

**Minutes of the Compulsory Briefing Session for Tender No. 43/2026
Provision of on an “As and When” Basis for a period of three (3) years at various
Legal Aid SA Offices in Gauteng held on 19 August 2026 at 10:00 to 12h00, Virtual
Microsoft Teams**

Members Present:

Nomalanga Nxumalo : Chairperson (Infrastructure Supervisor)
 Buhle Sesiko : Procurement Manager
 Isonia Morupisi : Administration Manager
 Jonas Skosana : Network Administrator
 Manqoba Sibiya : Debtors & Fixed Assets Manager
 Nyako Tshukudu : Nyako Tshukudu
 Pinky Makhaye : Administration Manager
 Enid Kweyama : Secretariat

No	Items
1.	Opening and Welcomes
1.1	Tender 43/2026 – Compulsory Briefing Session Minutes 1. Opening and Purpose of the Briefing Session - The Infrastructure Supervisor opened the compulsory briefing session for Tender 43/2026 and welcomed all attendees. The Bid Specification Committee (BSC) members, Tender Supervisor/Secretariat and prospective bidders were introduced. - The purpose of the briefing session was to provide prospective bidders with an overview of the tender requirements, scope of work, evaluation criteria, submission requirements and applicable procedures. - The tender seeks to appoint a suitably qualified contractor to provide multi-disciplinary building maintenance services at three Legal Aid South Africa offices in Gauteng for a period of three years. - The briefing further provided bidders with an opportunity to familiarise themselves with the sites, seek clarification on the tender requirements and identify any operational matters that may affect the preparation and pricing of their bids. - It was emphasised that the Request for Proposal (RFP) document remains the primary source of information and that any formal clarification or amendment would be communicated in writing to all bidders. 2. Scope of Work and Contractor Requirements - The Committee explained that the scope of work includes planned and reactive maintenance, emergency repairs, minor capital works and general building maintenance at the identified Legal Aid South Africa offices. - General Building Works - Tiling Works - Painting and Surface Finishes - Carpentry and Joinery - Flooring Works - Drywalling and Partitioning - Ceiling Works

No	Items				
	○ Doors and Windows ○ Roofing and Waterproofing ○ Steelworks and Metal Fabrication ○ External Works ○ Carports and Shade Ports ○ Concrete Works ○ Plumbing and Drainage ○ Pumps ○ Alterations and Renovations (Minor Projects) and ○ Other related maintenance and minor works. • It was further clarified that NB: These works will generally fall within the minor works threshold determined by Legal Aid SA and will reserve the right to source services through a separate competitive process. • Contractors will be required to comply with all applicable legislation, building regulations, health and safety requirements and local authority approvals. Contractors must also ensure that appropriately skilled and certified personnel are deployed to perform the required work. • Where professional services are required, the relevant professionals must be registered with the applicable professional bodies and supporting registration documentation must be provided. 3. Service Delivery and Performance Requirements • The Committee explained that maintenance requests will be issued by authorised Legal Aid South Africa representatives. Contractors will be required to provide quotations based on the agreed rates and may only commence work upon receipt of the required written approval. • In emergency situations, verbal authorisation may be provided, subject to subsequent written confirmation. • The Committee emphasised that contractors will be required to adhere to the prescribed response and completion periods for emergency, urgent and routine maintenance requests. • Failure to comply with the prescribed service levels may result in penalties, recovery of costs associated with poor workmanship and, where applicable, termination of the contract for persistent or serious non-performance. 4. Bid Evaluation Process • The Committee presented the proposed three-phase evaluation process, comprising administrative compliance, technical/functionality evaluation and price/preference evaluation. 4.1 Mandatory Administrative Requirements Bidders were advised that the following mandatory requirements must be submitted: <table><tr><th>CIDB REGISTRATION</th></tr><tr><td>The bidder must have a valid CIDB grading designation of 4 GB or higher. The bidder must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract project.</td></tr><tr><td>To substantiate, the bidder must submit/attach proof of valid CIDB Registration/application for grading.</td></tr><tr><td>Where the bidding entity is a Joint Venture, the consolidated Join venture CIDB grading designation must be of 4GB or higher. The Joint Venture Entity must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract period.</td></tr></table>	CIDB REGISTRATION	The bidder must have a valid CIDB grading designation of 4 GB or higher . The bidder must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract project.	To substantiate, the bidder must submit/attach proof of valid CIDB Registration/application for grading .	Where the bidding entity is a Joint Venture, the consolidated Join venture CIDB grading designation must be of 4GB or higher . The Joint Venture Entity must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract period.
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No	Items						
	The lead partner has a contractor grading designation in the 5GB or higher class of construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status. NB: For applications, the status will be verified 21 working days after the closing of the tender. LETTER OF GOODSTANDING The bidder and all the proposed sub-contractors are required to have a valid Compensation for Occupational Injuries and Diseases Act, no 130 of 1993 (COIDA) Letter of Good standing for Building Maintenance or Construction or Renovations or Refurbishments the duration of the project. This should be provided for the bidder. To substantiate, the bidder is required to attach a copy of their valid COIDA Letter of Good Standing. Joint Venture In the case of Joint Ventures, the bidder must submit a copy of the signed Joint Venture Agreement. CONTRACTORS ALL RISK AND PUBLIC LIABILITY INSURANCE The bidder must provide proof of appropriate employers and public liability insurance of R 5 000 000 to cover the risk of injury to the contractor's staff and/or any third parties, including any sub-contractors of the bidder who may be injured accidentally or cause any damages to property, within the duration of the contract. COMPULSORY SITE BRIEFING ATTENDANCE The bidder is required to submit proof of compulsory site briefing and site inspection held on site on the specified date as set out on page 1 of Annexure A. A certificate of attendance of compulsory RFP Briefing and site inspection will be required and must be attached in the RFP response. Failure to comply with the requirements assessed in Phase 1 (Admin compliance), will lead to disqualification of bids. 4.2 Technical and Functionality Evaluation <table border="1"> <thead> <tr> <th>Item</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td> BIDDER'S EXPERIENCE (i) The bidder must submit proof to demonstrate a minimum experience in the last seven (7) years in General Maintenance services under a term contract with a similar scope of various classes of works as specified in the description of services for office buildings, supported by contactable Five (5) previous and/or current clients. Information must be completed as per Annexure B, Table (a) supported by appointment letters and completion Letters or Certificates (reference documents without completed Table (a) will not be considered). (ii) The bidders must submit proof of experience in the form of an appointment letter(s) and completion letter/certificates, which must detail the following combined: - On an official company letterhead - Project value(s) - Detailed scope of works - Signed and dated by the client to be considered. - Contact details (Email and Telephone or Cell phone Number) (iii) It is at the discretion of Legal Aid SA to reject the project as not relevant, therefore proper project descriptions must be given. (iv) Letters submitted must be only for the bidding entity and no sub-contracting references. (v) No once-off project references will be accepted. NB: Letters must be on the client's official company letterhead, including the scope and contactable referee details. - Five references =50 - Four references =40 - Three references = 30 points - Two references = 20 points - One references = 10 points - Zero references = 0 points NB: Submission without required details or submission of only an appointment letter or completion letter will not be scored. </td></tr> <tr> <td>2</td><td> QUALIFICATIONS AND SKILLS OF THE PROPOSED PROJECT TEAM The bidder's proposed team as per below, must demonstrate a track record and proven experience in the relevant fields. Experience to be considered for evaluation should be in line with the role of the position mentioned below. a) Site Manager/Agent: - The bidder must submit a Curriculum Vitae (CV) of a Site Manager/Agent to be deployed to the project. The manager must have a minimum of 10 years' experience as a Site Manager/Agent in similar projects with (Project Management or Construction management or Built environment Qualification (Mechanical, Electrical, Civil, Structural, etc.) recognized by SAQA and provide certified copies thereof. =15 points </td></tr> </tbody> </table>	Item	Description	1	BIDDER'S EXPERIENCE (i) The bidder must submit proof to demonstrate a minimum experience in the last seven (7) years in General Maintenance services under a term contract with a similar scope of various classes of works as specified in the description of services for office buildings, supported by contactable Five (5) previous and/or current clients. Information must be completed as per Annexure B, Table (a) supported by appointment letters and completion Letters or Certificates (reference documents without completed Table (a) will not be considered). 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No	Items
	- Less than 10 years' experience as a Contracts Manager/Agent in similar projects, or without a proven, valid certified copy of a Qualification in Construction =0 points b) <u>Artisan: Carpenter</u> 5 years and above experience as a carpenter with NQF Level 04 or higher and a proven, valid certified copy of Trade test certification =5 points - Less than 5 years of experience as a carpenter or with no NQF Level 04 or higher, proven, valid certified copy of Trade test certification =0 points c) <u>Artisan: Plumber</u> 5 years and above experience as a Plumber with NQF Level 04 or higher and a proven, valid certified copy of Trade test certification and valid registration with PIRB =7.5 points - Less than 5 years of experience as a carpenter or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification or valid registration with PIRB =0 points d) <u>Artisan: Bricklayer</u> 5 years and above experience as a carpenter with NQF Level 04 or higher and a proven valid certified copy of Trade test certification =5 points - Less than 5 years of experience as a carpenter or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification =0 points e) <u>Electrician</u> 5 years and above experience as an electrician with NQF Level 04 or higher and a proven valid certified copy of Trade test certification and valid wireman's license =7.5 points - Less than 5 years of experience as an electrician or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification or valid wireman's license =0 points f) <u>OHS Officer</u> 3 years and above experience as a Construction health and safety officer in building maintenance projects, and valid certified proof of registration with SACPCMP =10 points - Less than 3 years' experience as a Construction health and safety officer in refurbishment projects and not registered with SACPCMP = 0 points - The structure (organogram/proposed organogram) and composition of the proposed team and team leader, clearly outlining the main disciplines/specialties of this project and the key personnel responsible for each specialty, is required. Table (b), Annexure B of this RFP, must be completed. - CVs of all key personnel; and the CVs must clearly highlight qualifications, valid and in good standing professional body registration, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. - Copies of relevant qualifications and professional registrations for Team Members, - Note: CVs without the qualification of Team Members not attached = 0 points Total
	5. Price and HDI Preference Evaluation The Committee explained that the final evaluation phase will assess: - Price – 80 points; and - HDI ownership – 20 points. - The applicable preference points will be allocated based on the prescribed ownership categories, including black, women, youth and persons with disabilities. - Bidders will be required to submit the prescribed supporting documentation, including relevant B-BBEE documentation, CSD reports and identification documents of directors, where applicable. - The Committee noted that the tender documentation should clearly reflect all supporting documents required for the allocation of HDI points. 6. Clarifications Raised by Bidders - Several questions were raised by prospective bidders regarding the interpretation and submission of the tender requirements. 7.1 Letters of Intent - It was clarified that letters of intent would not be accepted as a substitute for the required current and valid documentation. Bidders must demonstrate their current ability and capacity to participate in the market and perform the required services.

No	Items
	7.2 COIDA Documentation - Bidders were advised to ensure that their COIDA documentation is valid and compliant with the tender requirements. Where necessary, bidders should engage the Department of Employment and Labour to update or regularise their documentation before submission. 7.3 NQF Level 4 Requirement for Artisans - A question was raised regarding experienced artisans who may have relevant trade tests and professional registrations, including PIRB registration, but who do not possess an NQF Level 4 qualification. - The Committee noted that the matter requires further consideration by the BSC to determine whether such experience and alternative qualifications may satisfy the tender requirement. - The BSC agreed to deliberate on the matter and provide a formal written response to all prospective bidders. The final position will be communicated equally to all bidders to ensure consistency and fairness in the evaluation process. 7.4 Experience and Reference Letters - It was clarified that relevant experience must fall within the prescribed seven-year period and must relate to term contracts rather than once-off projects. - For completed contracts, bidders must provide the required appointment and completion letters. For ongoing contracts, an appropriate testimonial or reference letter from the current client must be submitted. 7.5 Certification and Legal Compliance - The Committee confirmed that all tender requirements will be applied in accordance with applicable South African legislation and regulatory requirements. - Bidders were reminded to ensure that certifications and supporting documents meet the validity periods specified in the tender document. 8. Pricing Schedule and Submission Requirements - The Committee explained the pricing schedules and the manner in which bidders are required to complete the pricing information. 9. Artisan Pricing Disbursements - A question was raised regarding the professional services disbursements and the committee advised that they will deliberate and provide feedback to the prospective bidders. Bidders must provide: - Percentage mark-ups for materials within the specified value ranges and contract years; - Labour rates for each required trade and contract year; - After-hours labour rates; - Travel rates per kilometre between the bidder's office and each Legal Aid South Africa office; and - Discounts, if any, on applicable gazetted DPSA professional rates. - Where no professional fee discount is offered, bidders must indicate zero. - Bidders were reminded that all pricing schedules must be completed accurately and in full. Missing or incomplete pricing information or other mandatory documentation may result in the bid being declared non-responsive. - Both hard and soft copies of the bid documentation are required. In the event of a discrepancy between the hard and soft copies, the hard copy will take precedence, subject to the provisions of the tender document. 9. Questions and Answers Process

No	Items
	• The Committee advised bidders that questions raised during the briefing session would be considered and that formal written responses would be issued. • Additional questions may be submitted in writing before the stipulated closing date for questions. • The Committee emphasised that written responses will be communicated to all bidders and will take precedence over informal or verbal explanations provided during the briefing session. • This process is intended to ensure that all prospective bidders receive the same information and that the principles of fairness, transparency and equal treatment are maintained. 10. Administrative Matters • Bidders were reminded to ensure that all prescribed administrative forms are fully completed and signed. • Particular attention was drawn to the completion of the relevant SBD forms, including the pricing and preference schedules. Joint Ventures must ensure that all required consolidated documentation is submitted. • Bidders were also reminded to complete and sign the attendance register and attendance certificates associated with the compulsory briefing session. 11. Action Items • Deliberate on the NQF Level 4 requirement for experienced artisans who possess relevant trade tests/PIRB registration but do not have NQF Level 4, and provide a formal written response. • Amend the tender documentation, where necessary, to clearly specify the supporting documents required for HDI preference points, including CSD report and directors' identification documents and correct any clerical errors. • Consolidate bidder questions and formal responses and publish the Q&A/addendum through the prescribed procurement platforms. • Finalise and publish the compulsory briefing session minutes. • Ensure that all attendees complete the attendance register and certificates and that completed certificates are distributed accordingly. 12. Conclusion and Adjournment • The Committee thanked all prospective bidders for their participation and reminded them to carefully consider all requirements contained in the tender document before submitting their bids. • It was confirmed that outstanding questions would be considered and that formal responses would be communicated to all prospective bidders within the stipulated timeframe. • The compulsory briefing session was thereafter formally adjourned. • The Committee thanked all prospective bidders for their participation and reminded them to carefully consider all requirements contained in the tender document before submitting their bids. • It was confirmed that outstanding questions would be considered and that formal responses would be communicated to all prospective bidders within the stipulated timeframe. • The compulsory briefing session was thereafter formally adjourned.
2.	Closure
2.1	Meeting adjourned. 11:48AM

Prepared By:

Secretariat: *EKweyama*

Date: 27 August 2026

Approved

Chairperson:  _____

Date: 31/08/2026