th></tr></thead><tbody><tr><td>1.</td><td>CDC/13/25</td><td>Advertising and Marketing</td><td>3</td></tr><tr><td>2.</td><td>CDC/14/25</td><td>Public Relations</td><td>3</td></tr><tr><td>3.</td><td>CDC/16/25</td><td>Digital &amp; Online</td><td>3</td></tr><tr><td>4.</td><td>CDC/17/25</td><td>Events Management</td><td>3</td></tr><tr><td>5.</td><td>CDC/18/25</td><td>Printing Services</td><td>3</td></tr><tr><td>6.</td><td>CDC/19/25</td><td>Branded Corporate Merchandise</td><td>3</td></tr></tbody></table> <p><b>(I) Advertising and Marketing Services:</b></p> <p><b>(a) The service provider will be required to develop a brand campaign for the CDC:</b></p> <p><b>Advertising and Marketing Services:</b></p> <p class="list-item-l1">(i) a direct marketing campaign, creating concepts and messaging, producing all creative and copywriting, and preparing a detailed advertising plan or media schedule. Bidders must also manage media placements, monitor performance, and report results to support the CDC's objectives.</p> <p class="list-item-l1">(ii) Book, manage, and pay for media space on behalf of the CDC, as and when required, across both local and international media platforms. This includes securing competitive rates, coordinating placements, and ensuring timely flighting of all approved advertising.</p> <p class="list-item-l1">(iii) Submit proof of confirmation of "Credit Terms" from the media houses of not less than R1 million per quarter or R4 million per annum.</p>	NO.	CONTRACT NUMBER	PROJECT NAME	MAXIMUM NO OF SERVICE PROVIDERS REQUIRED PER OFFICE	1.	CDC/13/25	Advertising and Marketing	3	2.	CDC/14/25	Public Relations	3	3.	CDC/16/25	Digital & Online	3	4.	CDC/17/25	Events Management	3	5.	CDC/18/25	Printing Services	3	6.	CDC/19/25	Branded Corporate Merchandise	3	
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- (iv) Provide full production services for outdoor branding, including design adaptation, printing, fabrication, and delivery of all approved outdoor and indoor branding materials.
- (v) To submit a close-out report upon completion of each project.

**(II) Public Relations Services;**

- (a)** The service provider is required to undertake the following Public Relations (PR) services when required by the CDC:
  - (i) To provide strategic public relations support to the CDC as needed. This includes developing PR and media plans that strengthen the CDC's share of voice while mitigating reputational risk;
  - (ii) Offer stakeholder management support in all areas where the CDC operates, including potential engagements elsewhere on the African continent; and
  - (iii) Provide the latest qualitative and quantitative PR metrics, supported by clear reporting dashboards on all CDC PR services undertaken.
  - (iv) To submit a close-out report upon completion of each project

**(III) Digital and Online Services;**

- (a)** The service provider is required to perform the following services when required by the CDC:
  - (i) Develop mobile applications for the CDC, including full support across Android, iOS and other relevant operating systems or platforms.
  - (ii) Support the enhancement, maintenance, and ongoing development of the CDC website, including .NET, CMS, digital functionalities and any related online services.
  - (iii) Provide comprehensive Search Engine Optimisation (SEO) services for all CDC websites, including analytics, performance monitoring, and recommendations to improve visibility and ranking.
  - (iv) To submit a close-out report upon completion of each project

**(IV) Event Management Services.**

- (a)** The service provider is required to perform the following services when required by the CDC:
  - (i) Support the CDC in the management of small (up to 150 people), medium (between 151 and 500), and large events (beyond 500 people) as per the event management plan provided by the CDC.

<ul style="list-style-type: none"><li>(ii) Provide the CDC with the advanced digital guests management systems for RSVPs and registration;</li><li>(iii) Utilise the latest South African Government Protocol on events management. In addition, the service provider must have the experience in hosting Government events which include Officials, Diplomats, Presidency, etcetera.</li><li>(iv) Provide live streaming services for digital platforms, including social media, such as on Facebook, X, and YouTube, to name but a few;</li><li>(v) CDC with event related services, e.g. Deco, Furniture, Tents, Catering etc.</li></ul>
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**(V) Printing Services;**

<ul style="list-style-type: none"><li><b>(a)</b> The service provider is required to perform the following services when required by the CDC:<ul style="list-style-type: none"><li>(i) Provide high quality printing services using modern technology, covering but not limited to items such as corporate folders, large sized compliance posters, and specialised publications including the CDC Annual Report (full-colour, varnished, laminated covers, high-grade paper, and perfect binding). These examples illustrate the scope of work; however, CDC may request additional print products as required.</li></ul></li></ul>
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**(VI) Corporate Banded Merchandise Services;**

<ul style="list-style-type: none"><li><b>(a)</b> The service provider is required to perform the following services when required by the CDC:<ul style="list-style-type: none"><li>(i) Provision of high-quality corporate branded merchandise to support the CDC's brand visibility and stakeholder engagement efforts;</li><li>(ii) Be able to customize and supply a broad range of branded items, making use of the latest product ranges available in the corporate merchandise industry; and</li><li>(iii) Provide the latest catalogue of currently available corporate gifts in the Continental regions to which the service provider has access.</li></ul></li></ul>
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**5. HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS**

<p>The successful Tenderer will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and SHEQ Management systems, National Environmental Management Act, Act ( 107 of 1998), read with all relevant legislations throughout the duration of the contract;</p> <p>This includes, but is not limited to, risk management, safe work practices, environmental stewardship, ethical conduct, and continuous improvement.</p>
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6.	<p><b>PROCUREMENT MATTERS AND SPECIFIC GOALS REQUIREMENTS</b></p> <p><b>Bids will be evaluated on Three (3) stages:</b></p> <p><b>Timeous Submission</b></p> <ul style="list-style-type: none"><li>• All bids must be submitted before the closing date and time.</li><li>• Bids must be submitted in a sealed envelope, clearly marked and the bid document securely packed.</li><li>• Bid submission coming with loose papers may not be accepted. The bid document must be tightly binded.</li><li>• No late submission will be considered.</li><li>• Failure to submit on time will eliminate the bid to be evaluated.</li></ul> <p><b>Stage 1: Responsiveness Assessment</b></p> <ul style="list-style-type: none"><li>• Bidders must meet all the mandatory requirements to go through to the next stage and failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered "non - responsive". Bidders were urged to pay more attention and focus on this stage since bidders still tend to fail this stage and not evaluated any further.</li><li>• The Chairperson emphasized that the bidders must read and provide a true reflection of their entity.</li></ul> <p><b>Stage 2: Quantitative Assessment (Price and Specific Goals)</b></p> <ul style="list-style-type: none"><li>• All the bidders that have passed the functionality assessment will be evaluated on quantitative assessment, calculating points for price, and allocating points for specific goals. Bids will be evaluated on Price and B-BBEE applying 80/90 and 20/10 preference point system for income generating contract. Bidders will be evaluated based on the highest acceptable percentage rates for revenue. If the bidder does not submit the B-BBEE certificate/affidavit, they will not be awarded points for Specific Goals.</li></ul> <p><b>Stage 3: Qualitative Assessment</b></p> <p>Risk Assessment. The bids will be scrutinised for arithmetic errors and assess if the rates offered are market related to ensuring that there is no commercial risk. Previous performance reports will be assessed to mitigate any performance or service delivery risks. Procurement integrity assessment will be conducted</p>
7.	<p><b>Mandatory Requirements</b></p> <p>(a) Fully Completed and Signed SBD 1 FORM: Invitations to Bid. In case of a Joint Venture/Consortium the information (CSD registration numbers) of all the entities (members of the JV/Consortium) should be reflected on the SBD 1 Form. (ANNEXURE A)</p>

	<p>(b) Fully Completed and Signed SBD 4 FORM: Bidder's Disclosure. In case of a JV/Consortium, a separate Bidders Disclosure Form (SBD4) in respect of each party to the JV/Consortium must be completed and submitted. (ANNEXURE B)</p> <p>(c) A signed letter of intent to enter into a JV/Consortium, to be signed by all parties (Where applicable). Completed and Signed Certificate of Authority of Signatory TO BE SIGNED BY ALL BIDDING ENTITIES. Proof of Authority to sign may be submitted in the form of company resolution.</p> <p>(d) Fully Completed and signed Certificate of Authority of signatory to be signed by <b>ALL BIDDING ENTITIES (ANNEXURE D)</b>. In case of a JV/Consortium the authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV (<b>Where applicable</b>). Proof of authority to sign may be submitted in a form of company resolution.</p> <p>(e) In case of JV/Consortium, a signed letter of intent to enter into JV/Consortium or JV agreement to be signed by all parties.</p> <p>(f) Bidders must submit proof of at least two similar projects completed in the past two years, each supported by a performance or recommendation letter from the client. The total value should be a minimum project appointment value of R100 000 per project. The following must be in the letter of recommendation <b>ONLY FOR - CDC/13/15/17/25</b></p> <ol style="list-style-type: none"><li>1. Be on an official letterhead,</li><li>2. Clearly describe the scope of services provided,</li><li>3. Include the contract duration,</li><li>4. Provide traceable contact details of the reference,</li><li>5. State the performance and satisfaction level</li></ol> <p>Submit proof of confirmation of "Credit Terms" from the media houses of not less than R1 million per quarter or R4 million per annum - <b>ONLY FOR CDC/13/25</b></p> <p>(h) Provide the latest catalogue (2025) of currently available corporate gifts to which the service provider has access. <b>ONLY FOR CDC/19/25</b></p> <p>(i) Bidders must submit valid proof of office space within their selected areas, such as a lease agreement, title deed, or municipal statement (not older than 3 months) in the bidder's name. Landlord letters must be signed and include contact details. Failure to provide sufficient proof will render the bid non-responsive.</p> <p><b>Please note: CSD, CIPC registration documents, Letterheads, Search engines, Statements, etc. will not be considered as proof of office space.</b></p> <p><b>Additional Information</b></p> <ol style="list-style-type: none"><li>1. As per amended Generic sector codes, generic entities as well as Qualifying Small Enterprises with less than 51% black shareholding are to submit a valid</li></ol>	
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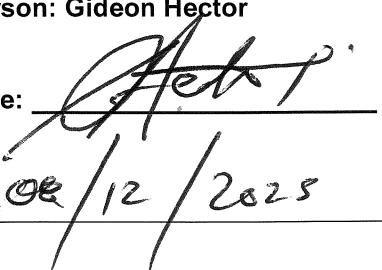
	<p>SANAS Accredited B-BBEE Verification Certificate. All Exempted Micro Enterprises and Qualifying Small Enterprises with more than 51% black shareholding are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTIC B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.</p> <p><b>(Annexure F)</b></p> <ol style="list-style-type: none"><li>2. Company Registration documents (Biz Portal).</li><li>3. Company Profile.</li><li>4. Completed and signed POPIA Consent Form <b>(Annexure G)</b></li><li>5. Completed and signed Form <b>SBD 6.1</b> preference points claim form in terms of the Preferential Procurement Regulations 2022. <b>(Annexure E)</b></li></ol> <p><b>Stage 2: Quantitative Assessment</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Bids that pass the Responsiveness assessment stage will be further evaluated on Price and Specific Goals.</li><li><input type="checkbox"/> Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000:</li><li><input type="checkbox"/> Preferential Procurement Regulations, 2022.</li><li><input type="checkbox"/> 80/20 preferential point system will be used to evaluate Price and Specific Goals.</li><li><input type="checkbox"/> <b>Please refer to SBD 6.1 for details on allocation of points.</b></li><li><input type="checkbox"/> <b><u>Area of Adjudication</u></b> <b><u>Maximum Points</u></b></li></ul> <table><tbody><tr><td>Tendered Price (Sp)</td><td>80.00</td></tr><tr><td>Specific Goals (BBBEE level scoring)</td><td>20.00</td></tr><tr><td><b>Total Points (S)</b></td><td><b>100.00</b></td></tr></tbody></table> <p><b>All JV's must provide a valid consolidated B-BBEE certificate in order to get points for their B-BBEE levels</b></p> <p><b>Stage 3: Qualitative Assessment</b></p> <ol style="list-style-type: none"><li><b>(a)</b> Qualitative Assessment will be conducted on the three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance, and other risks.</li><li><b>(b)</b> The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.</li><li><b>(c)</b> The rates offered will be compared against the cost estimate as well as the market average to confirm if the rates are market-related with no risks around the pricing.</li><li><b>(d)</b> The bidders will be assessed on their procurement integrity to establish</li></ol>	Tendered Price (Sp)	80.00	Specific Goals (BBBEE level scoring)	20.00	<b>Total Points (S)</b>	<b>100.00</b>	
Tendered Price (Sp)	80.00							
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	<p>whether the bidder or any of its directors has been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.</p> <p>(e) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.</p> <p>(f) Assessment of all the risks associated with project execution and completion of the project.</p> <p>(g) Site visits will be conducted for all successful recommended bidders.</p> <p><b>Final Outcomes of the Process</b></p> <p>Unsuccessful Bidders will be advised of the outcomes of this Stage of the Procurement Process.</p> <p><b>OWNERSHIP OF DELIVERABLES AND INTELLECTUAL PROPERTY</b></p> <ol style="list-style-type: none"><li>1. All the submissions and subsequent information received by the CDC as part of the bidding process shall become the property of the CDC and will not be returned to any Bidder.</li><li>2. Any deliverables (documents, drawings, etc.) prepared by the successful Bidder and submitted to the CDC during the execution of the contract arising from this RFP shall become the property of the CDC as its Intellectual Property including its Copy Rights.</li><li>3. The deliverables from the successful Bidder to the CDC during the execution of the contract would be both in the printed and in electronic format, and no PDF will be accepted. The CDC will advise the successful Bidder of the specific format in which the electronic deliverables should be submitted.</li></ol>	
8.	<p><b>CHANNELS OF COMMUNICATION</b></p> <p>(a) Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.</p> <p>(b) No telephonic or any other form of communication with any other CDC member of staff, other than the individual named below, relating to this request for the tender will be permitted.</p> <p>(c) All enquiries regarding this tender must be in writing only, and must be directed to Ms. Zine Mtanda, Unit Head: Supply Chain Management, e-mail: <b>tendersCDC1325@coega.co.za</b></p> <p>(d) If necessary, CDC may issue an addendum that may amend or amplify the tender documents to each bidder during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in</p>	

	<p>the Tender Data. An Addendum will be issued, to address some issues identified during the meeting.</p> <p>(e) Bidders are required to acknowledge receipt of addendum to the tender documents, which the CDC may issue.</p> <p>(f) All tender queries must be received five (5) working days before the tender closing date to allow time to respond, last date to receive queries <b>(26 January 2026)</b>.</p> <p>(g) Bidders who fail to observe the channels of communication will be disqualified.</p> <p>(h) The bidders must arrive at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor, any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid;</p> <p>(i) Any inquiry by the bidder that may affect other bidders will be responded to by all the bidders to ensure that the same information is shared will all bidders.</p> <p>(j) The request to extend the tender validity period, if required, may be sent to all bidders who have submitted their bids and the letter requesting extension will request bidders to respond to accept or not accept the extension. All bidders who will not accept or respond to the request will be disqualified and eliminated from the procurement process</p> <p>(k) The closing date and time for the receipt of complete bid documents is <b>Monday,02 February 2026 at 12h00.</b></p> <p>(l) One original completed bid document contained in a sealed envelope clearly marked: <b>“CONTRACT NO. CDC/1325/25 - - APPOINTMENT OF PREFERRED SERVICE PROVIDERS FOR THE PROVISION OF MARKETING AND COMMUNICATIONS SERVICES FOR THE COEGA DEVELOPMENT CORPORATION.</b> shall be placed in the tender box at the CDC's offices:</p>									
	<table border="1"> <thead> <tr> <th data-bbox="409 1469 680 1545">Tender Closing Offices</th><th data-bbox="680 1469 1379 1545">Address</th></tr> </thead> <tbody> <tr> <td data-bbox="409 1545 680 1732">Gqeberha</td><td data-bbox="680 1545 1379 1732"> <p><b>CDC Head Office, Corner Alcyon Road &amp; Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth).</b> Bids are to be submitted at Documents Control Office, Ground floor</p> </td></tr> <tr> <td data-bbox="409 1732 680 1873">East London</td><td data-bbox="680 1732 1379 1873"> <p><b>Harraway House, 12 Pearce Road, Berea, East London,</b> - Bids are to be submitted to Reception area, Ground Floor.</p> </td></tr> <tr> <td data-bbox="409 1873 680 2002">Mthatha</td><td data-bbox="680 1873 1379 2002"> <p><b>CDC's Mthatha Office, Ground Floor, 76 Blakeway, Mthatha, 5100..</b> Bids are to be placed in the tender box at the reception area.</p> </td></tr> </tbody> </table>	Tender Closing Offices	Address	Gqeberha	<p><b>CDC Head Office, Corner Alcyon Road &amp; Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth).</b> Bids are to be submitted at Documents Control Office, Ground floor</p>	East London	<p><b>Harraway House, 12 Pearce Road, Berea, East London,</b> - Bids are to be submitted to Reception area, Ground Floor.</p>	Mthatha	<p><b>CDC's Mthatha Office, Ground Floor, 76 Blakeway, Mthatha, 5100..</b> Bids are to be placed in the tender box at the reception area.</p>	
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	Pretoria	<p><b>Hillcrest Office Park, Coega Development Corporation</b> 189 Lunnon Road, Hillcrest, Pretoria, 0083 – Bid are to be submitted at Reception Area.</p>	
	Durban	<p><b>CDC Umhlanga Office, 18 Cranbrook Crescent, Umhlanga</b>, Durban, 4051 – Bid are to be submitted at Reception Area</p>	
	Cape Town	<p><b>Building 60 st Georges Mall Street, South African Reserve Bank Building Floor 11, office 1101</b> Coega Development Corporation, Cape Town City Centre, Bids to be submitted at the Coega Reception Area.</p> <p><b>Note:</b> Tenderers must produce a valid South African Identification or driver's license document at the security desks to be allowed access to the CDC office.</p>	
<p>(m) Bids will not be opened in public, and no late submissions will be considered.</p>			
<p><b>PRICING SCHEDULE REQUIREMENTS</b></p> <p>All pricing / rates must be inclusive of operational costs. This ensures that the total cost presented accounts for all expenses related to the operation, including but not limited to utilities, maintenance, staffing, administrative overheads, and any other associated costs necessary for service delivery.</p> <ul style="list-style-type: none"> <li>• It was further explained that the rates must be multiplied by the estimated hour and the total in rands will only be used for evaluations purpose only.</li> <li>• It was also explained that the markup prices must be added in the estimated amounts in rands, the total with the markup percentage will be used for evaluation purposes.</li> <li>• The chairperson urged the non-VAT vendors to ensure that they include VAT if they have been charged VAT.</li> </ul>			
9.	<p><b>QUESTIONS AND ANSWERS</b></p> <p><b>Question 1:</b></p> <ul style="list-style-type: none"> <li>• The address for queries in the presentation is different to the one in the RFP document. On the RFP document page 16 it says the address of queries is <a href="mailto:CDTenders1325/25">CDTenders1325/25</a> but the address in the presentation is <a href="mailto:tenderscdc3625@coega.co.za">tenderscdc3625@coega.co.za</a> which one is correct?</li> </ul>		

	<p><b>Answer</b></p> <ul style="list-style-type: none"><li>• The correct email address is the one in the tender document <a href="mailto:tenderscdc1325@coega.co.za">tenderscdc1325@coega.co.za</a>.</li></ul> <p><b>Question 2:</b></p> <ul style="list-style-type: none"><li>• Does the document be signed in original signature or can it be digital signature.</li><li>• Super, thank you. And then next question is that the signature on the document, does it have to be an original signature, or can it be a digital signature?</li></ul> <p><b>Answer</b></p> <ul style="list-style-type: none"><li>• Both signature can be allowed.</li></ul> <p><b>Question 3:</b></p> <ul style="list-style-type: none"><li>• If we are bidding for public relations, which doesn't necessarily require physical presence, can we bid for areas where we don't have an office? Or can we only bid for areas where we do have an office?</li></ul> <p><b>Answer</b></p> <ul style="list-style-type: none"><li>• The question was not answered; however, the chairperson did indicate that CDC team will discuss it and respond through addendum.</li></ul> <p><b>Question 4:</b></p> <ul style="list-style-type: none"><li>• I just have a follow up on the office thing like for instance with us, our head office is based in Sandton, but we've got branches in Cape Town and Durban, all our branches are remote. So, we don't necessarily have proof of office for our branches, but they are fully operational because everything else is run from our head office.</li></ul> <p><b>Answer</b></p> <ul style="list-style-type: none"><li>• The question was not answered; however, the chairperson did indicate that CDC team will discuss it and respond through addendum.</li></ul> <p><b>Question 5:</b></p> <ul style="list-style-type: none"><li>• My question relates to the proof of address municipal bills that are in the director's name. Are they accepted because it's written that it must be on the company name and naturally, we used the one that?</li></ul> <p><b>Answer</b></p> <ul style="list-style-type: none"><li>• Yes, the registration documents will tell us all that this is directors and if it is within the name of the director, that is acceptable.</li></ul> <p><b>Question 6</b></p> <ul style="list-style-type: none"><li>• Can I kindly get confirmation on which bid number is correct? CDC/13/25 et al<ul style="list-style-type: none"><li>➤ CDC-CEO-006-25</li><li>➤ CDC/18/25</li></ul></li></ul> <p>Answer</p>
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	<ul style="list-style-type: none"><li>• Please note the overall contract number is CDC/13/25 et al. However, if you are looking at bidding for printing services only, the relevant contract is CDC/18/25. Hope I have clarified.</li></ul> <p><b>Question 7</b></p> <ul style="list-style-type: none"><li>• Must the service provider have the occupational health / SHEQ certification?</li></ul> <p>Answer</p> <ul style="list-style-type: none"><li>• Only the appointed service providers for discipline number CDC/17/25 - Events Management must submit a health and safety file</li></ul>	
10.	<p><b>CLOSURE</b></p> <p>(a) The bidders were thanked for their attendance and participation.</p> <p>(b) There being no further business discussed, the meeting was adjourned at 12h44.</p>	
11.	<p><b>APPROVAL OF MINUTES</b></p> <p>Signed by the chairperson/s, on behalf of all the members present, to confirm that the minutes are a true and accurate record of the meeting.</p> <p><b>Approval:</b></p> <p><b>Chairperson: Gideon Hector</b></p> <p><b>Signature:</b> </p> <p><b>Date:</b> 08/12/2023</p>	