



Meeting Description: COMPULSORY BIDDERS BRIEFING – COMPREHENSIVE ON-SITE CATERING SERVICES TO THE ARMSCOR HQ FOR A PERIOD OF 36 MONTHS

Date: 19 April 2024

Time: 09:00 – 11:00

Location: Cafeteria

Scheduled Time			Actual Time		
Start	Finish	Total Hours	Start	Finish	Total Hours
09:00	11:00	2 hours	09:00	10:30	1,5 hour
ATTENDANCE (Armcor)					
1.	J Kitshoff (Chairperson)	6	P Mangakane (SCM Representative)		
2.	A Legodi (Scribe)	7	D Mangwane (SHE Specialist)		
3.	S Boyd (Project Manager)	8	K Msimango (Security representative)		
4.	L Shabangu (Requestor)	9			
5.	A Twala (BEE Representative)	10			
APOLOGIES					
1.	O Sibanda				

		ACTION	DATE
1.	OPENING AND WELCOME		
1.1	Ms P Mangakane opened the meeting and welcomed everyone present @09:00am. She further introduced colleagues attending the briefing session.	-	
2.	ATTENDANCE REGISTER		
2.1	The attendance register was circulated for completion by the bidders, Ms P Mangakane stated the name of the company used on the register should be name used when responding to the bid. She also indicated that bidder's briefing is compulsory.	-	
3.	BIDDERS BRIEFING PRESENTATION		
3.1	A presentation was tendered by the SCM representative, and the following questions arose with the associated clarifications provided:		
	Statement of Work and Health And Safety The following was iterated: - The bidder will cater for VIP's (Defence and Armcor Board and Executives), corporate and private functions. - The bidder is to quote yearly rates (from June 2024). - Armcor will provide cashflow for the kitchen facilities improvement. - Armcor will pay for the pest control and deep cleaning services, they can be subcontracted by the bidder.		



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	• The training, medicals and PPE are for the bidder's costs. • Occupational Health and Safety Act of 85 of 1993 guides the Employer and the bidder. • Section 8 of the Occupational Health and Safety Act 85 of 1993 duties of employers to their employees was explained in depth to the bidders. • Section 12 of the Occupational Health and Safety Act 85 of 1993 general duties of employers regarding listed work was explained in depth to the bidders. • Section 13 of the Occupational Health and Safety Act 85 of 1993 duties to inform: every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform. • The ISO 22000 and ISO 45001 certification is not mandatory however the facility must be operated according to the requirements. • The HACCP (Hazard Analysis Critical Control Point) shall be implemented as it is a system which identifies, evaluates and controls hazards which are significant for food safety. • Armscor cleaning staff is responsible for the general cleaning. • The staff currently working in the kitchen can be approached by the new bidder, but this request is not imposed to the bidder. Question: is it necessary to submit the safety file with the bid document? Answer : the safety file must be submitted after order award and within 14 working days. Question: how many staff members are currently working in the kitchen? Answer: they are about 13 to 18 staff members, including the Chef and the site manager. Question: Does Armscor provide financial assistance for the bidder to run operations? Answer : the bidder must be self-funded and have the financial muscle to provide the required services. The management fee that is to be quoted should also assist the bidder but is paid after the services have been provided within 14-30 days. Question: is the any coffee machine that the bidder is responsible to acquire? Answer : the bidder is responsible for operating the coffee bar machine. There is also a coffee machine by the executives' boardroom which must be maintained by the bidder.		

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	Question: does the bidder have to provide and manage the vending machine? Answer: Yes, this service must be provided and managed by the bidder on a rental basis to them. Armscor is not going to provide or manage the vending machines. Question: who is the Armscor Project Manager for this project? Answer: : the Project Manager is Mr Shane Boyd. Question: how many people are on site daily? Answer: Armscor has about ±950 employees and Defence has about ±1500 employees, the cafeteria serves about 300 to 500 employees daily and this depends on the bidder's services. The bidders are to provide well balanced health meals and are urged to be innovative. Armscor has diversity of employees, 90% African, others follow Vegetarian and Halal diets. Question: what is the range for functions? Answer: the functions depend on the client requirements, the corporate wellness event ranged ±R110 000, 00. Other events are for meetings for small number of people and may require finger lunch and water. Question: Are there any specific requirements or food / meat portions specifications? Answer: : The bidder must propose their offered meals specifications. Question: Will the cutlery and crockery be provided by Armscor. Answer: Yes, but if not sufficient the bidder can advise Armscor and Armscor will provide.		
	Evaluation Criteria - Critical Criteria , Functional Criteria and Special requirements The following was emphasised: • Armscor reserves the right to conduct reference checks on the reference provided, this is inclusive of site visit of the existing client. • Lunch is the main meal and is important and must be priced affordably. The coffee lounge and the breakfast prices must be market related. Annexure D pricing offer must be submitted with the bid documents. • Certified ID copies and qualifications must be submitted with the bid. • The bidders were requested to complete and submit the documents for the special requirements with the bid in order to reduce the processing time as the bidder is to commence with the services on 01 June 2024.		

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	-Specific Goals • Advancement of SMMEs is applicable to this bid that is EME R0Million-R10Million and turnover QSE R10Million-R50Million turnover. If a Large entity is to bid, they will be allocated 0 points. • An incorrect stamp invalidates affidavits, those that stipulate "this is a true copy of the document".		
	-Special Conditions - 35% Black Equity Ownership (BEO) • This requirement emanates from the defence sector codes. • It was clarified that should the bidder have BEO of less than 35%, prior to order placement, negotiations will be undertaken and a transformation will be drafted which must be achieved within the 36 months order period. Should the bidder not abide to the agreement, a certain percentage of the invoices will be withheld. -Security The following was conveyed: • The company premises will be visited and vetted as well as the employees. Appendix A to the bid documents stipulates the required documents for vetting the bidder's employees. • Armscor will pay for the first vetting application, if the outcome is negative the bidder shall incur the costs of the second vetting. Question: when will the vetting documentation be submitted? Answer : the documentation for vetting are to be submitted when the order is awarded to the successful bidder. Question: if the bidder's staff member is to be replaced, does Armscor still pay for that replacement vetting? Answer : Armscor only pays for primary staff not secondary staff. Question : are all directors of the company going to be vetted Answer : all the directors that are reflecting on the CIPC document will be subjected to the vetting requirements and the operational managers. Question: Does the secret and confidential status vetting apply to all the bidder's employees simultaneously? Answer: No, the secret classification applies where the people concerned will be in contact with the Executives and Board of Directors and the providing services in the building smaller boardrooms. The kitchen staff will be vetted to the confidential level.		



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	Question: Will the functions services be requested exclusively from the bidder? Answer: yes, the bidder shall provide these services however should the bidder be unable to provide these services, Armscor can source them elsewhere and this will be loss to be bidder. Question: Is the facility a cash less facility? Answer: We do take cash. The bidder can propose new technology means.		
3.2	A tour of the kitchen facility and the café lounge was embarked on by the bidders. The bidders who are have respiratory problems should refrain from the site visit as facility was fumigated recently. They can later request to visit the facility.		
3.3	It was communicated that the presentation and the minutes will be distributed by no later than the 23 April 2024.		

COMPILED BY:

MS. A LEGODI
SOURCING AND CONTRACT
MANAGEMENT

P.P. R.L. 
DATE: 23/04/2024

APPROVED BY:

MR. JJ KITSHOFF
SECURITY AND FACILITIES


DATE: 23/04/2024