

Tender Briefing Session: Supply and Delivery of First-Aid Kits

The briefing session was conducted to provide prospective suppliers with a comprehensive understanding of the requirements for the re-advertised tender following the unsuccessful outcome of the previous procurement process, where no bidder successfully met the technical evaluation criteria. The session focused on commercial, technical, contractual, and compliance requirements, while also providing suppliers with an opportunity to seek clarification on tender-related matters.

1. Background and Purpose of the Tender

Presented by the Buyer

Buyer explained that the tender had been re-advertised after the previous process failed to yield any technically compliant bidders. The objective of the briefing was to ensure that suppliers fully understood the revised requirements, evaluation methodology, and submission obligations before preparing and submitting their bids.

The buyer highlighted the collaborative role of the various specialists involved in the process, including procurement, technical, and contract management representatives, each responsible for addressing matters within their respective disciplines.

2. Commercial Requirements and Tender Submission

Presented by the buyer

Suppliers were guided through the tender documentation and submission requirements, with emphasis placed on the following:

- Electronic submission of bids before the stipulated closing date and time.
- The bidder bears sole responsibility for the successful submission of tender documents.
- Tender-specific conditions will prevail wherever they conflict with standard tender provisions.
- Supporting documentation must be uploaded into the appropriate folders and categories.
- All required documentation should be submitted in the prescribed format, predominantly PDF.
- Where multiple submissions are made, only the latest submission will be considered for evaluation.
- All requests for clarification must be directed through the Procurement Representative to ensure consistency of communication and recordkeeping.

3. Revised Technical Evaluation Methodology

Presented by end user

The end user explained that the technical evaluation criteria had been revised following lessons learned from the previous tender process.

A significant amendment is that suppliers will no longer be required to submit physical first-aid-kit samples with their initial tender submission. Instead, evaluations will be conducted in two stages:

Stage A: Desktop Evaluation

- Assessment of submitted technical documentation.
- Minimum qualifying score: **70%**.

Stage B: Practical Sample Evaluation

- Physical first-aid-kit samples will only be requested from suppliers who pass Stage A.
- Suppliers must successfully meet all practical evaluation requirements to qualify.

Suppliers were reminded that failure at any stage of evaluation would prevent progression to subsequent stages.

4. NEC Contract Requirements

Presented by contracts Management

The QS provided an overview of the NEC3 Supply Contract applicable to the tender.

Suppliers were advised to:

- Complete all contractual schedules and returnables accurately.
- Ensure company details and authorised signatories are correctly reflected.
- Carefully complete pricing schedules and rate-based submissions.
- Verify that all contract documentation is fully completed before submission.

It was emphasized that incomplete contractual documentation may adversely affect the overall evaluation process.

5. Supplier Questions and Clarifications

Supplier 1

Requested clarification regarding:

- Financial statement requirements.
- The mandatory nature of SAPRA-related requirements.

The team confirmed that financial statements form part of the financial evaluation process and further clarified the practical implications of SAPRA compliance requirements during technical evaluation.

Supplier 2

Requested clarification regarding:

- Distributor authorisation requirements.
- Regulatory compliance obligations for distributors.
- Pricing submission requirements.

Suppliers were advised that:

- Authorisation and compliance requirements depend on the nature of the products supplied.
- Appropriate evidence and approval chains must be submitted where distributors act on behalf of licence holders.
- Pricing must be completed directly within the NEC pricing schedule and not on separate spreadsheets.