



BRIEFING MINUTES OF THE COMPULSORY BRIEFING SESSION HELD ON 15 APRIL 2025
@10H00 – 12H00:

TENDER NUMBER: HO/REAM/01/04/2025

REQUEST FOR PROPOSAL (RFP): PROVISION OF PROPERTY MANAGEMENT SERVICES FOR THE PROPERTIES UNDER MANAGED PORTFOLIO SITUATED IN THE FOLLOWING PROVINCES: KWAZULU NATAL, GAUTENG AND WESTERN CAPE

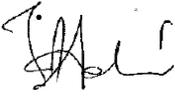
PROCEDURAL MATTERS	
1. OPENING AND WELCOME	Mr. Albert Mdluli
2. EXPLANATION OF THE BIDDING PROCESS (EVALUATION METHODOLOGY STAGE 1, 2 & 3)	SCM Advisor: Albert Mdluli
3. EXPLANATION OF SCOPE OF WORK/PROJECT SPECIFICATION	Project Manager: Msebenzi Mabona
4. ATTENDANCE REGISTER	All bidders attended the compulsory briefing meeting and signed the register (See attached register) and Certificates of Attendance were issued to them.
5. CLOSURE	Meeting adjourned at 12h00

1.	OPENING AND WELCOME Albert Mdluli
2.	EXPLANATION OF THE BIDDING PROCESS. 1. The two-envelope system was explained as well as why we have 80/20 or 90/10 2. Mandatory and Non-Mandatory requirements were explained 3. The Project Manager explained the scope of work and the technical evaluation criteria. CLARIFICATION OF TENDER INFORMATION For any clarifications, queries, questions or comments regarding to this tender should be addressed to the Supply Chain Management contact person via email to albert.mdluli@prasa.com or 011 013 1487 EXPLANATION OF SCOPE OF WORK/PROJECT SPECIFICATION The Technical / Functional team members unpacked the project specification and Scope of Work, which is embedded on the tender document issued to Bidders. The following questions were asked by the potential bidders and were responded to by PRASA CRES representatives:



	QUESTIONS, CHALLENGES & ISSUES RAISED	ANSWERS
	Bidders inquired about how they are expected to prove their membership with the PPRA	It was confirmed that the Fidelity Certificate alone will be sufficient.
	Clarification was requested regarding the financial aspect of the technical criteria, specifically relating to assets and liabilities.	The financial component of the technical criteria is intended to assess the financial strength of the bidding entity, ensuring they have the capacity to pay their employees monthly. It also aims to confirm that the entity's assets can be leveraged to cover its liabilities within a year.
	If an individual was previously part of another company but has since resigned, what action should be taken regarding SB4?	The individual must disclose this information on SBD 4.
	When responding to the company experience section, should we combine all property portfolios into one submission, or should we present each portfolio separately.	Yes, bidders may consolidate multiple portfolios
	Bidders requested that we provide a list of additional property categories to facilitate pricing.	It was confirmed that a list of potential categories for additional properties will be provided.
	Is there an opportunity for site visits	Yes, but an appointment must be scheduled in advance
	Is PRASA seeking multiple companies or just one for this project	Only one company is required
	Is PRASA planning to replace the current service provider	The current contract has expired, and PRASA must initiate a competitive bidding process to select a suitable and capable company that meets the criteria
5.	CLOSURE	
	The SCM representative declared the meeting officially closed at 12h00.	

Complied by: **Albert Mdluli**

Signed By: 

DATE: 16 April 2025

Approved by: **Msebenzi Mabona** 

DATE: 16 April 2025